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

West Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949 (415) 506-0234 an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.
Dear Students,
I welcome you to West Valley College at the most exciting and challenging time in our history. You have at your fingertips a guide to the academic process and the undertakings of one of the educational jewels of the Bay Area. This guide will help you to better understand our curriculum and majors, graduation requirements, and academic policies and procedures.

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

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

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

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

Sincerely,

Bradley J. Davis, J.D.
President
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This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/.
### College Calendar

#### 2013 Summer Session

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week of April 1</td>
<td>April 2</td>
</tr>
<tr>
<td>Continuing students receive registration date by e-mail or in the mail</td>
<td></td>
</tr>
<tr>
<td>April 17 - April 30</td>
<td>April 23</td>
</tr>
<tr>
<td>Web reg for continuing students</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td></td>
</tr>
<tr>
<td>Web reg for new students</td>
<td></td>
</tr>
<tr>
<td>June 3, June 17</td>
<td></td>
</tr>
<tr>
<td>First day of classes</td>
<td></td>
</tr>
<tr>
<td>Last day to ADD a class: 10% of total days</td>
<td></td>
</tr>
<tr>
<td>Last day to DROP a class without a “W” and with a refund: 10% of total days</td>
<td></td>
</tr>
<tr>
<td>Last day to DROP a class with a “W”: 75% of total days</td>
<td></td>
</tr>
<tr>
<td>Final Exam: last day of class</td>
<td></td>
</tr>
<tr>
<td>August 6</td>
<td></td>
</tr>
<tr>
<td>Grades on web</td>
<td></td>
</tr>
<tr>
<td><strong>Campus Closed</strong> Non Instructional Day</td>
<td></td>
</tr>
<tr>
<td>July 4</td>
<td></td>
</tr>
<tr>
<td>Fourth of July Holiday</td>
<td></td>
</tr>
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#### 2013 Fall Session

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 26 - December 14</td>
<td></td>
</tr>
<tr>
<td>April 17 - April 30</td>
<td></td>
</tr>
<tr>
<td>Web reg for continuing students</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td></td>
</tr>
<tr>
<td>Web reg for new students</td>
<td></td>
</tr>
<tr>
<td>August 16</td>
<td></td>
</tr>
<tr>
<td>Convocation (All new students welcome)</td>
<td></td>
</tr>
<tr>
<td>August 26</td>
<td></td>
</tr>
<tr>
<td>First day of classes</td>
<td></td>
</tr>
<tr>
<td>September 8</td>
<td></td>
</tr>
<tr>
<td>Last day to add a semester-length class</td>
<td></td>
</tr>
<tr>
<td>Last day to ADD short term classes: 10% of total days</td>
<td></td>
</tr>
<tr>
<td>September 8</td>
<td></td>
</tr>
<tr>
<td>Last day to drop without a “W” and get a refund</td>
<td></td>
</tr>
<tr>
<td>Last day to DROP short term classes: 10% of total days</td>
<td></td>
</tr>
<tr>
<td>September 30</td>
<td></td>
</tr>
<tr>
<td>Deadline to Petition for AA-T/AS-T Degrees for Spring 2014 Transfer</td>
<td></td>
</tr>
<tr>
<td>October 7</td>
<td></td>
</tr>
<tr>
<td>Deadline to petition for fall graduation</td>
<td></td>
</tr>
<tr>
<td>November 15</td>
<td></td>
</tr>
<tr>
<td>Last day to drop a semester-length class with a “W”</td>
<td></td>
</tr>
<tr>
<td>Last day to DROP a short term class with a “W”: 75% of total days</td>
<td></td>
</tr>
<tr>
<td>Dec. 9 - Dec. 14</td>
<td></td>
</tr>
<tr>
<td>Fall semester final exams</td>
<td></td>
</tr>
<tr>
<td><strong>Campus Closed</strong> Non Instructional Days</td>
<td></td>
</tr>
<tr>
<td>August 23</td>
<td></td>
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<tr>
<td>All College Day</td>
<td></td>
</tr>
<tr>
<td>September 2</td>
<td></td>
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<tr>
<td>Legal holiday, Labor Day</td>
<td></td>
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<tr>
<td>November 11</td>
<td></td>
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<tr>
<td>Legal holiday, Veterans Day</td>
<td></td>
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<tr>
<td>November 28-29</td>
<td></td>
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<tr>
<td>Thanksgiving Holiday</td>
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#### 2014 Spring Session

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 27 - May 23</td>
<td></td>
</tr>
<tr>
<td>Check the web or schedule mid-November for dates for the following:</td>
<td></td>
</tr>
<tr>
<td>Web reg for continuing students, new student orientation, counseling and registration</td>
<td></td>
</tr>
<tr>
<td>January 27</td>
<td></td>
</tr>
<tr>
<td>First day of classes</td>
<td></td>
</tr>
<tr>
<td>February 7</td>
<td></td>
</tr>
<tr>
<td>Last day to add a semester length class</td>
<td></td>
</tr>
<tr>
<td>February 7</td>
<td></td>
</tr>
<tr>
<td>Last day to drop a semester length class without a “W” and get a refund</td>
<td></td>
</tr>
<tr>
<td>April 25</td>
<td></td>
</tr>
<tr>
<td>Last day to drop a semester length class with a “W”</td>
<td></td>
</tr>
<tr>
<td>May 17 - 23</td>
<td></td>
</tr>
<tr>
<td>Spring semester final exams</td>
<td></td>
</tr>
<tr>
<td>May 23</td>
<td></td>
</tr>
<tr>
<td>Commencement</td>
<td></td>
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<tr>
<td><strong>Campus Closed</strong> Non Instructional Days</td>
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<tr>
<td>August 6</td>
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<td>Grades on web</td>
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<td><strong>Campus Closed</strong> Non Instructional Days</td>
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<tr>
<td>August 23</td>
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<tr>
<td>All College Day</td>
<td></td>
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<tr>
<td>September 2</td>
<td></td>
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<tr>
<td>Legal holiday, Labor Day</td>
<td></td>
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<tr>
<td>November 11</td>
<td></td>
</tr>
<tr>
<td>Legal holiday, Veterans Day</td>
<td></td>
</tr>
<tr>
<td>November 28-29</td>
<td></td>
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<tr>
<td>Thanksgiving Holiday</td>
<td></td>
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</tbody>
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**Non Instructional Days**

- **July 4**: Fourth of July Holiday
- **August 23**: All College Day
- **September 2**: Legal holiday, Labor Day
- **November 11**: Legal holiday, Veterans Day
- **November 28-29**: Thanksgiving Holiday
West Valley College Mission Statement

The West Valley College community supports students along their pathways to reach transfer and career goals in an environment of academic excellence.

West Valley College Sustainability Strategic Plan

Our vision is a culture of responsible stewardship.

Our mission is to educate and inspire the West Valley College community to embrace and implement sustainable practices campus wide.

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

II. Goal II – Embrace and Implement
   a. Objective I – Engage the West Valley College community to embrace and implement sustainable practices campus wide.
   b. Objective II – Invite every department to develop an actionable sustainable mission statement
   c. Objective III – Identify sustainable practices
      a. Objective I – Navigate and clear competing rules, regulations and policies that affect implementation of sustainable practices
      b. Objective II – Identify the easily implementable practices, i.e., “Pick Low Hanging Fruit”
      c. Objective III – Identify systemic changes that have high visibility
   d. Objective IV – Develop and implement mandatory education plans for all new students.
   e. Objective V – Implement required orientation for all new students.

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

West Valley College Goals 2013 - 2014

GOAL 1
Focus institutional efforts on improving pathways of support, as identified by the Student Success Act of 2012, to aid in students’ identification and realization of their educational goals.

Objectives
a. Disseminate Student Success/Matriculation Plan widely; implement goals listed within plan.
   b. Complete 18 Transfer Model Curricula to improve students’ successful transfer to four-year institutions.
   c. Implement mandatory education plans for all new students.
   d. Implement required orientation for all new students.

GOAL 2
Reduce disparity in student success across ethnic groups.

Objectives
a. Disseminate Student Equity Plan widely.
   b. Engage Student Equity, Access, and Success in development of implementation strategies based on goals established in Student Equity Plan

GOAL 3
Reorganize and align resources to support an environment of academic excellence and fiscal stability.

Objectives
a. Develop college restructuring and budget reduction plan via process that promotes inclusion of all participatory governance groups.

GOAL 4
Complete accreditation self-study by December 2013, and prepare for accreditation team visit in March 2014.

Objectives
a. Maintain ACCJC’s cycle of sustainable continuous quality improvement for program review.
   b. Maintain ACCJC’s cycle of sustainable continuous quality improvement for planning.
   c. Attain ACCJC’s standard of sustainable continuous quality improvement for student learning outcomes.
   d. Continue college-level dialogue about, and strengthen awareness of, accreditation.
   e. Complete and submit accreditation self-study by December 2013
   f. Prepare and practice for accrediting team visit in March 2014.

West Valley College Institutional Learning Outcomes

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

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

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

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

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

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

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

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

VIII. Creative Problem Solving
   The student will be able to:
   A. Produce an original creative response that synthesizes research, planning, and practice.
Academic Programs/Transfer

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.

Academic Program Opportunities

West Valley College provides academic programs that assist students in fulfilling appropriate requirements for transfer, associate degrees, and certificates. West Valley College offers two curricular programs for students: (1) transfer programs for senior colleges and universities and (2) Associate Degree programs. West Valley College also offers career programs that prepare students for employment. 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. The following information is general in nature. Students intending to transfer to a university are advised to consult a counselor and/or the Transfer Center and the catalog of the Institution to which they intend to apply. West Valley College provides extensive coursework for transfer to UC's, CSU's and private colleges and universities throughout the United States.

Associate Degrees Opportunities

The associate degree may be sought as either a final educational goal or a major step toward a baccalaureate degree elsewhere. The successful completion of the A.A./A.S. degree may also result in preparation to enter an occupation. A minimum of 60 degree applicable units with a 2.0 grade average or better are required. A minimum of 12 units must be in residence and a maximum of 20 “Pass” units may be applied toward the completion of the associate degree. West Valley Colleges offers both major specific and liberal arts associate degrees.

Graduation Proficiency Requirement

Effective Fall 1983, any student who is a candidate for an associate degree is required to demonstrate proficiency in writing, reading and mathematics. Effective Fall 2005, students who are candidates for an associate degree are also required to demonstrate proficiency in information competency. Students can take the Credit by Examination option if they have successfully completed English 1A and they are currently enrolled. No other assessment test from another college will be accepted. Students are advised to discuss the proficiency requirements with a Counselor.

Reading – A grade of "C" or better or qualifying placement score; Math – C or better or qualifying placement score; Writing – Eng 001A; Writing – Eng 002A; Math 104, 106, 106R or higher with a grade of "C" or better or qualifying placement score; Information Competency – Libr 004.

Second Associate Degree

Students interested in earning a second associate degree must fulfill major requirements for the second degree within five years of the awarding of the first associate 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.

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

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

Double Major

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

Catalog Rights for Degree Consideration

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

Associate Degree Reciprocity

The West Valley-Mission Community College District has entered into a mutual agreement with several other community colleges to accept the General Education of these colleges as completed. The participating colleges are West Valley College, San Joaquin Valley College, City College (San Jose), Evergreen Valley College, De Anza College, Foothill College (Los Altos Hills), Chabot College (Hayward) and Las Positas College (Livermore), Ohlone College (Fremont).

Students who obtain a "certification of completion of Associate Degree General Education" or complete an Associate Degree at any one of the participating colleges will have both their General Education course work and graduation proficiencies accepted as completed at any of the participating campuses. No additional course work will be required if the certification is officially presented. Students will still be required to complete all courses or prerequisites needed for a major.

The agreement also means that the other colleges will accept the General Education pattern of West Valley College if a certification is presented to the member colleges. The agreement will be reviewed periodically.

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

1. The student presents a request for "certification of completion of General Education Reciprocity" to the West Valley College Records Office by the published deadline each semester. Forms can be obtained in Admissions.
2. If transcripts are to be used from other colleges, official copies must be on file with the Records Office.
3. A copy of the certification will be given to the student.

4. West Valley College will honor the certification presented from the participating colleges only if it is transmitted in the same manner as an official transcript. Student copies will not be honored.

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

Transfer Credit

The universities accept 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.

Guaranteed Admission to Four Year Colleges

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

Requirements for Transfer

The following information is general in nature. Students are advised to consult a counselor at or the Transfer Center and the catalog of the institution to which they intend to apply. West Valley College provides extensive coursework for transfer to UC's, CSU's and private colleges and universities throughout the United States.

Work Taken at Other Colleges

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

Ensuring Transfer Success

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

General Education Certification for Transfer Students

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

Transfer Admission Guarantee (TAG)

West Valley College participates in “Transfer Admission Guarantee (TAG),” which guarantees qualifying students admission to select University of California and California State University campuses. One of the best ways to transfer is with a (TAG) Transfer Admission Guarantee. To be eligible, students must have completed a minimum of thirty transferable units and have a grade point average that meets the acceptable admission and major requirements at the university of their choice. For more updated information and participating campuses for a Transfer Admission Guarantee, the student should contact a counselor, the Transfer/ Career Advisor, or the Transfer Center Director.

Transfer Alliance Program (TAP)

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

Santa Clara University

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

The Scholastic Aptitude Test (SAT) is required of all transfer students who have completed fewer than 30 semester units. All foreign applicants must present scores for both the Scholastic Aptitude Test and Test of English as a Foreign Language (TOEFL) regardless of the amount of college level work completed. Transfer students may apply for admission for the Fall only. If you successfully completed a prerequisite course at WVC, you will be eligible to enroll in the subsequent course as stated in the Catalog and Schedule of Classes. If you are currently enrolled in a prerequisite course, you may enroll now in the subsequent course for next semester. If you do not pass your current course and it is a prerequisite for the course in which you registered, you will be dropped from the course and your fees will be automatically refunded.

A COREQUISITE is a course which you must take at the same time as another course as a condition of enrollment. For example, if you want to take ECON 001A you must concurrently register in ECON 002A. You may not be permitted to enroll in a class in which you cannot demonstrate you have met the prerequisite or are enrolled in the corequisite. If you are blocked from enrolling in a class on this basis, contact the Assessment Office for information on equivalencies and challenges.

RECOMMENDED COURSE PREPARATION

They are important because college level courses which apply to the AA/AS and AA-T/AS-T degrees require that you be able to:

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

EXEMPT PRE-OR COREQUISITE

Clearance of a pre- or corequisite requires documentation that verifies previous course completion or skill level attained to register for a specific class. A “C” or better grade is required to clear pre- or corequisites. Unofficial transcripts are used for clearing prerequisites and are not kept on file at the college. Go to the Assessment office to clear the pre- or corequisite.

CHALLENGE OF PRE-OR COREQUISITES

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

- Copy of pertinent section(s) of the college catalog
- Copy of pertinent section(s) of the schedule of classes

Assessment

New students are required to complete assessment, college orientation, and educational planning BEFORE registering for classes. Students who complete assessment may access the assessment results by logging into the WVCPortal: mywvm.wvm.edu

Click On My Personal and Academic Info
Click On My Assessment Results.

Students will receive counseling assistance when scheduling their classes. Assessment is the process to evaluate skills in Reading, Writing, Math, and English as a Second Language (ESL). Counseling assistance is available for interpretation of assessment results and selection of courses.

Students exempt from assessment:

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

Admission Requirements:

For further information, contact the Counseling Center.

Basic Skills

ENGL*903 Basic Grammar & Sentence Structure
ENGL*904 Pronunciation Skills
ESL*961GW Basic Grammar & Writing
ESL*961LS Basic Listening & Speaking
ESL*961RV Basic Reading & Vocabulary
ESL*962GW Basic Grammar & Writing
ESL*962LS Basic Listening & Speaking
ESL*962RV Basic Reading & Vocabulary
ESL*963GW Sentence Development
ESL*963LS Oral Communication 1
ESL*963RV Intermediate Reading & Vocabulary 1
ESL*964GW Paragraph Development
ESL*964LS Oral Communication 2
ESL*964RV Intermediate Reading & Vocabulary 2
MATH*103 Elementary Algebra
MATH*103R Elementary Algebra
MATH*106 Intermediate Algebra
MATH*106R Pre-Algebra
READ*960 Reading Fundamentals

Pre-Collegiate Course

The following courses have been designated as pre-collegiate courses, and they MAY be used to satisfy requirements for an Associate Degree.

ENGL*905 English Fundamentals - A Preparatory Course For ENGL 001A
ESL*65LS Academic Listening & Speaking
MATH*104 Plane Geometry
MATH*106 Intermediate Algebra
MATH*106R Intermediate Algebra
READ*961 Effective Reading

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

Basic skills courses may not be used to satisfy requirements for an Associate Degree. All non-degree applicable basic skills courses are numbered in the 900's.

University of California Admission Requirements

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

UC Transfer Student Admission Eligibility

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

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

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 of 4-5 quarter units) in mathematical concepts and quantitative reasoning; and
- four transferable college courses (3 semester of 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 (IGETC) prior to transferring to most UC campuses will satisfy the option above.

Nonresidents

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

California State University (CSU)

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

CSU Transfer Student Admission Eligibility

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

- complete at least 60 transferable semester (90 quarter) units,
- have a minimum grade point average of 2.0 (C) or better in all transferable units completed (nonresidents must have a grade point average of 2.4), and are in good standing at the last college or university attended, you may become eligible if you: Complete at least 30 semester (45 quarter) units of college courses with a grade of C or better in each course to be selected from courses in English, arts and humanities, social science, and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 semester (45 quarter) units must include all of the general education requirements and complete the "golden four" to include written communication, oral communication, and critical thinking and mathematics (at least 3 semester or 4 quarter units) or, completion of the Intersegmental General Education Transfer Curriculum (IGETC) or CSU Breadth General Education Requirements.
Credit by Examination

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

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

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

A student wishing to challenge a course for credit by examination must be enrolled for the term they are requesting the credit but not enrolled in the class for which they will take an exam. The Foreign Language Department has a slightly different procedure. See Admissions Office. All students must file an application with the Records Office. The application will be forwarded to the appropriate instructional area and if approval is granted, the student will be notified of the time of the examination.

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

College Level Examination Program (CLEP)

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

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

Military Credit

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

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

Limitations

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

Directed Studies

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

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

- All Directed Studies 091, 092, 093

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

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

Distance Learning

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

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

The DL program at West Valley College uses cutting edge technologies and professional instructional design techniques to offer students a wide variety of diverse courses designed to help them pursue their educational objectives and to achieve their personal goals. Students may take classes in the three most common types of DL courses: online, hybrid and web-enhanced. In online courses all of the content is taught using the Internet and other technology; in hybrid courses less than 51% of the content is taught using DE tools; in web-enhanced courses the content is taught in the traditional face-to-face mode and is complemented with the use of various technology.
Reading, English and ESL Progression Flow Charts

**English and Reading**

- **READ 960** (3 units) Reading Fundamentals
  OR
  - **LS 932** Effective Reading Strategies

- **READ 961** (3 units) Effective Reading
  OR
  - **LS 942** Effective Critical Thinking

- **READ 53** (3 units) Critical and Efficient Reading
  Required for AA Degree
  CSU Transferable

**ESL 960**
Covers Listening & Speaking, Reading & Vocabulary
6 Units

**ENGL 905**
English Fundamentals
Concentration on paragraphs and essays
OR **LS 941C** Effective Essay Writing
(3 units)

**ENGL 903**
Basic Grammar and Sentence Structure
Concentration on grammar, sentence structure, punctuation, and usage.

**ENGL 001A**
English Composition
Fulfills English requirement for AA/AS Degree.
Required for transfer to a four-year university.
Fulfills IGETC requirement.
(3 units)

**ENGL 001B**
English Composition
Recommended for BA/BS Degree at a four-year university.
Fulfills IGETC requirement.
(3 units)

**ENGL 001C**
Clear Thinking in Writing
Recommended for BA/BS Degree at a four-year university.
Fulfills IGETC requirement.
(3 units)

*Meeting with a counselor is recommended for selection of proper transfer requirement.*
Math Progression Flow Chart

Non-STEM Majors

902 Arithmetic
902P Pre-Algebra

106 / 106R Intermediate Algebra

103 / 103R Elementary Algebra

104 Geometry

12 Applied Calculus
G Math for Liberal Arts

10 / 10H Elementary Statistics

14 Math for Elem. School

8 Finite Mathematics

All transfer level classes below have a pre-requisite of Math 106/106R.

1 Pre-Calculus
pre-req Math 106

D Trigonometry
pre-req 104 & 106

2 Pre-Calc & Trig
pre-req 104 & 106

19 Discrete Math
pre-req Math 1 or 2

3A Calculus I
pre-req Math 1 & D OR Math 2

3B Calculus II

4A Intermediate Calculus
4B Differential Equations
4C Linear Algebra

Notes:
1) Only take Math 902/902P to review arithmetic or if you have never taken algebra.
2) Only take Math 104 if you did not pass two semesters of high school geometry.

Notes:
1) For Business majors, the Math Department recommends taking Math 12 then Math 10, in that order.
2) Since transfer requirements vary between UC, CSU and majors, students are strongly recommended to see a Counselor.
3) STEM - disciplines of science, technology, engineering, and mathematics.

STEM Majors

WEST VALLEY COLLEGE
2013 • 2014 CATALOG
<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>AA-T, AS-T*</th>
<th>AA</th>
<th>AS CERTIFICATE</th>
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<td>Physical Education</td>
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<td>x</td>
<td></td>
</tr>
<tr>
<td>Exercise Science/ Sports Medicine</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Dance Specialist</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Physics, Applied Physics and Geophysics</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Political Science</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Sociology</td>
<td></td>
<td>x</td>
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</tr>
<tr>
<td>Theatre Arts</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Acting Emphasis</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Costume/Makeup Emphasis</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Film Studies</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Stage Technology</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Video/Film</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Women’s Studies</td>
<td></td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

* AA-T = Associate in Arts Degree Transfer (CSU)
AS-T = Associate in Science Degree Transfer (CSU)
## COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP) TESTS

Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE and A.A. general education (GE) and/or major requirements.

Students must submit official AP exam results to the Admission & Records Office and ask to have it evaluated to receive credit for GE Patterns/WVC majors after completing 12 semester units at West Valley College. Duplicate credit will not be granted to students who have AP scores and take the equivalent college course.

Course credit and units granted at West Valley College may differ from course credit and units granted by a transfer institution.

<table>
<thead>
<tr>
<th>EXAM</th>
<th>AA/AS GE</th>
<th>CSU GE</th>
<th>CSU - UNITS EARNED TOWARD TRANSFER</th>
<th>IGETC</th>
<th>UC - UNITS EARNED TOWARD TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>Art 1A and 1B (6 units)</td>
<td>Area C1 or C2</td>
<td>6 semester units</td>
<td>Area 3A or 3B</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Art (Studio)</td>
<td>Art 31A (Drawing) 3 units</td>
<td>N/A</td>
<td>3 semester units</td>
<td>N/A</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td></td>
<td>Art 33A (General) 3 units</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>Bio 10 (4 units)</td>
<td>Area B2 and B3</td>
<td>6 semester units</td>
<td>Area 5B (with lab)</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 semester units</td>
<td></td>
<td>4 semester units</td>
<td></td>
</tr>
<tr>
<td>Calculus AB</td>
<td>Math 3A (5 units)</td>
<td>Area B4</td>
<td>3 semester units*</td>
<td>Area 2A</td>
<td>4 quarter/2.7 semester units**</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 semester units</td>
<td></td>
<td>3 semester units</td>
<td></td>
</tr>
<tr>
<td>Calculus BC</td>
<td>Math 3A (score of 3) 5 units</td>
<td>Area B4</td>
<td>6 semester units*</td>
<td>Area 2A</td>
<td>8 quarter/5.3 semester units**</td>
</tr>
<tr>
<td></td>
<td>Math 3A+3B (score of 4 or 5) 10 units</td>
<td>3 semester units</td>
<td></td>
<td>3 semester units</td>
<td></td>
</tr>
</tbody>
</table>

**AP CALCULUS EXAM LIMITATIONS:**

*Only one exam may be used toward transfer*

**Maximum credit 8 quarter/5.3 semester units for both**

| Chemistry           | Chem 1A (5 units)             | Areas B1 and B3 | 6 semester units                    | Area 5A (with lab)        | 8 quarter/5.3 semester units      |
|                    |                               | 4 semester units|                                     | 4 semester units          |                                   |
| Chinese Language & Culture | Area C – Humanities 3 units | Area C2         | 6 semester units                    | Area 3B and 6A            | 8 quarter/5.3 semester units      |
|                    |                               | 3 semester units|                                     | 3 semester units          |                                   |
| Computer Science A | CIS 4A/4A.1 (4 units)         | N/A             | 3 semester units**                  | N/A                      | 2 quarter/1.3 semester units***   |
| Computer Science AB| CIS 4B/4B.1 (4 units)         | N/A             | 6 semester units**                  | N/A                      | 4 quarter/2.7 semester units***   |

**AP CS EXAM LIMITATIONS:**

**Maximum one exam toward transfer**

**Maximum 4 quarter/2.7 semester units for both**

<table>
<thead>
<tr>
<th>Economics - Macroeconomics</th>
<th>Econ 1A (3 units)</th>
<th>Area D2</th>
<th>3 semester units</th>
<th>Area 4B</th>
<th>3 semester units</th>
<th>4 quarter/2.7 semester units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics - Microeconomics</td>
<td>Econ 1B (3 units)</td>
<td>Area D2</td>
<td>3 semester units</td>
<td>Area 4B</td>
<td>3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>English - Language &amp; Composition</td>
<td>Engl 1A (3 units)</td>
<td>Area A2</td>
<td>6 semester units</td>
<td>Area 1A</td>
<td>3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>English - Literature &amp; Composition</td>
<td>Engl 1A+ 3 units toward Area C of WVC GE 6 units</td>
<td>Area A2 and C2</td>
<td>6 semester units</td>
<td>Area 1A or 3B</td>
<td>3 semester units</td>
<td>8 quarter units/5.3 semester units</td>
</tr>
</tbody>
</table>

**AP ENGLISH EXAM LIMITATIONS:**

*8 quarter/5.3 semester units maximum for both*

<table>
<thead>
<tr>
<th>Environmental Science</th>
<th>Area B – Natural Science (3 units)</th>
<th>Area B2 and B3 (if taken prior to Fall 2009) or Area B1 and B3 (regardless of when taken), 4 semester units</th>
<th>4 semester units</th>
<th>Area 5A (with lab)</th>
<th>4 quarter/2.7 semester units</th>
</tr>
</thead>
<tbody>
<tr>
<td>French Language</td>
<td>French 2A (5 units)</td>
<td>Area C2</td>
<td>6 semester units</td>
<td>Area 3B and 6A</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>French Literature</td>
<td>French 2B (5 units)</td>
<td>Area C2</td>
<td>6 semester units</td>
<td>Area 3B and 6A</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>EXAM</td>
<td>AA/AS GE</td>
<td>CSU GE</td>
<td>CSU - UNITS EARNED TOWARD TRANSFER</td>
<td>IGETC</td>
<td>UC - UNITS EARNED TOWARD TRANSFER</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------</td>
<td>----------------------</td>
<td>------------------------------------</td>
<td>---------------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>German Language</td>
<td>Germ 2A 5 units</td>
<td>Area C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Government &amp; Politics - Comparative</td>
<td>Area D series 1 – Social Science 3 units</td>
<td>Area D8 3 semester units</td>
<td>3 semester units</td>
<td>Area 4H 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Government and Politics - U.S.</td>
<td>Polit 1 3 units</td>
<td>Area D8 and US 2* 3 semester units</td>
<td>3 semester units</td>
<td>Area 4H 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>History - European</td>
<td>Area D series 1 – Social Science 3 units</td>
<td>Area C2 or D6 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B or 4F 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>History - U.S.</td>
<td>Area D series 2 – Social Science 3 units</td>
<td>Area C2 or D6 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B or 4F 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>History - World</td>
<td>Area D series 1 – Social Science 3 units</td>
<td>Area C2 or D6 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B or 4F 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Human Geography</td>
<td>Area D series 1 – Social Science 3 units</td>
<td>Area D5 3 semester units</td>
<td>3 semester units</td>
<td>Area 4E 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Italian Language &amp; Culture</td>
<td>Area C – Humanities 3 units</td>
<td>Area C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Japanese Language &amp; Culture</td>
<td>Area C – Humanities 3 units</td>
<td>Area C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Latin - Vergil</td>
<td>Area C – Humanities 3 units</td>
<td>Area C2 3 semester units</td>
<td>3 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Latin - Literature</td>
<td>Area C – Humanities 3 units</td>
<td>Area C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Music Theory</td>
<td>Area C – Humanities 3 units</td>
<td>Area C1 (if taken prior to Fall 2009) 3 semester units</td>
<td>6 semester units</td>
<td>N/A</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Physics B</td>
<td>Phys 2A 5 units</td>
<td>B1 and B3 4 semester units*</td>
<td>6 semester units*</td>
<td>Area 5A (with lab) 4 semester units</td>
<td>8 quarter/5.3 semester units**</td>
</tr>
<tr>
<td>Physics C - Mechanics</td>
<td>Phys 4A+4B 10 units</td>
<td>Area B1 and B3 4 semester units*</td>
<td>4 semester units*</td>
<td>Area 5A (with lab) 3 semester units</td>
<td>4 quarter/2.7 semester units**</td>
</tr>
<tr>
<td>Physics C - Magnetism</td>
<td>Phys 4A+4B 10 units</td>
<td>Area B1 and B3 4 semester units*</td>
<td>4 semester units*</td>
<td>Area 5A (with lab) 3 semester units</td>
<td>4 quarter/2.7 semester units**</td>
</tr>
<tr>
<td>AP PHYSICS EXAM LIMITATIONS:</td>
<td>*Maximum 4 semester units toward GE and 6 semester units toward transfer</td>
<td></td>
<td></td>
<td>**Maximum 8 quarter/5.3 semester units for both</td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>Psych 1 3 units</td>
<td>Area D9 3 semester units</td>
<td>3 semester units</td>
<td>Area 4I 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>Span 2A 5 units</td>
<td>Area C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>Span 2B 5 units</td>
<td>Area C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Statistics</td>
<td>Math 10 3 units</td>
<td>Area B4 3 semester units</td>
<td>3 semester units</td>
<td>Area 2 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
</tbody>
</table>

AA/AS Subject Area Credit: In order for students to receive subject area credit for a specific AA or AS major, students must make an appointment with the Department Chair of the subject area.

AA/AS General Ed Credit: A student may receive credit toward AA and AS general education requirements by earning an AP score of 3, 4, or 5.

CSU GE: The Advanced Placement examinations may be incorporated into the certification of CSU General Education-Breath requirements. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breath area.

IGETC: AP exams must be used in the area indicated by UC campuses regardless of where West Valley College locates the specific discipline.

ADDITIONAL NOTE: Transfer credit requested for major requirements based on AP exams are determined by the individual transfer college/university.
Associate Degree for Transfer

The Student Transfer Achievement Reform Act (SB 1440 – Padilla), signed into legislation on September 29, 2010, enables the California Community Colleges and California State University to collaborate on the creation of Associate in Arts Degree (AA) and Associate in Science (AS) Degree transfer programs. This new law requires community colleges to grant an associate degree for transfer to a student once a student has met specified general education and major requirements for the degree. Upon completion of the associate degree, the student is eligible for transfer with junior standing into the California State University (CSU) system. Students are given guaranteed admission into the California State University (CSU) system, and further are given priority consideration when applying to a particular program that is similar to the student’s community college major. The law prohibits the CSU from requiring a transferring student to repeat courses similar to those taken at the community college that counted toward their associate degree for transfer.

Communication Studies AA-T

Associate in the Arts for Transfer

The Associate in Arts in Communication Studies for Transfer is a 60 unit program which provides lower division education to students planning to transfer to a four year institution and major in Communication Studies. Students completing the program will be able to identify and explain concepts and theories of human communication, demonstrate effective communication skills in a variety of settings and report an increased in communication competency. Students must complete 60 units including 18 units in the major, 34-39 units of Intersegmental General Education Transfer Curriculum or California State University General Education-Breadth Requirements, and additional CSU transferable units to total 60 units. Students must obtain a minimum overall grade point average of 2.0 and earn a C or better in all courses required for the major. Students are not required to complete the information competency requirements, PE requirements or cultural diversity requirements found in other degrees at the College.

Core Required Courses: Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 001 Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

List A: Any 2 of the following courses:

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

List B: Any 2 of the following courses: or any from above not used to meet list A

Any course not selected from above

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

List C: Any 1 of the following courses: or any from above not used to meet list B

Any List A or List B course not used above

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

Total Major Units 18

General Education

Intersegmental General Education Transfer Curriculum

OR

California State University General Education-Breadth Requirements

Total GE Units 34-39

Additional CSU Transferable Semester Units 3-8

Grand Total Units 60

Psychology AA-T Associate in Arts for Transfer

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

Core Required Courses: Units

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

List A Required: Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 007 Physiological Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 010 Introduction to Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 011 Human Biology</td>
<td>4</td>
</tr>
</tbody>
</table>

List B: Select one of the following:

Any A course not selected above

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 012 Human Growth &amp; Development</td>
<td>3</td>
</tr>
</tbody>
</table>

List C: Select one of the following courses:

Any course not used above

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 009 Psychology of Women A Multicultural perspective</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>PSYCH 017 Introduction to Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 025 Introduction to Abnormal Psych</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 030 Psychology of Addiction &amp; Substance Abuse</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Major Units 19

General Education

Intersegmental General Education Transfer Curriculum

OR

California State University General Education-Breadth Requirements

Total GE Units 34-39

Additional CSU Transferable Semester Units 3-8

Grand Total Units 60
Sociology AA-T Associate in Arts for Transfer

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

Core Required Courses: Units
SOC 001 Introduction to Sociology 3

List A Required:
SOC 002 Social Problems 3
MATH 010 Elementary Statistics 3

List B: Any 2 of the following courses:
SOC 003 Social Psychology: A Sociological Perspective 3
SOC 020 American Race Relations 3
SOC 040 Marriage and Family 3

List C: Any 1 of the following courses:
Any course not used above
SOC 045 Sociology of Human Sexuality 3

General Education
Intersegmental General Education Transfer Curriculum
OR
California State University General Education-Breadth Requirements

<table>
<thead>
<tr>
<th>Total GE Units</th>
<th>34-39</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional CSU Transferable Semester Units</td>
<td>3-8</td>
</tr>
<tr>
<td>Grand Total Units</td>
<td>60</td>
</tr>
</tbody>
</table>

Associate Degree for Transfer

New AA-T/AS-T degrees allow West Valley College to grant an associate degree once a student has met specific transfer general education and major requirements. Upon completion, the student is eligible to transfer to the California State University system. In addition, students are given guaranteed admission into the CSU system and priority consideration when applying to a similar major.

We currently offer the following Associate Degrees for Transfer:
Communications Studies
Psychology
Sociology

Coming Soon:
Administration of Justice
Anthropology
Art History
Business Administration
Early Childhood Education
English
History
Math
Music
Political Science
Studio Arts
Theatre Arts

For further information make an appointment with a counselor at (408) 741-2009 and visit: westvalley.edu/services/academic-success/transfercenter/tmc.html
# ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE CURRICULUM

## 2013-2014 PLANNING WORKSHEET

The associate degree may be sought as either a final educational goal or a major step toward a baccalaureate degree elsewhere. The successful completion of the A.A./A.S. degree may also result in preparation to enter an occupation. A minimum of 60 transfer units with a 2.0 grade average or better are required. A minimum of 12 units must be in residence and a maximum of 20 "Pass" units may be applied toward the completion of the associate degree. A minimum of 25 general education units are required. Students must also declare a major and satisfy those requirements. For courses in the major, a “C” or better is required. Proficiency in Reading, Writing, Mathematics and Information Competency is required for graduation.

## A. – LANGUAGE AND RATIONALITY

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course</th>
<th>AP Test and Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 units minimum – (Writing - English Composition)</td>
<td>Engl 1A (with a “C” or better)</td>
<td></td>
</tr>
<tr>
<td>3 units minimum - Communication and Analytical Thinking</td>
<td>Course from other college</td>
<td>AP test and score</td>
</tr>
</tbody>
</table>

## B. – NATURAL SCIENCES

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course from other college</th>
<th>AP test and score</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 units minimum – (Must include inquiry into physical universe and its life forms)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arab 1A, Art 1A, 1A(H), 1B, 1B(H), 1D, 1D(H), 1E, 1G, 4, 4(H), 7, 10, 12A, 12B, 13, 14, 31A, 31B, 31C, 33A, 33C, 35A, 35B, 35C, 35D, 47A, 47B, 47C, 47D, 49A, 49B, 49D, 65A, 65B, 65S, 68A, China 1A, DIMS 2, 99; Engl 5A, 5B, 6A, 6A(H), 6B, 6B(H), 7A, 7B, 9, 10, 12, 13, 18, 41, 43, 43(H), 44, 46, 46(B), 47(A, 48, 49, 49(H), 50, 71, 72; FD 32; Frnc 1A, 1B, 1B, 2A, 2B, 3A, 3B, 62; Germ 1A, 1B, 2A, 2B; Hist 34; Human 1A, 1A(H), 1B, 1B(H), 2, 3, Ital 1A, 1B, 2A, 2B, Jpns 1A, 1B, 2A, 2B; Music 1, 1(H), 2, 2(H), 3A, 3B, 3C, 3D, 3E, 3F, 3G, 6, 9, 10, 20, 22, 27, 30A, 30B, 31A, 31B, 33A, 33B, 34, 42, 43A, 43B, 45B, 51B, 54, 55, 56, 63A, 63B; Phil 1, 3, 4, 4(H), 5, 6, 12, 22; Photo 10, 101, 20A, 20B, 21A, 21B, 24A, 45B, 45C, 72, 73, 74, 102; PE Th 51, 51(H); Portg 1A, 1B, 1B; Russ 1A, 1B; SL 60A, 60B; Span 1A, 1B, 2A, 2B, 3A, 3B; Thear 1, 2A, 3A, 3A(H), 3B, 6A, 6B, 7A, 7B, 7C, 9, 10, 10(H), 11A, 11B, 11C, 12, 14A, 14B, 14C, 15, 15(H), 18A, 19A, 20, 21A, 21B, 22B, 22C, 30, 33B, 35A, 40A, 40B, 41A, 41B, 44A, 47A, 70; WGS 1, 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 units minimum – (Writing - English Composition)</td>
<td>Course from other college</td>
<td>AP test and score</td>
</tr>
<tr>
<td>3 units minimum - Communication and Analytical Thinking</td>
<td>Course from other college</td>
<td>AP test and score</td>
</tr>
</tbody>
</table>

## C. – HUMANITIES

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course from other college</th>
<th>AP test and score</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 units minimum – Arts and Humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 units minimum – (Writing - English Composition)</td>
<td>Course from other college</td>
<td>AP test and score</td>
</tr>
</tbody>
</table>

## D. SOCIAL SCIENCE

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course from other college</th>
<th>AP test and score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Series 1: Social and Behavioral Sciences - 3 units minimum – Cannot count any one class for both Series 1 and Series 2</td>
<td>AJ 1, 26; Anthr 2, 3, 3(H), 4, 55; CHS 2, 5, Comm 12; Econ 1A, 1A(H), 1B, 1B(H), 2A, 2B, 41, 45; Geog 2, 6; HEd 10; Hist 3, 4A, 4B, 5A, 5B, 8A, 8B, 12, 14, 16, 34; Polit 2, 3, 3(H), 4; Psych 1, 17; Soc 1, 3, 40</td>
<td></td>
</tr>
<tr>
<td>Series 2: American History and Institutions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 units minimum with a “C” or better – Or, complete the CSU American History and Institutions requirement</td>
<td>Hist 17A, 17B, 17B(H), 20; Polit 1, 1(H)</td>
<td></td>
</tr>
</tbody>
</table>

## E. LIFELONG UNDERSTANDING AND DEVELOPMENT

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course from other college</th>
<th>AP test and score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1: 3 units from Area A, B, C or D which are not part of the student’s major OR Option 2: 3 units from courses listed below.</td>
<td>Bus 51; CHS 53; Comm 4, 8; Couns 5, 12, 12C, 24; FD 27; HED 8, 10, 12; Lead 20A, 30A; LS 1; Libr 4; PE 12, 12.11, 12.20, 12.21, 12.22; PETH 42, 44; Psych 12, 15, 30, 32; Soc 2, 2(H), 20, 40, 45</td>
<td></td>
</tr>
</tbody>
</table>

## F. CULTURAL DIVERSITY

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course from other college</th>
<th>AP test and score</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 units required – A course used to fulfill this requirement may not be used to fulfill another associate degree general education requirement.</td>
<td>Art 1E, 10; CHS 5; Comm 12; Couns 50; Engl 12, 13, 18, 46 (H); Hist 3, NS 20; Phil 4, 21; Photo 10, PETH 51, 51(H); Psych 9; Soc 20; WGS 1, 2</td>
<td></td>
</tr>
</tbody>
</table>

## G. PHYSICAL EDUCATION ACTIVITY

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course from other college</th>
<th>AP test and score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit is required – A course used to fulfill this requirement cannot be used to fulfill another associate degree requirement.</td>
<td>ATH 9.08, 9.18; PE 1.08 – 11.10</td>
<td></td>
</tr>
</tbody>
</table>

## PROFICIENCY REQUIREMENTS FOR GRADUATION

<table>
<thead>
<tr>
<th>Requirement</th>
<th>AP test and score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading – Reading 53</td>
<td></td>
</tr>
<tr>
<td>Writing – Engl 1A</td>
<td></td>
</tr>
<tr>
<td>Math – Math 106, 106R, G or higher</td>
<td></td>
</tr>
<tr>
<td>Information Competency – Library 4</td>
<td></td>
</tr>
</tbody>
</table>

Articulation Officer: FC 05/2013
## CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION TRANSFER CURRICULUM
### 2013-2014 PLANNING WORKSHEET

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

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

<table>
<thead>
<tr>
<th>C/IP/P</th>
<th>C/</th>
<th>IP/P</th>
</tr>
</thead>
</table>

### AREA A – ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING

<table>
<thead>
<tr>
<th>CSU – 3 courses required: one each from Group A, Group B, and Group C (3 semester or 4-5 quarter units from each group)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1: Oral Communication (CSU requirement only) Communication Studies 1, 1(H), 10(H), or 20, 20(H)</td>
</tr>
<tr>
<td>Course(s) from another college(s)</td>
</tr>
<tr>
<td>A2: English Composition ENGLISH 1A</td>
</tr>
<tr>
<td>Course(s) from another college(s)</td>
</tr>
<tr>
<td>A3: Critical Thinking – English Composition English 1B, 1C, 1C(H); Philosophy 2, 3, 17</td>
</tr>
<tr>
<td>Course(s) from another college(s)</td>
</tr>
</tbody>
</table>

### AREA B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

9 semester or 12-15 quarter units - One course from Physical Science and one course from Biological Science. At least one course must include a laboratory (indicated by “L” in parentheses). Astronomy 2 Lab with Astronomy 01, 10, OR 11 qualifies for Lec/Lab Credit.

<table>
<thead>
<tr>
<th>AREA B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1: PHYSICAL SCIENCES: Astronomy 1, 1(H), 2(L), 2(L), 10, 11, 14, 20(L), 20(H), 21(L), 21(H); Chemistry 1A(L), 1B(L), 2(L), 12A(L), 12B(L), 30A(L), 30B(L); Geography 1; Geology 1A(L), 1AH(L), 1B, 2B(L), 15, 20(L); Oceanography 10(L); Physical Science 10, 20; Physics 1, 2A(L), 2B(L), 4A(L), 4B(L), 4C(L), 10(L)</td>
</tr>
<tr>
<td>Course(s) from another college(s)</td>
</tr>
<tr>
<td>B2: BIOLOGICAL SCIENCES: Anthropology 1; Biology 2, 10(L), 11(L), 11H(L), 12(L), 14(L), 18(L), 21H(L), 22(L), 24, 36, 37, 41(L), 42(L), 43(L), 45(L), 46(L), 47(L), 48(L); Psychology 2(L), 2(H)(L), 7</td>
</tr>
<tr>
<td>Course(s) from another college(s)</td>
</tr>
<tr>
<td>B3: Laboratory Course: Laboratory course used from B1 or B2</td>
</tr>
<tr>
<td>B4: Economics 10, 10A (with Econ 10); Math D.G, 1, 2, 3A, 3B, 4A, 4B, 4C, 8, 10, 10(H), 12, 14, 19</td>
</tr>
<tr>
<td>Course(s) from another college(s)</td>
</tr>
</tbody>
</table>

### AREA C – ARTS AND HUMANITIES

9 semester units or 12-15 quarter units - must complete one course from areas C1 and one from Humanities (C2), then a third course from either.

<table>
<thead>
<tr>
<th>AREA C – ARTS AND HUMANITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1: ARTS: Art 1A, 1A(H), 1B, 1B(H), 1D, 1D(H), 1E, 1G, 4, 4(H), 7, 10, 12A, 12B, 13, 14; FD 32; Music 1, 1(H), 2, 2(H), 3A, 3B, 4A, 4B, 5, 9, 10, 54; Physical Education Theory 51, 51(H); Theatre 1, 10, 10(H), 11B, 11C, 12, 14A, 14B, 14C, 15, 15(H), 20</td>
</tr>
<tr>
<td>Course(s) from another college(s)</td>
</tr>
<tr>
<td>C2: HUMANITIES: Arabic 1A; Chinese 1A; English 5A, 5B, 6A, 6B(L); French 1A, 1A(H), 1B, 1B(H), 2A, 2B; German 1A, 1B, 2A, 2B; History 3, 4A, 4B, 5A, 5B, 8A, 8B, 12, 14, 16, 17A, 17B, 17B(H), 20, 34; Humanities 1A, 1A(H), 1B, 1B(H), 3; Italian 1A, 1B, 2A, 2B; Japanese 1A, 1B, 2A, 2B; Philosophy 1, 4, 4(H), 5, 6, 12, 21, 22; Portuguese 1A, 1B; Russian 1A, 1B; Sign Language 60A; 60B; Spanish 1A, 1B, 2A, 2B, 3A, 3B</td>
</tr>
<tr>
<td>Course(s) from another college(s)</td>
</tr>
<tr>
<td>C3: Third course from either Arts or Humanities</td>
</tr>
</tbody>
</table>

### AREA D – SOCIAL SCIENCES

9 semester units or 12-15 quarter units - the 3 courses are required from at least two different disciplines.

<table>
<thead>
<tr>
<th>AREA D – SOCIAL SCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adm Justice 1, 2B; Anthropology 2, 3, 3(H), 4, 55; Bus 61; Child Studies 5; Communication Studies 12; Counseling 50; Economics 1A, 1A(H), 1B, 1B(H), 2A (with Econ 1A); 2B (with Econ 1B); Geography 2, 6; Health Ed 10; History 3, 4A, 4B, 5A, 5B, 8A, 8B, 12, 14, 16, 17A, 17B, 17B(H), 20, 34; Political Science 1, 1(H), 2, 3, 3(H), 4; Psychology 1, 9, 12, 17, 25; Sociology 1, 3, 40</td>
</tr>
<tr>
<td>Course(s) from another college(s)</td>
</tr>
</tbody>
</table>

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

3 units minimum - only 1 unit of PE allowed. CHS 2, Comm. Studies 4, 8, 12, Couns 5, 12, 12C, 24, 50; HED 8, 10, 12; LS 001; Nutritional Sci 15; PE activity courses all except (3,29,3,36,3,37,4,06,4,19,4,38,5,07,7,04,7,16,7,24,7,26,7,08,9,17,9,20,11,03); PETH 44; Psych 9, 12, 30; Reading 53; Sociology 2, 2(H), 20, 40, 45 |

### CSU GRADUATION REQUIREMENTS:

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

<table>
<thead>
<tr>
<th>Course(s) from other college(s)</th>
<th>Advanced Placement</th>
</tr>
</thead>
</table>
## INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

**2013-2014 PLANNING WORKSHEET**

Completion of IGETC will permit a student to transfer to the UC or CSU systems with lower division general education requirements met. A minimum grade of C or better is needed to meet requirements. Certification completion can be either full or partial. “Certification” may be requested on a Transcript Request form available in the A & R Office or on the web.

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

<table>
<thead>
<tr>
<th>AREA 1 – ENGLISH COMMUNICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU – 3 courses required: each from Group A, Group B, and Group C (3 semester or 4-5 quarter units from each group)</td>
</tr>
<tr>
<td>UC – 2 courses required: each from Group A and Group B (3 semester or 4-5 quarter units from each group)</td>
</tr>
<tr>
<td>Group A: English Composition  <strong>ENGLISH 1A</strong></td>
</tr>
<tr>
<td>Course(s) from another college(s) <strong>AP</strong></td>
</tr>
<tr>
<td>Group B: Critical Thinking – English Composition  <strong>English 1B, 1C, 1C(H); Philosophy, 3, 17</strong></td>
</tr>
<tr>
<td>Course(s) from another college(s) <strong>AP</strong></td>
</tr>
<tr>
<td>Group C: Oral Communication (CSU requirement only)  <strong>Communication Studies 1, 1(H), 10, 10(H), or 20, 20(H)</strong></td>
</tr>
<tr>
<td>Course(s) from another college(s) <strong>AP</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA 2 – MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 course of at least 3 semester or 4-5 quarter units:  <strong>Economics 10, 10A (with Econ 10); Math 1, 2, 3A, 3B, 4A, 4B, 4C, 8, 10, 10(H), 12, 19</strong></td>
</tr>
<tr>
<td>Course(s) from another college(s) <strong>AP</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA 3 – ARTS and HUMANITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 courses required 9 semester or 12-15 quarter units: At least one from Arts and one from Humanities and a third from either Arts or Humanities.</td>
</tr>
<tr>
<td>ARTS:  <strong>Art 1A, 1A(H), 1B, 1B(H) 1D, 1D(H), 1E, 1G, 4, 4(H), 7, 10, 12A, 12B, 13, 14; Music 1, 1(H), 2, 2(H), 3A, 3B, 4A, 4B, 5, 9, 10, 54, 55; Physical Education Theory 51, 51(H); Theatre 10, 10(H), 11B, 11C, 12A, 14A, 14B, 14C, 15, 15(H)</strong></td>
</tr>
<tr>
<td>Course(s) from another college(s) <strong>AP</strong></td>
</tr>
<tr>
<td>HUMANITIES:  <strong>English 5A, 5B, 6A, 6(H), 6B, 7A, 7B, 12, 13, 18, 41, 43, 43(H), 44, 46, 46(H), 47, 48, 48(H), 49, 49(H); French 1B, 2A, 2B, 3A, 3B; German 1B, 2A, 2B; History 3, 4A, 4B, 5A, 5B, 8A, 8B, 12, 14, 16, 17A, 17B, 17B(H), 20, 34; Humanities 1A, 1A(H), 1B, 1B(H), 3; Italian 1B, 2A, 2B; Japanese 1B, 2A, 2B; Philosophy 1, 4, 4(H), 5, 5, 6, 12, 21, 22; Portuguese 1B; Russian 1B; Sign Lang 60B; Spanish 1B, 2A, 2B, 3A, 3B</strong></td>
</tr>
<tr>
<td>Course(s) from another college(s) <strong>AP</strong></td>
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<thead>
<tr>
<th>AREA 4 – SOCIAL and BEHAVIORAL SCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 courses required 9 semester or 12-15 quarter units: The 3 courses are required from at least two different disciplines.</td>
</tr>
<tr>
<td>Anthropology 2, 3, 3(H), 4, 55; Child Studies 5; Communication Studies 12; Counseling 50; Economics 1A, 1A(H), 1B, 1B(H), 2A (with Econ 1A), 2B (with Econ 1B) Geography 2, 2(H); Health Ed 10; History 12, 14, 20, 34; Political Science 1, 1(H), 2, 3, 3(H), 4; Psychology 1, 9, 12, 17, 25; Sociology 1, 2, 2(H), 3, 20, 40, 45**</td>
</tr>
<tr>
<td>Course(s) from another college(s) <strong>AP</strong></td>
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</table>

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<thead>
<tr>
<th>AREA 5 – PHYSICAL and BIOLOGICAL SCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 courses required 7-9 semester or 9-12 quarter units: One course from Physical Science and one course from Biological Science. At least one course must include a laboratory (indicated by &quot;L&quot; in parentheses).</td>
</tr>
<tr>
<td>PHYSICAL SCIENCES:  <strong>Astronomy 1, 1(H), 2L, 2H(L), 10, 11, 14, 20(L), 20H, 21H, 21(L); Chemistry 1A(L), 1B(L), 2L, 12A(L), 12B(L), 30A(L), 30B(L); Geology 1A(L), 1AH(L), 1B, 15; Oceanography 10(L); Physical Science 10, 20; Physics 1, 2A(L), 2B(L), 4A(L), 4B(L), 4C(L), 10(L)</strong></td>
</tr>
<tr>
<td>Course(s) from another college(s) <strong>AP</strong></td>
</tr>
<tr>
<td>BIOLOGICAL SCIENCES:  <strong>Anthropology 1; Biology 2,10(L), 11(L), 11H(L), 12(L), 18(L), 21H(L),22(L), 24, 36, 37, 41(L), 42(L), 43(L), 45(L), 46(L), 47(L), 48(L); Psychology 2(L), 2H(L),7</strong></td>
</tr>
<tr>
<td>Course(s) from another college(s) <strong>AP</strong></td>
</tr>
</tbody>
</table>

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

Proficiency equivalent to two years of high school study in the same language or complete a course below or a higher level foreign language course (A course can only be used in one IGETC area). If completed in high school, submit official transcripts to Admissions and Records.

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

### CSU GRADUATION REQUIREMENTS:
The American Institutions requirement may be met by one of the following pairs: Hist 12 & Polit 1; Hist 14 & Polit 1; Hist 16 & Polit 1; Hist 17A & 20; Hist 17A & Polit 1; Hist 17B or 17B(H) & Polit 1.

Articulation Officer / FC
Illegal Distribution of Copyrighted Materials

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

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

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

It is the intention of the Governing Board that students shall have reasonable opportunity to repeat courses when such repetition further achievement of the student’s educational objectives and is in accordance with the provisions of the California Education Code. It is not, however, the intent of the Governing Board to allow students to repeat courses that have been successfully completed with a grade of A, B, C or P. Course repetition is permitted for substandard work, extenuating circumstances and/or significant lapse of time as described below.

Substandard Work

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

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

Extenuating Circumstances (for successfully completed courses)

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

Families

There are groupings of courses with similar content called “families” in the PE, Art, Theatre, and Music disciplines. West Valley and Mission College’s family of courses are linked and students may only take 4 courses within a family whether the course is offered at West Valley or Mission College. Refer to the table in the online schedule, campus catalog or consult with a counselor to review the full list of “family” courses.

Certificate Recognition at Graduation

Students earning a certificate approved by the California Community College State Chancellor’s Office will be included in the graduation ceremony. Note: State approved Degrees and Certificates will appear on the student’s official transcript.

Career Programs

Degrees and Certificates

Career programs are developed by the College in close cooperation with advisory committees composed of representatives from business, industry and the College. These advisory committees review course content to make certain that the instruction and curriculum provide current skills, and recommendations are made to update the curriculum. In this manner, students in these programs receive the most current information and skills to prepare them for employment in their chosen field. West Valley College offers programs leading to an Associate of Science Degree or Associate of Arts Degree and programs leading to a Certificate of Achievement.

Frequently a student’s educational goal will change. The College recognizes the mobility within our society and the necessity of changing education needs and goals. Certificate programs require completion of a series of career-oriented courses. Typically, students who seek certificates wish to complete a career program as quickly as possible to obtain employment. Many students complete the requirements for the certificate, attain employment, and return to West Valley College to complete the additional general education requirements for an Associate of Science degree. All degree and certificate programs require a “C” grade or better in all major required courses. The Career Programs Center, located in the Applied Arts and Sciences building, provides resource information on all Career Programs, as well as Work Experience.

Career Programs Advisory Boards

Administration of Justice Advisory Board

Captain Kenneth Binder, Santa Clara County Sheriff's Office
Deputy Chief Steve Clark, Santa Cruz Police Department
Sergeant Ed Rosi, Retired, San Jose Police Department
Chief John Hirokawa, Santa Clara County Department of Correction
Stacy Hopkins, E., Instructor, Paralegal Department at West Valley College
Chief Sheila Mitchell, Santa Clara County Probation Department
Lt. Chris Rolen, West Valley/Mission District Police Department
Chief Scott R. Seaman, Los Gatos/Monte Sereno Police Department
Sergeant John Thornburg, Monterey County Sheriff's Department
Chief Diane E. Urban, Hayward Police Department
Lt. Chris Rolen, West Valley/Mission District Police Department
Matt VanDyke, Supervisory Special Agent, U.S. Department of Homeland Security

Lieutenant Rick Weger, San Jose Police Department
Sergeant John Thornburg, Monterey County Sheriff’s Department
Chief Laura Wilson, Stanford Department of Public Safety

Architecture and Landscape Advisory Board

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Carol Buhrmann, A.I.A.
Jimmy Chang
Christopher Clancy, A.I.A.
Ed Janke, A.I.A.
Jim D. Moorean, A.I.A.
Glen Rock, A.S.L.A.
Richard Smith, A.I.A., CAS Architects
Steve Sowa, A.I.A.
Steve White, A.I.A.

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Michael Burke, Colliers International
Robert Climo, Novellus
Margaret Correa, Bay Area Brazil
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Wayne Diamond, Diamond Capture Group
Karina Dundurs, West Valley College
Paul Hammond, Virtual PBX
Jim Henderson, West Valley College
Fenn Horton, Pahl & McCay
Dennis Jahnke, San Jose State University
CW McGowen, Loral Space Systems
Brian McNary, Cisco
Peggy Nutz, Central County Occupational Center
Ed Oh, Infrastructure Group
Shrin Oreizy, Nextstep-solutions
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Ray Solnik, Buenavista Business Services
Patricia Stokke, West Valley College
Pat Stubbs, West Valley College
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Max Cohn, Illusions Active Wear
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Amy Eshoo/Paris Rowan, Nordstrom
Riaz Fennemore, Fennemore Design
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Kimo, Effie's Heart
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Kathy Ruben, Wilcox High School
Amy Williams, California College of the Arts
Amy Wong/ Anya Ignatyeva, Theia Grazi

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Bev Cobb, Kaiser Santa Clara
Gail Depinna, Kaiser Hospital
Nicole Farla, Kaiser Santa Clara
Debbie Harris, Pediatrics Associates
Karla Manfult, Kaiser San Jose
Dr. Nelly Mangarova, Headland College
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Dr. Stanford Shoor, Kaiser Hospital
Ernie Walerstein, San Jose Medical Group

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Terry de la Cuesta, One Workplace
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Barbara Jacobs, Barbara Jacobs Interior Design
Susan Foong, Reel Grobman Associates
Elke MacGregor, DES
Patricia McDonald, ASID
Pamela Pearson, Interior Designer
John Scouffas, Genser Associates
Lisa Welty-O’Hare, Colorworks

Paralegal Advisory Board
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Hon. Franklin Bondonno, Santa Clara County Superior Court
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Lynn Ferrari, Hopkins & Carley
John Furth, Esq.
Eva Martin Long, State Farm
Christine Ojeda, Santa Clara District Attorney's Office
Mary Ooley, Cisco Systems
Suzy Papazian, Esq., San Jose Water Company
Stephanie Rickard, Esq.
Julie Ross, Esq., I.R.S.
Angela Yess, ACP, FreemanFirm; President, PASCOCO

Park Management Program Advisory Committee
Matt Anderson, Santa Clara County Parks, Chief Ranger
Kim Aufhauser, Full-time Faculty Park Management Department

John Carnes, CEO Maptools, Adjunct Faculty
Robb Courtney, Director, Santa Clara County Parks
Chris Cruz, Full-time Faculty and Department Chair
William Dall, California State Parks, Retired, Adjunct Faculty
Dennis Danielson, Mid-Peninsula Regional Open Space District
Michael Durfee, Adjunct Faculty & U.S. Fish & Wildlife Service
Michelle Guzdek, Adjunct Faculty
Elizabeth Hammack, Adjunct Faculty & California State Parks
Pam Helinke, City of San Jose Regional Parks
Diane Hurt, AAS Division Chair-West Valley College
Felipe Jauregui, California State Parks
Kathleen Jones, Palo Alto Parks and Open Space
Pat Jones, San Francisco Water, Watershed keeper
Alex Leman, Adjunct Faculty- Loma Prieta Fire- CalFire
Eric McFarland, Adjunct Faculty- Santa Clara County Parks
Heidi McFarland, Adjunct Faculty- Santa Clara County Parks
Tadashi Moody, Adjunct Faculty
Deer Neumann, Adjunct Faculty- Santa Clara Open Space Authority
Jim O’Connor, East Bay Regional Parks-Assistant General Manager
Jean Panetta, Bay Area Battalion Chief-National Park Service, Adjunct Faculty
Matt Price, Santa Clara County GIS Manager, Adjunct Faculty
Terri Rogoway, Adjunct Faculty- Santa Clara Open Space Authority
Heather Reiter, Chief Ranger, Santa Cruz City Parks
David Sanguinetti, Mid-Peninsula Regional Open Space District
Bern Smith, Bay Area Ridge Trail South and East Bay Trail Director
Tom Smith, Park Management Program - Emeritus
Frank Wieland, Santa Clara County Parks, Senior Ranger

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

General Work Experience Education: No more than six (6) units of general work experience WKREX 301G, 302G, 303G may be earned during one enrollment period. Students may repeat the following classes for a maximum of 12 units total: CTR 301-304 Cooperative Work Experience Education
How To Read Course Descriptions

1 Subject
2 Course number
3 Course Title
4 Distance Education Approved
5 Course Number of Units
6 Course hours per week (see note below)
7 Necessary course and/or skills to take this class
   Concurrent: may be taken at the same time
8 Corequisite must be taken at the same time
9 Recommended preparation
10 Acceptable for credit to UC/and or CSU
11 Course description

Description of Courses

NOTES ON COURSE DESCRIPTIONS
The offering of any course is subject to adequate enrollment. Courses are offered as frequently as needed and as financial resources are available. Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester system or summer session, please see the schedule of classes.

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

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

Acceptable for credit: University of California, indicates that the class will be acceptable for at least elective credit at the campuses of the University of California.

For more specific information about the transfer of credit for courses, students are advised to see page 4 “Transfer Credit” and to consult a counselor. Refer to assist.org for up-to-date articulation.
Accounting

THE FACULTY
Randy R. Castello
Nancy Ghodrat
Jim Henderson

DIVISION Business
DIVISION CHAIR Heidi Diamond
DEPARTMENT CHAIR Nancy Ghodrat
PHONE 408-741-2442
EMAIL nancy.ghodrat@westvalley.edu
COUNSELING 408-741-2009

Learning Outcomes
After completing the Accounting Clerk Certificate, a student will be able to
- Utilize current software to perform various accounting functions.
- Apply the principles of business communications in a variety of business settings.

ACCOUNTING:
(Business Administration) For transfer information see assist.org and/or consult with a counselor.

ACCOUNTING CLERK (Certificate of Achievement)

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 060A Accounting Fundamentals I Quickbooks</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 060B Accounting Fundamentals II Quickbooks</td>
<td>3</td>
</tr>
<tr>
<td>BUS 062 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 072 Office Communications OR</td>
<td>3</td>
</tr>
<tr>
<td>BUS 078 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CA 031B Beg. Word Processing-WORD</td>
<td>1</td>
</tr>
<tr>
<td>CA 062B Beg. Spreadsheets-Excel</td>
<td>1</td>
</tr>
<tr>
<td>Computer Applications Electives</td>
<td>2</td>
</tr>
<tr>
<td>Total Units</td>
<td>16</td>
</tr>
</tbody>
</table>

ACCTG 010 ACCOUNTING FUNDAMENTALS - FINANCIAL

- 5 units
- Lecture 5 hours; lab 0 hours
- Recommended preparation: MATH 902
- Acceptable for credit: University of California, California State University

This course explores what financial accounting is, why it is important, and how it is used by investors and creditors to make decisions. The course covers the accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the classified financial statements, and statement analysis. Financial accounting includes issues relating to inventory, cash, receivables, plant assets, intangible assets, current liabilities, and equity valuation, revenue and expense recognition, internal controls, and ethics. Application of these topics is also covered using a computerized accounting system.

ACCTG 011 ACCOUNTING FUNDAMENTALS - MANAGERIAL

- 5 units
- Lecture 5 hours; lab 0 hours
- Prerequisite: ACCTG 010.
- Acceptable for credit: University of California, California State University

This course examines how managers use accounting information in decision-making, planning, directing operations, and controlling. The focus of the course is on cost terms and concepts, cost behavior, cost structure, cost-volume-profit analysis, variance analysis, activity-based costing, responsibility accounting, segment reporting, absorption & variable costing. The course also examines profit planning, standard costs, balanced scorecard, flexible budgeting, operations and capital budgeting, cost control, and accounting for costs in manufacturing organizations including job order and process costing systems. In addition, this course covers accounting for corporations, long-term liabilities, investments, the preparation and content of a cash flow statement, and financial statement analysis.

ACCTG 050 ACCOUNTING FOR SMALL BUSINESS

- 1 unit
- Lecture 1 hour; lab 0 hours
- 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. Pass/No Pass Option

ACCTG 060A ACCOUNTING FUNDAMENTALS I - QUICKBOOKS

- 3 units
- Lecture 3 hours; lab 0 hours
- This course will cover the basics of the accounting cycle for a service organization. The steps involved in the recording and reporting process will be taught first in a manual environment and then in a computerized environment using the accounting software package. Pass/No Pass Option

ACCTG 060B ACCOUNTING FUNDAMENTALS II - QUICKBOOKS

- 3 units
- Lecture 3 hours; lab 0 hours
- Prerequisites: ACCTG 060A or ACCTG 050 or ACCTG 010
- This is a course designed for the student with prior accounting knowledge. The course will be devoted to learning the steps in the accounting process for a merchandising organization and specifically, the handling of receivable and payable transactions using the computerized accounting software package, Quickbooks. The course will also cover the handling of basic payroll transactions using Quickbooks software. Pass/No Pass Option

Administration of Justice

THE FACULTY
James E. Smith
Renee Paquier

DIVISION Applied Arts and Sciences
DIVISION CHAIR Diane Hurd
DEPARTMENT CHAIR Renee Paquier
PHONE 408-741-2180
EMAIL renee.paquier@westvalley.edu
COUNSELING 408-741-2009

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

ADMINISTRATION OF JUSTICE

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

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

Major Requirements:

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

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

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

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

AJ 001 INTRODUCTION TO THE ADMINISTRATION OF JUSTICE

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

This course will offer students the opportunity to learn about the history and philosophy of justice as it evolved throughout the world. There will be an in-depth study of the American system and the various subsystems; roles and 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.

AJ 002 CONCEPTS OF CRIMINAL LAW

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

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

AJ 004 LEGAL ASPECTS OF EVIDENCE

3 units
Lecture 3 hours; lab 0 hours
Acceptable for Credit: California State University

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

AJ 005 CRIMINAL INVESTIGATION

3 units
Lecture 3 hours; lab 0 hours
Acceptable for Credit: California State University

This course covers the fundamentals of investigation, crime scene search and recording, collection and preservation of physical evidence. Emphasis is on scientific aid, modus operandi, sources of information, interviews and interrogation, and follow-up investigation.

AJ 006 PATROL PROCEDURES

3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

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

AJ 008 JUVENILE PROCEDURES

3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

This course is an introduction to the field of juvenile justice, including causation theories and the development of systems responses to delinquent behavior. Emphasis is on the functions and jurisdiction of juvenile agencies, the processing and detention of juveniles; and juvenile statutes and court procedures. Special attention is given to the problems facing juveniles today. Adult and juvenile justice systems are compared, including initial apprehension, referral, and preventive techniques. Special topics include chemical dependency, mental illness, and compulsive and habitual offenders.

AJ 014 ALCOHOL, NARCOTICS & DRUG ABUSE

3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

This course is an introduction to the problem of substance abuse and the history and classification of drugs of abuse. This course is designed to equip police officers and the general public with knowledge of the issues involved in drug abuse.

AJ 015 SEXUAL ASSAULT INVESTIGATION

3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

This course covers the investigation of sexual assault, the collection of evidence, and the treatment of the victim. The course also examines the psychological make-up of the sexual assault perpetrator, reviews the impact on peripheral victims including the family, friends, the community, and the measures used by agencies and individuals to prevent this crime. Pass/No Pass Option
AJ 021 COMMUNITY RELATIONS

3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course covers 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; and ways to develop and maintain amicable relationships.

AJ 023 POLICE REPORT WRITING

3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is a study of law enforcement reporting procedures with emphasis on techniques designed to improve writing skills, enhance individual observation and comprehension, and affect a more efficient utilization of recorded data in crime detection and the investigative function.

AJ 026 ORGANIZED CRIME

3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
A study of the origins and development of organized crime from early Italy to contemporary America. The emphasis is on past and current major organized crime figures, activities, and law enforcement efforts to combat the escalating infusion of organized crime into legitimate business.

AJ 030A INTRODUCTION TO ADMINISTRATION OF JUSTICE AGENCIES

3 units
Lecture 3 hours; lab 0 hours
Prerequisite: Must be 18 years of age or older
Acceptable for credit: California State University
This is a course for students, police officers, deputy sheriffs, probation and parole officers, and interested citizens. This course is designed to update and upgrade skills in law enforcement interpretation, crime prevention, and related topics through lectures, guest speakers, and field visits to law enforcement agencies, police academies, courts, juvenile halls, and State and Federal prisons (Level III and IV security). Students are subject to justice institution security clearances, and those convicted of a Felony may be excluded. Students must be age 18 or older to visit Penal Institutions. Pass/No Pass Option

AJ 031 ACADEMY ORIENTATION

3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This orientation course is designed to prepare students for entry into and successful completion of the Basic Peace Officer's Academy. It is open to all majors and interested students. Pass/No Pass Option

AJ 032 MOTORCYCLE, PRISON & STREET GANGS

3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is designed for pre-service students or in-service officers to enable them to become familiar with the history, recruitment, training methods, purpose and infrastructures of various gangs currently operating in California. Pass/No Pass Option

AJ 033 INTRODUCTION TO PROBATION & PAROLE

3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course covers a comprehensive introduction to the understanding of the corrections system in the U.S. Emphasis is on its origin and evolution, philosophies of corrections, perspectives on sentencing, alternatives to incarceration including community corrections, probation and parole, offender rights and legal issues. The course addresses adult, juvenile and special needs offenders, corrections specialists, staff and administration as a profession and preview special challenges for the future of corrections.

AJ 034 CAREER PLANNING IN CRIMINAL JUSTICE

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

AJ 036 FIREARMS TERMINOLOGY & SAFETY

3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course covers the history and development of firearms. 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. Pass/No Pass Option

AJ 041 INTRODUCTION TO FORENSICS

3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is a survey of the application of scientific methods to the examination, evaluation and explanation of the physical evidence related to a crime. The course also introduces students to the contributions of forensic anthropology, forensic psychiatry, document analysis, and computer forensics to criminal investigations. Case studies are used to illustrate the application and introduction of forensic evidence in the legal system.

AJ 091 DIRECTED STUDIES

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

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

NOTE: Course hours per week stated in the catalog are based on a 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
AJ 092 DIRECTED STUDIES
2 units (See department for schedule)
Lecture 0 hours; lab 0 hours
Acceptable for credit: California State University
Directed studies of special interest to the student which are related to but not included in regular courses offered by the college. Registration by contact with and only upon consent of the instructor.

AJ 093 DIRECTED STUDIES
3 units (See department for schedule)
Lecture 0 hours; lab 0 hours
Acceptable for credit: California State University
Directed studies of special interest to the student which are related to but not included in regular courses offered by the college. Registration by contact with and only upon consent of the instructor.

AJ 100G INTRODUCTION TO CORRECTIONS
3 units
Lecture 3 hours; lab 0 hours
This course is designed to provide the student with an overview of the history and trends of corrections. It focuses on the legal issues, specific laws and general operation of correctional institutions. The relationship between corrections and other components of the judicial system are also examined. Pass/No Pass Option

AJ 160G ADVANCED OFFICER TRAINING
.25 – 10 units
Lecture 0 hours; lab 0.25-10 hours
Prerequisite: Class participation is limited:
1) to PC 832 employees* of an agency/department eligible for POST participation and/or
2) To individuals who have graduated from a public safety academy and are currently employed by a local, state, or federal law enforcement agency/department."

*The supportive regulations are "established and adopted in compliance with and by the authority of California Penal Code Section 13300 et seq., and are codified in Title 11, Division 2 of the California Code of Regulations (d) Continuing Professional Training (CPT) (Required). CPT is required for certain peace officer and dispatcher personnel who are employed by POST participating departments. The purpose of CPT is to maintain, update, expand, and/or enhance an individual's knowledge and/or skills. CPT is training that exceeds the training required to meet or re-qualify in entry-level minimum standards defined under PC 832. This is a variable unit course designed to meet state mandated standards and agency training requirements for currently employed law enforcement personnel. Course content includes refresher material and re-certification in all areas of law enforcement responsibility such as: tactical firearms, arrest and control, patrol procedures, officer safety, incident command, communications, new laws, ethics, and civil liability. Pass/No Pass Only

AJ 160I LAWS OF ARREST, SEARCH, & SEIZURE (PC 832)
0 – 10 units (variable units)
This course is designed to provide the opportunity for practical application of patrol services for peace officers who have completed a Regular Basic Course (Academy). This is a variable unit course. Pass/No Pass Option

AJ 160J STANDARDS & TRAINING FOR CORRECTIONS
.25 – 3 units
Lecture 0 hours; lab .25-3 hours
Prerequisite: Class participation is limited to employees of an agency/department eligible for participation in Standards and Training for Corrections (STC).
Specifically, Title 15, Division 1, Chapter 1, Subchapter 1, Sections 100 through 358 of the California Code of Regulations state in part: Agencies eligible for participation in STC include those of any county, city and county; or city defined as: county probation departments, county or city jails designated as Types I, II, III or IV by Title 15 CCR; or, juvenile institutions that operate as a separate entity or under jurisdiction of a county probation department, as described in Section 672 and 865 of the Welfare and Institutions Code.
This course covers topics that meet education and training objectives for probation officers and adult and juvenile institution staff. Topics include legal, procedural, communication, safety and security, medical and mental/emotional issues, casework, and management and supervision. This is a variable unit course. Pass/No Pass Only

AJ 160K FIELD TRAINING FOR OFFICERS
.25 - 16 units
Lecture 0 hours; lab 13.5 - 864 hours
This course is designed to provide the opportunity for practical application of patrol services for peace officers who have completed a Regular Basic Course (Academy). Pass/No Pass Option

AJ 160L LAWS OF ARREST, SEARCH, & SEIZURE (PC 832)
1 units
0-10 units (variable units)
Prerequisites: Student must be employed by an agency where peace officer powers are required under PC 832.
This course is designed to provide the opportunity for practical application of patrol services for peace officers who have completed a Regular Basic Course (Academy). This is a variable unit course. Pass/No Pass Option

American Sign Language

DIVISION Language Arts
DEPARTMENT CHAIR Leigh Burrill
PHONE 408-741-2489
EMAIL anna.brichko@westvalley.edu
COUNSELING 408-741-2009

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

SL 060A, B AMERICAN SIGN LANGUAGE (AMESLAN)
3 units each
Lecture 3 hours; lab 0 hours
Prerequisite: SL 060A with a grade of C or better is prerequisite to SL 060B.
Acceptable for credit: University of California, California State University
A course in manual communication emphasizing the vocabulary and syntax, finger spelling, and introduction to American Sign Language (AMESLAN) to equip the student to communicate with the deaf on a conversational level. Some stress placed on the educational, social, psychological, and economic problems of deafness. Pass/No Pass Option

Anatomy and Physiology

Human Anatomy (See Biology)
Human Physiology (See Biology)
Anthropology

THE FACULTY
Andrew Kindon

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

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

ANTHROPOLOGY: For transfer information see assist.org and/or consult with a counselor.

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

ANTHR 001 INTRODUCTION TO PHYSICAL ANTHROPOLOGY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course focuses on the functional aspects of religious beliefs and rituals in various societies to develop insights into the functional aspects of religious beliefs and institutions in our lives. Pass/No Pass Option

ANTHR 002 INTRODUCTION TO ARCHAEOLOGY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is an overview of the discipline of archaeology, including the history of the field, theoretical perspectives and methods, and a survey of cultural developments from the Stone Age to early civilizations of the Old and New World. Pass/No Pass Option

ANTHR 003 INTRODUCTION TO CULTURAL ANTHROPOLOGY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is a study of culture and social behavior as developed through the anthropological study of contemporary peoples. This course is a comparative survey of the range of cultures of the world with emphasis upon social organization, economics, religion, kinship systems, cultural patterns, values, ethics, and ecology. Pass/No Pass Option

ANTHR 003H HONORS INTRODUCTION TO CULTURAL ANTHROPOLOGY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors Introduction to Cultural Anthropology uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course is a study of culture and social behavior as developed through the anthropological study of contemporary peoples. Comparative survey of the range of cultures of the world with emphasis upon social organization, economics, religion, kinship systems, cultural patterns, values, ethics, and ecology. Pass/No Pass Option

ANTHR 004 INTRO TO LINGUISTIC ANTHROPOLOGY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is designed to introduce students to the anthropological study of language and communication. It includes a survey of world languages and an introduction to methods used by linguistic anthropologists. The course covers 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. Pass/No Pass Option

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

Arabic
(See World Languages)

Archaeology
(See Anthropology)
Architecture

See also Landscape Architecture

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

DIVISION Applied Arts and Sciences
DIVISION CHAIR Diane Hurd
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Degree
A.S., Architecture

Certificates
Architecture

Associate of Science in Architecture

Learning Outcomes
After completing an A.S. degree in Architecture, a student will be able to:
• Communicate effectively and professionally in the architectural environment through proper use of verbal, written and graphic techniques.
• Demonstrate creativity and problem-solving abilities in designing residential and commercial buildings.
• Use standard dimensions for space planning and human occupancy using Architectural Graphic Standards.
• Identify professional, ethical and societal responsibilities including respect for diversity.

Certificate in Historic Preservation

Learning Outcomes
After completing a certificate in Historic Preservation, a student will be able to:
• Communicate effectively and professionally in the historic preservation environment through proper use of verbal, written and graphic techniques.
• Demonstrate creativity and problem-solving abilities in designing residential and commercial buildings.
• Use standard dimensions for space planning and human occupancy using Architectural Graphic Standards.
• Identify professional, ethical and societal responsibilities including respect for diversity.

Certificate in Historic Preservation Learning Outcomes
After completing a certificate in Historic Preservation, a student will be able to:
• Communicate effectively and professionally in the historic preservation environment through proper use of verbal, written and graphic techniques.
• Demonstrate creativity and problem-solving abilities in designing residential and commercial buildings.
• Use standard dimensions for space planning and human occupancy using Architectural Graphic Standards.
• Identify professional, ethical and societal responsibilities including respect for diversity.

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

Total Units 60

Required Electives: Select 20 units from below:

ARCH 045 Architectural Building Codes 3
ARCH 050 Construction Materials & Methods 3
ARCH 051 Architectural Graphics: Drawing & Sketching 3
ARCH 052 Architectural Graphics: Color Rendering 3
ARCH 053 Intro to Architectural and Environmental Design 3
ARCH 056 Basic Architectural Design 3
ARCH 057 Architectural Model Making 1
ARCH 058 Intro to Revit Architecture 3
ARCH 059 3D Studio Max: 3D Rendering 3
ARCH 060 Green Building & Sustainable Design 3
ARCH 061 Architectural Design I 3
ARCH 062 Architectural Design II 3
ARCH 063 Architectural Design III 3
ARCH 066 Advanced Revit Architecture 3

Required Electives: Select 20 units from below:

ARCH 040 Fundamentals of Historic Preservation 2
ARCH 041 Science of Materials in Historic Preservation 3
ARCH 042 Architectural Restoration & Rehabilitation 3
ARCH 043 Styles in Architecture 2
ARCH 046 History of Architecture 3
ARCH 047 History of Modern Architecture 3
ARCH 072 History of Landscape Architecture 3
ARCH 084 Sustainability in Landscape Architecture 3
MATH 003B Analytical Geometry and Calculus 3
MATH 003A Analytical Geometry and Calculus 3
PHYS 004A Engineering Physics 3
PHYS 004C Engineering Physics 3
Total Units 27

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

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

ARCHITECTURE: For transfer information see assist.org and/or consult with a counselor.

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

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

ARCHITECTURE (A.S. Degree)

Major Requirements: (40 Units)

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

Required Electives: Select 20 units from below:

ARCH 040 Fundamentals of Historic Preservation 2
ARCH 041 Science of Materials in Historic Preservation 3
ARCH 042 Architectural Restoration & Rehabilitation 3
ARCH 043 Styles in Architecture 2
ARCH 046 History of Architecture 3
ARCH 047 History of Modern Architecture 3
ARCH 072 History of Landscape Architecture 3
ARCH 084 Sustainability in Landscape Architecture 3
MATH 003B Analytical Geometry and Calculus 3
MATH 003A Analytical Geometry and Calculus 3
PHYS 004A Engineering Physics 3
PHYS 004C Engineering Physics 3

Total Units 60

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

Course Units
ARCH 045 Architectural Building Codes 3
ARCH 046 History of Architecture 3
ARCH 047 History of Modern Architecture 3
ARCH 050 Construction Materials & Methods 3
ARCH 051 Architectural Graphics: Drawing & Sketching 3
ARCH 052 Architectural Graphics: Color Rendering 3
ARCH 053 Intro to Architectural and Environmental Design 3
ARCH 056 Basic Architectural Design 3
ARCH 057 Architectural Model Making 1
ARCH 058 Intro to Revit Architecture 3
ARCH 059 3D Studio Max: 3D Rendering 3
ARCH 061 Architectural Design I 3
ARCH 062 Architectural Design II 3
ARCH 066 Advanced Revit Architecture 3

Total Units 40

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

HISTORIC PRESERVATION (Certificate of Achievement)

Historic preservation is an evolving field, focusing on the care, protection, and restoration of the built environment (historic buildings) and other cultural resources. The practice of the profession requires a blend of knowledge in history of architecture and historic techniques of building construction. The goal is to reuse existing buildings that are structurally sound and environmentally safe. The study of this field prepares an individual to be a historic preservation designer, project supervisor, consultant, or contractor in the preservation process.

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

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

Required Electives (4 Units):
ARCH 029A Architectural History 2
ARCH 031A Architectural Graphics: Drawing & Sketching 3
ARCH 045 Architectural Building Codes 3
PKMGT 014 Conservation of Our Natural Resources 3
PKMGT 018 Park Planning & Design 2

Total Units 17

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

LANDSCAPE ARCHITECTURE

Associate of Science in Landscape Architecture

Learning Outcomes
After completing an A.S. Degree in Landscape Architecture, a student will be able to:
- Communicate effectively and professionally in the landscape architectural environment through proper use of verbal, written, and graphic techniques.
- Apply mathematical skills to solve technical problems associated with landscape architectural drawings.
- Develop landscape architectural drawings including construction drawings, and presentation drawings.
- Use computer graphics applications associated with landscape architectural projects.
- Select landscape construction materials based upon their properties and methods of installation.
- Apply building codes, zoning codes, and ADA (Americans with Disabilities Act).
- Demonstrate creativity and problem-solving abilities in landscape design for residential, commercial, and public sites.
- Use standard dimensions for space planning and human occupancy using Landscape Architectural Graphic Standards.
- Identify different types of landscape plants through the four seasons.
- Demonstrate creative abilities in landscape plant composition.
- Identify professional, ethical and societal responsibilities including respect for diversity.

Certificate in Landscape Architecture Learning Outcomes
After completing a certificate in Landscape Architecture, a student will be able to:
- Communicate effectively and professionally in the landscape architectural environment through proper use of verbal, written, and graphic techniques.
- Apply mathematical skills to solve technical problems associated with landscape architectural drawings.
- Develop landscape architectural drawings and presentation drawings.
- Use computer graphics applications associated with landscape architectural projects.
- Select landscape construction materials based upon their properties and methods of installation.
- Demonstrate creativity and problem-solving abilities in landscape design for residential, commercial, and public sites.

Career Paths
- Landscape Architects
- Resource Managers
- Designers
- Contractors
- Draftspersons
- Landscape Industry Representatives
- Planners

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

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

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

LANDSCAPE ARCHITECTURE (A.S. Degree)
The Landscape Architecture Program at West Valley College is primarily a blend of art and science. Landscape Architecture focuses on natural systems and cultural processes in the planning, design, and management of sustainable landscapes for this and future generations. Students of Landscape Architecture are capable of solving complex environmental problems and are able to communicate effective solutions.

The Program in Landscape Architecture at West Valley College emphasizes a process-oriented approach to problem solving while encouraging sensitivity toward community values and ecological principles. Students will develop creative ability and technical skills through a range of exercises and projects relating to recreation and open space planning, plant selection, park design, landscape reclamation and preservation, resource management, and urban planning and design, as well as learning applications for residential, commercial, and institutional landscape environments.

The program is recognized by the California State Board of Landscape Architects. Students are prepared for rewarding professional careers or transfers to advanced university programs. Graduates are employed in a wide range of important environmental and design-related roles.

Students, upon completion of this AS Degree, may qualify for the following career paths as well as pursue a professional license:
- Landscape Architects
- Resource Managers
- Designers
- Landscape Contractors
- Draftspersons
- Landscape Industry Representatives
- Planners

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
LANDSCAPE ARCHITECTURE (A.S. Degree)
Major Requirements: (37 Units)

Course | Units |
--- | --- |
ARCH 050 | Construction Materials & Methods 3 |
ARCH 051 | Architectural Graphics: Drawing & Sketching 3 |
ARCH 053 | Introduction to Architectural & Environmental Design 3 |
ARCH 056 | Basic Architectural Design 3 |
ARCH 057 | Architectural Model Making 1 |
ARCH 058 | Intro to Revit Architecture 3 |
ARCH 061 | Architectural Design I 3 |
ARCH 062 | Architectural Design II 3 |
ARCH 072 | History of Landscape Architecture 3 |
ARCH 076 | Landscape Construction Technology 3 |
ARCH 081 | Landscape Plants: Summer & Autumn 3 |
ARCH 082 | Landscape Plants: Winter & Spring 3 |
ARCH 084 | Sustainability in Landscape Architecture 3 |

Required Electives: (minimum of 13 units)

ARCH 040 | Fundamentals of Historic Preservation 2 |
ARCH 043 | Styles in Architecture 2 |
ARCH 045 | Architectural Building Codes 3 |
ARCH 046 | History of Architecture 3 |
ARCH 047 | History of Modern Architecture 3 |
ARCH 052 | Architectural Graphics: Color Rendering 3 |

Total Units: 50

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

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

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

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

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

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

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

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

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

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

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

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

**RECOMMENDED preparations are ADVISORY.**

**This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog**
### ARCH 051 Architectural Graphics: Drawing & Sketching
3 units  
Lecture 2 hours; lab 4 hours  
Recommended preparation: MATH 103 or MATH 103R  
Acceptable for credit: University of California, California State University  
This course is a study of the basic techniques of drafting and sketching as it relates to architectural graphic communication. Students have opportunities to develop visual literacy, freehand sketching techniques, and an understanding of perspective. This course also covers natural and man-made forms and basic architectural rendering. Pass/No Pass Option

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

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

### ARCH 056 Basic Architectural Design
3 units  
Lecture 2 hours; lab 4 hours  
Acceptable for credit: University of California, California State University  
This course is a study of the architectural design principles and methodologies. Students apply these principles to studio problems of increasing complexity. Various representation techniques are utilized, including sketching, manual drafting, computer graphics, and architectural model making. Pass/No Pass Option

### ARCH 057 Architectural Model Making
1 unit  
Lecture .5 hours; lab 1.5 hours  
Acceptable for credit: California State University  
This course covers all aspects of the materials, tools, and skills required to build architectural models. Pass/No Pass Option

### ARCH 058 Introduction to Revit Architecture
3 unit  
Lecture 2 hours; lab 1 hours  
Recommended preparation: MATH 902, MATH 902P  
Acceptable for credit: California State University  
This course is an introduction to Autodesk: Revit Architecture - software specifically designed for use by architecture, landscape architecture, interior design, and civil engineering professionals. This course emphasizes the construction of 3D models. Pass/No Pass Option

### ARCH 059 3D Studio Max: 3D Rendering
3 unit  
Lecture 2 hours; lab 1 hours  
Recommended preparation: MATH 902, MATH 902P  
Acceptable for credit: California State University  
This course is study of Autodesk: 3D Studio Max Design software specifically designed for use by architecture, landscape architecture, interior design, and civil engineering professionals. This course familiarizes both novice and experienced 3D artists with the process and capabilities of the 3D Studio Max Design tool set. The course focuses on the process of developing projects with 3D Studio Max Design. Students have the opportunity to learn how to use each tool to its maximum benefit, as well as why it is important to the overall process. This course emphasizes the creation of advanced rendering perspectives from a 3D model of a building project and its context. Pass/No Pass Option

### ARCH 060 Green Building & Sustainable Design
3 units  
Lecture 3 hours; lab 0 hours  
Recommended preparation: MATH 103 or MATH 103R  
Acceptable for credit: University of California, California State University  
This intermediate level architecture course is a study of green building and sustainable design requirements. Students have opportunities to learn about green building and sustainable design requirements through lectures and case studies. Additional topics include green design strategies: envelope, lighting, heating, cooling, energy production, water and waste. Pass/No Pass Option

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

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

**Note:** Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
ARCH 062 ARCHITECTURAL DESIGN II  
3 units  
Lecture 2 hours; lab 3 hours  
Prerequisite ARCH 058  
Corequisite ARCH 056 or ARCH 061  
Recommended preparation: MATH 103 or MATH 103R  
Acceptable for credit: University of California, California State University  
This course is an intermediate-advanced level architectural design studio. Students have opportunities to study environmental and visual phenomena through architectural design exercises. Additional topics include the introduction to structure and materials, and their relationships to form, function, and design intent. Students have opportunities to design a complex building by performing case studies relating to the specific building type prior to undertaking the design project itself. Pass/No Pass Option

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

ARCH 066 ADVANCED REVIT ARCHITECTURE  
3 units  
Lecture 2 hours; lab 1 hours  
Recommended preparation: MATH 902, ARCH 058  
Acceptable for credit: California State University  
This course is an advanced Autodesk: Revit Architecture software specifically designed for use by architecture, landscape architecture, interior design, and civil engineering professionals. This course familiarizes both novice and experienced 3D artists with the process and capabilities of the Revit tool set. The course focuses on the process of developing projects with Revit. This course emphasizes the creation of a set of construction documents and advanced rendering perspectives from a 3D model of a building project and its context. Pass/No Pass Option

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

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

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

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

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

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

ARCH 091, 092, 093 DIRECTED STUDIES  
1-3 units (See department for schedule)  
91 - Lecture 0 hours; lab 0 hours  
92 - Lecture 0 hours; lab 0 hours  
93 - Lecture 0 hours; lab 0 hours  
Prerequisite: Interview with instructor to determine objectives and write a contract  
Acceptable for credit: California State University  
Directed Studies of special interest to the student which are related to but not included in regular courses offered by the college.

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

THE FACULTY
Kathy Arnold
Heidi Brueckner
Jason Challis
Christopher Cryer
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Cynthia Napoli-Abella Reiss

DIVISION Chair
Chris Cryer
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COUNSELING
408-741-2009

The West Valley College Art Department offers a comprehensive curriculum of courses including art appreciation, art history, art history online, computer art and animation, two and three dimensional design, drawing, figure drawing, painting, ceramics, and sculpture. The Art Department curriculum accommodates students with various goals and levels of experience. The Art Department facilitates a supportive, creative learning environment where all students may explore their interests; transfer to four-year institutions and priority art schools or career options listed below. Instructional emphasis is placed on:
- the fundamental principles of art;
- developing technical skills and good craftsmanship; and
- exploring creativity and self-expression.

Art students are given the opportunity to participate in scheduled exhibitions of student work in the West Valley College Art Gallery.

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

Learning Outcomes
After completing a certificate, or Associate of Arts degree in Art, a student will be able to:
- Analyze a variety of artists, artistic styles, and historical periods;
- Create works of art that represent technical skills and good craftsmanship;
- Evaluate works of art created by self and others.

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

- Art Librarian
- Art Publishing/Journalism
- Art Therapist
- Arts Administration
- Business
- Computer Animator
- Computer Art/Graphics
- Fine Artist
- Graphic Designer
- Museum/Gallery Professional
- Restoration
- Visual Resources Curator

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

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

Certificates
- Computer Arts: Animation
- Two Dimensional Design Certificate

ART: For transfer information see assist.org and/or consult with a counselor.

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

Major Requirements
Course
ART 001A Survey of Western Art 1

ART 001D History of Western Art I
ART 001E Design in Society
ART 031A Beginning Drawing
ART 031B Expressive Drawing
ART 031C Representational Drawing
ART 033A Two Dimensional Design
ART 033C Color Design

One elective from recommended list

Recommended Electives Courses:
- Art History
  - ART 001D, 007, 010, 012A,B
- Ceramics:
  - ART 065A,B,C,D, 067A,B,C,D
- Graphic Design:
  - ART 035A,B,C,D, 055
- Painting/Drawing
  - ART 035A,B,C,D, 047A,B,C,D, 049A,B,C,D

Transfer students planning to concentrate in Art History should be advised that there may be a foreign language requirement. Please consult a counselor.

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

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

ART 001A SURVEY OF WESTERN ART 1

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

This course is a general survey of painting, sculpture, and architecture in the western world from prehistoric times through the Gothic period, using art as a reflection of human interaction with events of the time, emphasizing aesthetic, cultural and historical values. Pass/No Pass Option

ART 001AH HONORS SURVEY OF WESTERN ART 1

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

Honors Survey of Western Art I uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course is a general survey of painting, sculpture, and architecture in the western world from prehistoric times through the Gothic period, using art as a reflection of human interaction with events of the time, emphasizing aesthetic, cultural and historical values. Pass/No Pass Option

COMPUTER ARTS: ANIMATION
(A.A. Degree and Certificate of Achievement)
Recommended - CA 020, 070 Introduction to Mac or Introduction to PC

Major Requirements:

Course
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 031A Beginning Drawing 3
ART 033A Two-Dimensional Design 3
ART 033C Color Design 3

Total Units
24

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

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

NOTE: Course hours per week stated in the catalog are based on a 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
ART 001B SURVEY OF WESTERN ART II
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is a general survey of painting, sculpture, and architecture in the western world from the Renaissance to the present day, using art as a reflection of human interaction with the events of the time, emphasizing aesthetic, cultural and historical values. Pass/No Pass Option

ART 001B HONORS SURVEY OF WESTERN ART II
3 units
Lecture 3 hours; lab 0 hours
Prerequisites: Pre-approval into Honors Program
Acceptable for credit: University of California, California State University
This course is a general survey of painting, sculpture, and architecture in the western world from the Renaissance to the present day, emphasizing the evolution of the changing attitudes toward form and content. Honors Survey of Art II uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. Pass/No Pass Option

ART 001D ART OF THE 20TH CENTURY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course provides a thematic and a chronological introduction to major types of design and viewing of exhibitions. Pass/No Pass Option

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

ART 001E DESIGN IN SOCIETY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course provides a thematic and a chronological introduction to major types of design and viewing of exhibitions. Pass/No Pass Option

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

ART 003A WORKSHOP IN ART GALLERY & ART MUSEUM OPERATIONS
1 unit
Lecture 0 hour; lab 2 hours
Acceptable for credit: California State University
Lab to provide workshop experience in various phases of preparation and execution of art exhibits on campus. Pass/No Pass Option

ART 004 ART APPRECIATION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
An introductory overview to the general trends and concepts of visual expression. Art objects under study will be considered both as aesthetic entities in themselves and as crystallization of man’s thought and beliefs at different periods of history. Students will also gain greater awareness of the processes, media and techniques required to create art. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. Pass/No Pass Option

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

### Notes
- **PREREQUISITES AND COREQUISITES** are **MANDATORY**. See page 5 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- **RECOMMENDED** preparations are **ADVISORY**.
- *This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/*
### ART 007 ART OF ASIA

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

### ART 010 AMERICAN ART: A MULTICULTURAL APPROACH

3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: University of California, California State University  
A general survey of painting, sculpture, and architecture in the United States from Colonial times to the present day. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. Pass/No Pass Option

### ART 012A ART OF PRE-HISPANIC MEXICO

3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: University of California, California State University  
This course is a general survey of painting, sculpture and architecture from the main civilizations of Pre-Hispanic Mexico emphasizing aesthetic, cultural and historical values of the times. Pass/No Pass Option

### ART 012B ART OF COLONIAL & MODERN MEXICO

3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: University of California, California State University  
This is a general survey of painting, sculpture and architecture from colonial and modern Mexico as influenced by European civilizations and the emergence of a national art style, emphasizing aesthetic, cultural and historical values of the times. Pass/No Pass Option

### ART 013 AFRICAN-AMERICAN ART HISTORY

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

### ART 014 WOMEN IN ART HISTORY

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

### ART 031A BEGINNING DRAWING

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

### ART 031B EXPRESSIVE DRAWING

3 units  
Lecture 2 hours; lab 4 hours  
Recommended preparation: ART 031A  
Acceptable for credit: University of California, California State University  
Refinement of basic drawing and composition skills are explored with an emphasis on creative expression and conceptualization. A variety of drawing materials are used including color media. Pass/No Pass Option
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Acceptable for Credit</th>
<th>Recommended Preparation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 031C</td>
<td>REPRESENTATIONAL DRAWING</td>
<td>3</td>
<td>2</td>
<td>4</td>
<td>University of California, California State University</td>
<td></td>
<td>In this course, students will have the opportunity to expand their understanding of rendering a physical likeness of three-dimensional form in black and white media. Concepts such as planar relationships, value/contrast, modeling with light and shade, proportioning and scale, linear and atmospheric perspective, multiple vanishing points, and surface texture will be emphasized. Pass/No Pass Option</td>
</tr>
<tr>
<td>ART 033A</td>
<td>TWO-DIMENSIONAL DESIGN</td>
<td>3</td>
<td>2</td>
<td>4</td>
<td>University of California, California State University</td>
<td></td>
<td>This course offers an introduction to the principle elements, and terminology of two-dimensional design. Design elements such as line, value, texture, shape, and basic color are organized by various principles such as repetition, variety, balance, and proportion. A wide variety of media will be used. Pass/No Pass Option</td>
</tr>
<tr>
<td>ART 033C</td>
<td>COLOR DESIGN</td>
<td>3</td>
<td>2</td>
<td>4</td>
<td>University of California, California State University</td>
<td></td>
<td>Students have the opportunity to refine their basic design skills through the use of color concepts based on theory and expression. Projects focus on color attributes such as hue, value, intensity, weight, distance, temperature, color schemes, and color interaction. Pass/No Pass Option</td>
</tr>
<tr>
<td>ART 035A</td>
<td>BEGINNING LIFE DRAWING</td>
<td>3</td>
<td>2</td>
<td>4</td>
<td>University of California, California State University</td>
<td></td>
<td>In this course, students have the opportunity to study the fundamentals of the human figure by drawing from life in a variety of black and white media. Familiarization with the human form in terms of mass, weight, dimension, and structure are emphasized through a variety of assignments stressing contour, gesture, surface modeling, light, and proportion. Pass/No Pass Option</td>
</tr>
<tr>
<td>ART 035B</td>
<td>INTERMEDIATE LIFE DRAWING</td>
<td>3</td>
<td>2</td>
<td>4</td>
<td>University of California, California State University</td>
<td></td>
<td>This course gives students the opportunity to expand their understanding of proportion, structure, modeling, movement, and description of the human form. A variety of drawing materials is used including color media. Pass/No Pass Option</td>
</tr>
<tr>
<td>ART 035C</td>
<td>INTERMEDIATE-ADVANCED LIFE DRAWING</td>
<td>3</td>
<td>2</td>
<td>4</td>
<td>University of California, California State University</td>
<td></td>
<td>This course gives students the opportunity to explore an expanded variety of drawing media used in combination with traditional approaches to develop a personal style of life drawing. Expanded theories of composition and color are covered through studio practice and research of the history of life drawing. Pass/No Pass Option</td>
</tr>
<tr>
<td>ART 047A</td>
<td>BEGINNING WATERCOLOR</td>
<td>3</td>
<td>2</td>
<td>4</td>
<td>University of California, California State University</td>
<td></td>
<td>In this class, students are introduced to basic techniques and applications of traditional materials associated with painting in aqueous media. Pass/No Pass Option</td>
</tr>
<tr>
<td>ART 047B</td>
<td>INTERMEDIATE WATERCOLOR</td>
<td>3</td>
<td>2</td>
<td>4</td>
<td>University of California, California State University</td>
<td></td>
<td>This course gives students the opportunity to refine their technical skills associated with watercolor and related aqueous media. Projects focus on use of multiple figures, theme development, and refinement of personal style. Studio work is supplemented with research of representations of the human figure in the art of various cultures and eras. Pass/No Pass Option</td>
</tr>
<tr>
<td>ART 047C</td>
<td>INTERMEDIATE-ADVANCED WATERCOLOR</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>University of California, California State University</td>
<td></td>
<td>In this class students are introduced to alternative painting surfaces, materials and procedures in combination with traditional watercolor and aqueous media approaches. This class emphasizes advanced theories of color and composition. Further evolution of a personal style is encouraged in this class in combination with art historical research. Pass/No Pass Option</td>
</tr>
<tr>
<td>ART 047D</td>
<td>ADVANCED WATERCOLOR</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>University of California, California State University</td>
<td></td>
<td>In this course students continue their study of personal artistic direction by developing a cohesive body of work within the confines of watercolor or other aqueous media. Projects focus on series and theme development. Studio work is supplemented with painting-oriented research, writing, and verbal analysis. Pass/No Pass Option</td>
</tr>
<tr>
<td>ART 049A</td>
<td>BEGINNING PAINTING</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>University of California, California State University</td>
<td></td>
<td>This course gives students the opportunity to learn the elements of painting using a variety of techniques, materials, and tools. Structure, composition, paint handling, light affects, and color theory are stressed in relationship to the painting process and a variety of subject matter. Pass/No Pass Option</td>
</tr>
<tr>
<td>ART 049B</td>
<td>INTERMEDIATE PAINTING</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>University of California, California State University</td>
<td></td>
<td>In this course students refine basic painting skills in addition to expand understanding of paint handling, structure and volume, perspective, composition, and color theory. Students continue research of materials and techniques and begin to focus on creative expression. Pass/No Pass Option</td>
</tr>
<tr>
<td>ART 049C</td>
<td>INTERMEDIATE-ADVANCED PAINTING</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>University of California, California State University</td>
<td></td>
<td>In this course students pursue personal style and interests. Advanced theories of composition and color are covered through studio practice and research of the history of painting. Alternative painting surfaces and materials in combination with traditional approaches are explored. Pass/No Pass Option</td>
</tr>
<tr>
<td>ART 049D</td>
<td>ADVANCED PAINTING</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>University of California, California State University</td>
<td></td>
<td>In this course students intensify their study of personal artistic direction through developing a cohesive body of work. Projects focus on series and theme development. Studio work is supplemented with painting-oriented research, writing, and verbal analysis. Pass/No Pass Option</td>
</tr>
</tbody>
</table>

- **PREREQUISITES AND COREQUISITES are MANDATORY.** See page 5 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- **RECOMMENDED Statewide preparatory studies are ADVISORY.**
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
ART 055 INTRODUCTION TO COMPUTER ARTS
3 units
Lecture 2 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course provides students with an opportunity to explore fundamental theories and methods of creating Computer Art and the impact of technology on 20th century art production. It introduces students to digital imaging, digital video/animation and interactive authoring which utilizes hands-on contemporary art strategies.

ART 057A ANIMATION I
4 units
Lecture 3 hours; lab 3 hours
Acceptable for credit: California State University
This course provides students with a comprehensive introduction to the production of computer generated art imagery. It covers fundamental modeling techniques, texture mapping, lighting, rendering, and basic animation concepts.

ART 057B ANIMATION II
4 units
Lecture 3 hours; lab 3 hours
Prerequisite: ART 057A
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.

ART 060A COMPUTER ARTS: INTERACTIVE DIGITAL
4 units
Lecture 3 hours; lab 3 hours
Recommended preparation: ART 057B
In this course students have the opportunity to develop intermediate and advanced techniques for creating interactive digital video art using a variety of media. Linear, non-linear, and interactive processes pertinent to time-based media art are explored.

ART 060B COMPUTER ARTS: MULTIMEDIA ART PRODUCTION
4 units
Lecture 3 hours; lab 3 hours
Recommended preparation: ART 060A
Acceptable for credit: California State University
This course is an introduction to two- and three-dimensional ceramic design, focusing on clay compositions, decoration techniques and hand-building techniques. This course gives students an opportunity to develop a critical awareness and vocabulary leading to independent critical thinking and to exploring the physical properties of clay for creative expression.

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

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

ART 067B CERAMICS - POTTER’S WHEEL
3 units
Lecture 2 hours; lab 4 hours
Recommended preparation: ART 067A
Acceptable for credit: University of California, California State University
This is an advanced wheel throwing course directed toward refinement of skills on potter’s wheel and develop aesthetic awareness of three-dimensional format designs.

ART 067C CERAMICS - POTTER’S WHEEL
3 units
Lecture 2 hours; lab 4 hours
Recommended preparation: ART 067B
Acceptable for credit: University of California, California State University
This course is an introduction to two- and three-dimensional ceramic design, focusing on clay compositions, decoration techniques and hand-building techniques. This course gives students an opportunity to develop a critical awareness and vocabulary leading to independent critical thinking.
ART 081 3-DIMENSIONAL DESIGN  
3 units  
Lecture 2 hours; lab 4 hours  
Acceptable for credit: University of California, California State University  
This course focuses on theory and application of three-dimensional form in visual art and design. It provides studio practice in the fundamental elements and principles of designing objects in 3-dimensions. A variety of media is used. Pass/No Pass Option  

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

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

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

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

ART 099 INTRODUCTION TO TYPOGRAPHY  
3 units  
Lecture 2 hours; lab 1 hour  
Recommended preparation: ART 031A & ART 033A or DMIS 004  
Acceptable for credit: California State University  
This course is an introduction to typography, and focuses on creating typographic solutions for designs in visual media and art. It also focuses on working with letterforms, using typography as a design element, and assessing distinguishing characteristics of typefaces that are important in visual communication. Pass/No Pass Option  

Astronomy  

THE FACULTY  
Benjamin Mendelsohn  
Doug Epperson  
DIVISION  
Science and Mathematics  
DEPARTMENT CHAIR  
Rebecca Wong  
PHONE  
408-741-4662  
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doug.epperson@westvalley.edu  
COUNSELING  
408-741-2009  

Learning Outcomes  
After completing courses in Astronomy, a student will be able to:  
- Apply concepts and methods of inquiry appropriate to the field of astronomy;  
- Solve conceptual and numerical problems;  
- Demonstrate appropriate laboratory skill;  
- Chose and use appropriate methods to present concepts and data.  

ASTRO 001 ASTRONOMY  
3 units  
Lecture 3 hours; lab 0 hours  
Recommended preparation: MATH 902  
Acceptable for credit: University of California, California State University  
A course in descriptive astronomy, covering the entire panorama of evolution: the birth, life, and death cycle of stars; the birth, life, and death cycle of galaxies; the origin of the entire universe, the origin of planets, and the beginnings of life on earth. With that as a foundation, the possibility of communicating with distant technical civilizations is discussed.  

ASTRO 001H HONORS ASTRONOMY  
3 units  
Lecture 3 hours; lab 0 hours  
Recommended preparation: MATH 902  
Corequisite: ASTRO 001H: Honors Astronomy  
Acceptable for credit: University of California, California State University  
Honors Astronomy Laboratory uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This lab uses a hands-on approach to learning astronomical data-collating methods, reinforcing concepts learned in Astronomy 1. Methods include use of the planetarium, celestial globes, “homemade” instruments such as sundials, and astronomical photographic plates of stars and galaxies.  

ASTRO 002 ASTRONOMY LABORATORY  
1 unit  
Lecture 0 hours; lab 3 hours  
Recommended preparation: MATH 902  
Acceptable for credit: University of California, California State University  
Hands-on approach to learning astronomical data-collating methods, reinforcing concepts learned in ASTRO 001, 010, or 011. Methods include use of the planetarium instrument, celestial globes, “homemade” instruments such as sundials, and astronomical photographic plates of stars and galaxies. This course may not be taken if ASTRO 010L or 011L has already been taken. Pass/No Pass Option  

ASTRO 002H HONORS ASTRONOMY LABORATORY  
1 unit  
Lecture 0 hours; lab 3 hours  
Corequisite: ASTRO 001H: Honors Astronomy  
Recommended preparation: MATH 902  
Acceptable for credit: University of California, California State University  
Honors Astronomy Laboratory uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This lab uses a hands-on approach to learning astronomical data-collating methods, reinforcing concepts learned in Astronomy 1. Methods include use of the planetarium, celestial globes, “homemade” instruments such as sundials, and astronomical photographic plates of stars and galaxies.
ASTRO 010 SOLAR SYSTEM ASTRONOMY

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

This is a course in descriptive Astronomy, with emphasis on evolution, structure and behavior of the Solar System and its contents. The course commences with a study of the night sky including the motions of the Sun, Moon, planets and stars. The motions of the celestial bodies are explained in the historical context of geocentric and heliocentric models. The origins of the solar system are explored followed by a study of the terrestrial planets utilizing comparative planetary geology. The atmospheres of the terrestrial and jovians is investigated, followed by an exploration of moons, ring systems, asteroids and comets. Pass/No Pass Option

ASTRO 011 STELLAR ASTRONOMY

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

This is a course in descriptive Astronomy, with emphasis on stars: their origin and evolution, their distribution within the galaxies and the origin of the universe within which the galaxies of stars are found. The course commences with a study of the night sky including the motions of the Sun, Moon, planets and stars. The motions of the celestial bodies are explained in the historical context of geocentric and heliocentric models. Gaining an understanding of the nature of light and employing telescopic observations, the properties of stars are explored leading to an understanding of their evolution. The structure of the Universe is then examined with consideration of the galaxies of stars and their origin and evolution. Observational evidence is used to show how the ‘Big Bang’ theory explains the origins of the Universe. We examine the evolution of and fate of the Universe. Pass/No Pass Option

ASTRO 014 LIFE IN THE UNIVERSE

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

This course considers the origin and evolution of life on Earth and the possibility of life elsewhere in the Universe. Applying the disciplines of astrophysics, biology, geology, and planetary science, students will study the chemical basis for life, the limits of life on earth and look for the markers of life in other places in the solar system. Students will also examine the possibilities for life outside of the solar system. Pass/No Pass Option

ASTRO 020 FAMILY OF THE SUN

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

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

ASTRO 020H FAMILY OF THE SUN - HONORS COURSE

4 units
Lecture 3 hours; lab 1 hours
Recommended preparation: MATH 902 or MATH 902P
Acceptable for credit: University of California, California State University

Honors Astronomy uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified trans-disciplinary unit. Topics include study of the night sky and the motions of the objects in the heavens as seen from Earth, examination of the structure and behavior of the Solar System and its contents, planetary geology, planetary atmospheres, the search for other solar systems and the possibility of the existence of extraterrestrial life. Laboratory work includes observation and application of concepts discussed in lectures, computer simulations, planetarium simulations, and field work.

ASTRO 021 LIFESTYLES OF THE STARS

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

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

ASTRO 030 FIELD ASTRONOMY

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

This is an intensive weekend field lecture course, whose location may change from semester to semester, in general observational astronomy. The class uses direct visual and telescopic observation of the sky to help explain solar system, stellar and galaxy formation. The course includes pre-trip lecture meetings that cover the fundamentals of the motion of the heavens, star charts and telescope optics. Hiking and overnight camping is required. The course is held in conjunction with GEOL 030. Pass/No Pass Option
The Department of Biology at West Valley College offers an array of courses in different fields of biology. These courses are offered in support of the general education requirements in the natural sciences. Many of these courses fulfill the required transfer requirements to four-year programs at other institutions. It is recommended that students consult with the university they plan to attend to make sure that all lower division transfer requirements have been fulfilled. Prospective transfer students can visit assist.org for further information.

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

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

Career Options
- Athletic Trainer
- Biologist
- Biotechnology
- Botanist
- Cell Biologist
- Chiropractic
- Conservation Biologist
- Dentist
- ECG Technician
- Ecologist
- Educator
- Environment
- Environmental Lawyer
- Genetic Engineering
- Geneticist
- Habitat Restoration
- Marine Biologist
- Medical Assistant
- Medical Researcher
- Medicine
- Microbiologist
- Molecular Biologist
- Naturalist
- Nurse

**BIO 010 INTRODUCTION TO BIOLOGY**

<table>
<thead>
<tr>
<th>Units</th>
<th>Lecture: 3 hours; lab: 3 hours</th>
</tr>
</thead>
</table>

Acceptable for credit: University of California, California State University

This is an introductory course in general 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, 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 pass grade in both lecture and laboratory is required to receive credit for this course. Biology 10 is not open to students who have completed Biology 11 with a grade of C or better.

**BIO 011 HUMAN BIOLOGY**

<table>
<thead>
<tr>
<th>Units</th>
<th>Lecture: 3 hours; lab: 3 hours</th>
</tr>
</thead>
</table>

Acceptable for credit: University of California, California State University

Using human anatomy and physiology as its medium, this is an introductory course in biology designed for non-science majors. Emphasis is on using critical thinking skills to understand and apply biological principles to the solution of everyday problems. Topics discussed include the scientific method, evolution, ecology, cell structure and function, as well as how human systems interact with their internal and external environment. Laboratory work includes hands on application of concepts discussed in lectures through dissection, computer simulations and field work. A passing grade in both lecture and laboratory is required to receive credit for this course. Biology 11 is not open to students who have completed Biology 10 with a grade of C or better.

**BIO 011H HONORS HUMAN BIOLOGY**

<table>
<thead>
<tr>
<th>Units</th>
<th>Lecture: 3 hours; lab: 3 hours</th>
</tr>
</thead>
</table>

Honors Human Biology uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This is an introductory biology course that uses humans as the model for understanding and applying the principles and concepts of biology. Emphasis is placed on using critical thinking skills to find solutions to everyday problems. Topics include the scientific method, cell structure and function, the physiology of human nutrition, circulation, excretion, reproduction, heredity, and how humans are related and adapted to their environment. Laboratory work includes hands-on application of concepts discussed in lectures. This course will be of particular interest to students considering careers in health. This course meets the same general education requirements as Bio 010. Biology 011 is not open to students who have completed Biology 010 with a grade of C or better.
BIO 012 INTRODUCTION TO ECOLOGY & WILDLIFE  
3 units  
Lecture 2 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This non major course is an introduction to the general ecological principles that integrate all life on earth, with special focus on wildlife populations and their natural history. Energy and material flows will be covered, along with animal biology, behavior, population dynamics and human impact and management. Laboratory and field exercises emphasize investigational techniques used in scientific studies.

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

BIO 014 CALIFORNIA PLANTS & ANIMALS  
3 units  
Lecture 2 hours; lab 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.

BIO 015 CONSERVATION OF OUR NATURAL RESOURCES  
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: California State University  
This is a course in the conservation of our natural resources with a view of conservation problems by considering the history of human populations in the relation to natural resources, their present predicament, and their future outlook. Students will look at conservation as it pertains to water, timber, wildlife, soil and air. This course is dual listed with PKMGT 014, Conservation of Our Natural Resources.

BIO 016 MARINE BIOLOGY  
4 units  
Lecture 3 hours 3 lab hours  
Acceptable for credit: University of California, California State University  
A survey of the biological principles of marine science. Designed to acquaint the student with the natural history of the local coastline, the Monterey Bay and its adjoining areas. The use of oceanographic instruments and marine sampling devices, a descriptive survey of the flora and fauna as found in laboratory study and field trips, and the relationship of the ocean to man are also included.

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

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

BIO 024 CONTEMPORARY BIOLOGY  
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: University of California, California State University  
This course is designed for students of all disciplines to introduce a wide range of contemporary biological issues that affect their lives: environmentally related issues, issues related to human physiology, and issues related to inheritance. Basic biological, chemical and physical principles are presented as appropriate for meaningful discussions of these issues and to understand articles, essays and lectures.

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

BIO 035 BIOLOGY OF BIRDS  
3 units  
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course introduces the natural history and biology of birds. The anatomy, ecology, diversity, behavior, and identification of birds are explored through lectures, laboratories, and field trips. The biology of California birds is emphasized. The course is directed towards biology students, science educators (K-12), natural history museums and environmental docents, environmental educators, as well as bird enthusiasts. Students are responsible for transportation and costs associated with travel.

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

BIO 037 EVOLUTION - LIFE ON EARTH  
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: University of California, California State University  
This course is an introduction to the history of life on earth by the exploration of past and current environments through the evolution of different types of species over time. The course emphasizes Darwin’s theory of evolution, the evidence supporting it, mechanisms of evolution as well as modern viewpoints having implications for society and culture.
BIO 038 BIODIVERSITY & EXTINCTION: HOTSPOTS, CRISIS & CONSERVATION  
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: California State University  
The class surveys the biodiversity on Earth with a focus on plants and animals in selected hotspots across the world. It examines ecological and evolutionary principles necessary to understand the nature and importance of the worldwide environmental crisis.

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

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

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

BIO 045 MICROBIOLOGY  
5 units  
Lecture 3 hours; lab 6 hours  
Prerequisite: Completion of a college biology course and any college chemistry course  
Recommended preparation: MATH 103/103R  
Acceptable for credit: University of California, California State University  
This course is designed to complete the preparation for the biology and pre-professional major for students with more advanced study of materials and laboratory setups. Provides practical experience in the use and care of laboratory apparatus.

BIO 048 HUMAN PHYSIOLOGY  
5 units  
Lecture 3 hours; lab 6 hours  
Prerequisite: BIO 047 and any college chemistry course  
Recommended preparation: MATH 103/103R  
Acceptable for credit: University of California, California State University  
A study of the organ systems of the human body and the physiological principles involved in normal function. Emphasis is upon regulatory mechanisms and cellular function. The laboratory includes experiments stressing function of the body systems. Some experiments will be carried out on the students themselves.

BIO 049A, B, C, D BIOLOGICAL TECHNIQUES  
1 unit each  
A - Lecture 0 hours; lab 3 hours  
B - Lecture 0 hours; lab 3 hours  
C - Lecture 0 hours; lab 3 hours  
D - Lecture 0 hours; lab 3 hours  
Prerequisite: Completion of a college biology science course; BIO 049A is prerequisite to 049B, BIO 049B is prerequisite to 049C, 049C is prerequisite to 049D  
Recommended preparation: MATH 902  
Acceptable for credit: California State University  
Designed for, but not restricted to, pre-teaching biology majors. The student works with individual instructors and the laboratory technician in the preparation of demonstration materials and laboratory setups. Provides practical experience in the use and care of laboratory apparatus.

BIO 050 HUMAN CADAVER DISSECTION  
1 unit (Summer only)  
Lecture 0 hours; lab 3 hours  
Prerequisite: BIO 047  
Acceptable for credit: California State University  
This course is a whole dissection of a human cadaver. The course is designed for nursing, medical, physical therapy, physician assistant, chiropractic and other health related majors. The course will use a regional approach to cadaver dissection. Working in small groups, students will dissect cadavers while the instructor provides the necessary information for the dissection. (Summer Only) Pass/No Pass Option
BIO 055 BIOLOGY OF SEX
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course explores the natural history of sex and how it is fundamental to understanding the evolution and diversity of sexual reproductive strategies. Students will have the opportunity to learn about the biology behind the fantastic strategies organisms use to mix their genes. Topics covered include the evolution of sex, sex differences, mating strategies, costs of reproduction, sexual conflict, sperm competition, sexual selection, promiscuity, and female choice.

BIO 056 ECOLOGY OF SIERRA NEVADA
3 units
Lecture 2 hours; lab 3 hours
Acceptable for credit: California State University
This course explores the natural history and ecology of the Sierra Nevada. This general education course includes an overview of the climate, evolutionary history, biogeography, community structure, natural history, and ecology of the plants, mammals, birds and insects of the Sierra Nevada range. Students also have the opportunity to gain an understanding of basic field techniques. This class is held in the field with required preliminary class meetings at West Valley College. Students are responsible for transportation and costs associated with travel, meals, camping equipment and related expenses. Pass/No Pass Option

BIO 057 ECOLOGY OF ALASKA
3 units
Lecture 2 hours; lab 3 hours
Acceptable for credit: California State University
This course introduces students to the natural history and ecology of Alaska. This general education course includes an overview of the climate, evolutionary history, biogeography, community structure, natural history, and ecology of the plants, mammals, birds and insects of Alaska. Students also have the opportunity to learn basic field techniques. These topics are explored through lecture and field settings. Students must successfully complete class preparatory requirements in order to participate in the field trip(s). Students are responsible for transportation and costs associated with travel, meals, camping equipment and related expenses. Pass/No Pass Option

BIO 058 FIELD ECOLOGY
3 units
Lecture 2 hours; lab 3 hours
This course explores the ecology of plant and animal communities. The students have the opportunity to learn about field ecology in both the classroom and outdoor settings. Preliminary class meetings are followed by a field trip(s). Students must successfully complete class preparatory requirements in order to participate in the field trip(s). Students are responsible for transportation and costs associated with travel, meals, camping equipment and related expenses.

BIO 091, 092, 093 DIRECTED STUDIES
1-3 units (See department for schedule)
91 - Lecture 0 hours; lab 0 hours
92 - Lecture 0 hours; lab 0 hours
93 - Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: *University of California, California State University
*UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information
Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college. Pass/No Pass Option

Botany
(See Biology)

Cell Biology
(See Biology)

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

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

Business Administration and Real Estate

THE FACULTY
Heidi Diamond
Jim Henderson
Lance Shoemaker

DIVISION Business
DIVISION CHAIR Heidi Diamond
DEPARTMENT CHAIR Lance Shoemaker
PHONE 408-741-2436
EMAIL lance.shoemaker@westvalley.edu
COUNSELING 408-741-2009

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


For transfer information see assist.org and/or consult with a counselor.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 010</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>ACCTG 011</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>BUS 028</td>
<td>Business Law</td>
</tr>
<tr>
<td>BUS 051</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>CIS 002</td>
<td>Introduction to Computing</td>
</tr>
<tr>
<td>ECON 001A</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>ECON 001B</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>ECON 002A</td>
<td>Principles of Microeconomics Lab 1</td>
</tr>
<tr>
<td>ECON 002B</td>
<td>Principles of Microeconomics Lab 1</td>
</tr>
<tr>
<td>MATH 010</td>
<td>Elementary Statistics</td>
</tr>
<tr>
<td>MATH 012</td>
<td>Applied Calculus</td>
</tr>
<tr>
<td>ENGL 001A</td>
<td>English Composition</td>
</tr>
</tbody>
</table>

OR one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 001B*</td>
<td>English Composition</td>
</tr>
<tr>
<td>ENGL 001C</td>
<td>Clear Thinking in Writing</td>
</tr>
<tr>
<td>ENGL 001CH</td>
<td>Clear Thinking in Writing Honors</td>
</tr>
<tr>
<td>PHIL 002</td>
<td>Introduction to Logic</td>
</tr>
<tr>
<td>PHIL 017</td>
<td>Logic and Critical Reasoning</td>
</tr>
<tr>
<td>MATH 008</td>
<td>Finite Mathematics</td>
</tr>
</tbody>
</table>

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

Business Administration A.S.
After completing an Associate of Science degree in Business Administration, a student will be able to:

- Further professional career goals in specific business disciplines;
- Apply business theories and practices to researching and critically analyzing contemporary business issues;
- Develop and prepare professional team based projects and business presentations.

BUSINESS ADMINISTRATION (A.S. Degree)

Major Requirements
Course | Units
---|---
ACCTG 050 | 3
BUS 027 | 3
BUS 061 | 3
BUS 062 | 3
BUS 078 | 3
CIS 002 | 4

Total Units | 12

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

1. All the major requirements plus the requirements for one or more of the certificate programs listed below.
   - Administrative Management
   - Business Administration
   - Business Communication
   - Business Leadership Skills
   - Business Management
   - Human Relations in Business
   - Project Management
   - Professional Selling
   - Retail Management
   - Small Business Startup
2. Additional units to meet the college graduation requirements.

CERTIFICATES AWARDED UPON COMPLETION

(More than one may be completed)

ADMINISTRATIVE MANAGEMENT (Certificate of Achievement)

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

Required Courses:
Course | Units
---|---
BUS 034 | 3
BUS 036 | 3
BUS 068 | 3
BUS 078 | 3

Total Units | 12

BUSINESS ADMINISTRATION (Certificate of Achievement)

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

Required Courses:
Course | Units
---|---
BUS 051 | 3

Total Units | 3

BUSINESS LEADERSHIP SKILLS (Certificate of Achievement)

Learning Outcomes
This certificate covers the essential business activities involved in being an effective leader in today's complex and diverse workplace. A broad overview of general business areas is provided in an introductory business course. Students also learn about human relations in business, and how business, the government and society interact. Students learn effective professional business communication techniques and strategies for the workplace.

Required Courses:
Course | Units
---|---
BUS 040 | 3
BUS 051 | 3
BUS 061 | 3
BUS 066 | 3
BUS 078 | 3

Total Units | 15

BUSINESS MANAGEMENT (Certificate of Achievement)

Learning Outcomes
Students completing a Business Management certificate will be able to apply a variety of management approaches to the effective and efficient running of business enterprises and organizations.

Required Courses:
Course | Units
---|---
BUS 033 | 3
BUS 040 | 3
BUS 056 | 3
BUS 066 | 3
BUS 078 | 3

Total Units | 15

HUMAN RELATIONS IN BUSINESS (Certificate of Achievement)

Learning Outcomes
This certificate covers how to effectively manage interpersonal workplace relationships. A broad approach to maximizing human potential in order to address current and future challenges is also explained via teamwork and building commitments and trust in human relationships. Students also learn effective professional business communication techniques and strategies for the workplace.

Required Courses:
Course | Units
---|---
BUS 061 | 3
BUS 066 | 3
BUS 078 | 3
COMM 012 | 3
BUS 086 | 3

Total Units | 15

MARKETING (Certificate of Achievement)

Learning Outcomes
This certificate will cover the various activities involved in the transfer of goods from the producer to the customer. Retail, wholesale and industrial marketing channels and institutions are investigated. Marketing and sales strategies, promotional techniques, pricing policies and international marketing will also be discussed. Students will also learn how to make sales and how to handle customers' complaints and concerns.

Required Courses:
Course | Units
---|---
BUS 025 | 3
BUS 056 | 3
BUS 040 | 3
BUS 066 | 3
BUS 078 | 3

Total Units | 15

PROJECT MANAGEMENT (Certificate of Achievement)

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

Required Courses:
Course | Units
---|---
BUS/CA 005 | 3
WRKEK 303 | 3
BUS 078 | 3

Total Units | 15

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

Learning Outcomes

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

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 034 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 035 Retail Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 056 Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUS 062 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 066 Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 078 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BUS 036 Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>CA 010D Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>CA 033 MS Office - Beginning Office Computing</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 32

SMALL BUSINESS STARTUP (Certificate of Achievement)

Learning Outcomes

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

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 040 Sales Strategies</td>
<td>3</td>
</tr>
<tr>
<td>BUS 054 Small Business Startup and Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 056 Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUS 051 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>COMM 017 Effective Listing</td>
<td>3</td>
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<tr>
<td>BUS 066 Human Relations in Business</td>
<td>3</td>
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<tr>
<td>ACCTG 050 Accounting for Small Business</td>
<td>1</td>
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<tr>
<td>ACCTG 060A Accounting - Quickbooks</td>
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</tbody>
</table>

Total Units: 16

BUSINESS PROGRAMS WITH INTERNATIONAL/FOREIGN LANGUAGE EMPHASIS

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

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

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

**French**

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

**German**

- 001A, 001B, 002A, 002B, 050A, 050B

- 051A, 051B — Intermediate German with emphasis on Business
- 001A, 001B, 002A, 002B, 050A, 050B
- 051A, 051B — Intermediate Japanese with emphasis on Business
- 001A, 001B, 050A, 050B
- 051A, 051B — Intermediate Russian with emphasis on Business
- 001A, 001B, 002A, 002B, 003A, 003B
- 057A, 058B — Spanish for International Business

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

BUS 005 INTRODUCTION TO PROJECT MANAGEMENT

3 units

- Lecture 3 hours; lab 0 hours

Recommended preparation: CA 010

Acceptable for credit: California State University

Students manage a project’s scope from inception to completion in order to successfully organize, implement, and complete project assignments. MS Project software and case studies are used to clarify concepts such as: project scope, task scheduling, resource allocations, vendor relationships, and managing risk.

The significant link between Project Management and achieving organizational goals and objectives is emphasized. This course is dual-listed with CA 005. Pass/No Pass Option

BUS 006 NEGOTIATION PRINCIPLES

3 units

- Lecture 3 hours; lab 0 hours

Acceptable for credit: California State University

This in course students have the opportunity to learn about basic sales principles and strategies. Students also have the opportunity to learn how to motivate customers, close sales, and maintain ongoing positive customer relationships. Specific sales steps such as prospecting, qualifying, effective sales presentations are reviewed.

This course also explores sales related careers such as manufacturer representatives, wholesale and retail sales, and sales engineers. Pass/No Pass Option

BUS 024 INTERNATIONAL BUSINESS MANAGEMENT

3 units

- Lecture 3 hours; lab 0 hours

Acceptable for credit: California State University

This course is an introduction to globalization and the cultural, economic, political, and legal environments of international business including an overview of risks, challenges, and opportunities in the global marketplace. Pass/No Pass Option

BUS 028 BUSINESS LAW

3 units

- Lecture 3 hours; lab 0 hours

Acceptable for credit: University of California, California State University

This course is an introduction to law relating to the conduct of business, the meanings 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. Pass/No Pass Option

BUS 030 INTRODUCTION TO QUALITY MANAGEMENT

3 units

- Lecture 3 hours; lab 0 hours

Acceptable for credit: California State University

This is an introductory course in Quality Management that provides students with a general overview of the theories and principles of the continuous improvement process in today’s workplace. The curriculum is based on the teachings of Dr. W. Edwards Deming and his fourteen points of quality. This course will cover: quality improvements through statistical process control, strategic decision making, process diagnosis, six sigma management and stakeholder satisfaction. Pass/No Pass Option

BUS 034 HUMAN RESOURCE MANAGEMENT

3 units

- Lecture 3 hours; lab 0 hours

Acceptable for credit: California State University

This course is an in-depth study of human resources management in public and private organizations. Specific areas of human resource management to be studied are: the principles and methods involved in recruitment, selection and placement of employees; affirmative action programs, training and development; performance appraisals; compensation and benefits; legal aspects of human resources administration; and government regulations and statutes. Pass/No Pass Option

BUS 035 RETAIL MANAGEMENT

3 units

- Lecture 3 hours; lab 0 hours

Acceptable for credit: California State University

This course is an in-depth study of the various kinds of retail firms and the competitive environment in which they operate. Studies will cover consumer behavior, product analysis, location and store layout, personnel administration, sources and logistics of material movement, pricing and other merchandise mathematics, retail promotion, budgeting, and the evaluation of store operations. Pass/No Pass Option
BUS 036 STRATEGIC MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
Strategic Management explores up-to-date, state-of-the-art planning concepts and techniques for achieving competitive advantage in today’s dynamic business environment. It includes strategy formation, implementation and evaluation processes with a special focus on globalization, the natural environment, and e-commerce. Pass/No Pass Option

BUS 040 SALES STRATEGIES
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course includes the nature and concept of sales principles and strategies; careers in selling including manufacturer’s representatives, wholesale salespersons, retail salespersons, specialty salespersons and sales engineers; each category is explored in depth; issues on how to approach a prospect, how to prospect, qualify, make an effective sales presentation by using the stimulus-response method, the formula method, and the needs-satisfaction method are explored. Motivation of the customer, handling customer objections and complaints, closing the sale, and follow up procedures are explored in depth. Pass/No Pass Option

BUS 051 INTRODUCTION TO BUSINESS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This business survey course provides a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization’s policy and practices within the U.S. and a global society. This course demonstrates how these influences impact primary areas of business including: organizational structure and design; leadership, human resource management, and organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, and financial practices; the stock and securities market; and the business’ ability to achieve its goals. Pass/No Pass Option

BUS 054 SMALL BUSINESS START UP & MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course explores the various facets of planning for the opening of a small business and the managing of that business after start-up. It studies the various functions of management as they relate to the small business. This course is recommended for students who want to explore the opportunities and requirements of creating and managing their own business. Pass/No Pass Option

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

BUS 061 BUSINESS & SOCIETY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This class offers students an opportunity to learn about the mutually interdependent nature of business, government, and society. The class focuses on how business affects society and vice-versa. Topics covered in this class include business ethics, government regulation, the global environment of business, and the societal challenges and benefits of business activity. Pass/No Pass Option
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Lectures</th>
<th>Lab</th>
<th>Key Information</th>
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</thead>
<tbody>
<tr>
<td>BUS 062</td>
<td>BUSINESS MATHEMATICS</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>Prerequisite: MATH 103 or MATH 103R. Acceptable for credit: California State University. This course provides a foundation in business procedures and emphasizes problem-solving and decision-making skills.</td>
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<tr>
<td>BUS 068</td>
<td>HUMAN RELATIONS IN BUSINESS</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>Acceptable for credit: California State University. This course emphasizes the development of interpersonal skills and teamwork.</td>
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<tr>
<td>BUS 070</td>
<td>EFFECTIVE OFFICE SKILLS</td>
<td>3</td>
<td>3</td>
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<td>Acceptable for credit: California State University. This course focuses on effective communication and presentation skills.</td>
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### Real Estate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Lectures</th>
<th>Lab</th>
<th>Key Information</th>
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<tbody>
<tr>
<td>RLEST 090</td>
<td>PRINCIPLES OF REAL ESTATE</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>Acceptable for credit: California State University. This course summarizes information required for the State of California real estate license examinations.</td>
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<tr>
<td>RLEST 091</td>
<td>REAL ESTATE PRACTICE</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>Acceptable for credit: California State University. This course is designed for students who already have college-credit real estate salesperson's license examination.</td>
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<tr>
<td>RLEST 092</td>
<td>REAL ESTATE ECONOMICS</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>Acceptable for credit: California State University. This course will allow the student to analyze the causes and effects of value fluctuations in real estate.</td>
</tr>
</tbody>
</table>

### Business Administration / Real Estate

**Recommended Preparations in Basic Skills:**

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

**NOTE:** Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
RLEST 093A LEGAL ASPECTS OF REAL ESTATE I
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: RLEST 090, MATH 103/103R
Acceptable for credit: California State University
This is a fundamental real estate law course covering the basic understanding, background, and terminology necessary for advanced study in specialized real estate courses. This course is designed for students with little or no training or experience in real estate law. The purpose of the course is to introduce students to legal issues that arise in real estate and to enable students to identify, interpret, and solve fundamental legal problems inherent in real estate transactions and in the real estate profession. This course summarizes information required for the State of California real estate license examinations. This course also applies towards the educational requirements for a California Real Estate Broker’s license, and can also be applied as an elective for the Real Estate Salesperson’s license requirements. Pass/No Pass Option

RLEST 094C REAL ESTATE APPRAISAL PRINCIPLES & PROCEDURES
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This introductory real estate appraisal course meets both California Office of Real Estate Appraisers (OREA) and California Department of Real Estate (DRE) educational requirements. This course satisfies the OREA Basic Appraisal Principles requirement with 30 hours of principles and 15 hours of procedures instruction. Appraisal students are advised to take RLEST 094D concurrently for the additional 15 hours of basic procedures to fulfill OREA requirements. This course also applies to the educational requirements for the California DRE real estate broker’s and real estate salesperson’s license. With a focus on single-family residential property, students have an opportunity to learn the basic appraisal principles and influences in real estate valuation. Students also have an opportunity to learn the skills for gathering information to form an opinion based on reasoned judgment of the value of real estate. Pass/No Pass Option

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

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

Chemistry

THE FACULTY
Blaine Harrison
Susan Weiner

DIVISION Science and Mathematics
DEPARTMENT CHAIR Rebecca Wong
PHONE 408-741-4017
EMAIL blaine.harrison@westvalley.edu
COUNSELING 408-741-2009

The Chemistry Program at West Valley college consist of:

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

Learning Outcomes

- After completing an Associate of Science degree in Chemistry, a student will be able to:
  - Explain and apply chemical concepts;
  - Perform calculations;
  - Demonstrate various laboratory techniques.

Career Options:

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

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

Highlights:

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

CHEMISTRY: For transfer information see assist. org and/or consult with a counselor.
CHEMISTRY (A.S. DEGREE)

Major Requirements:

Course | Units
---|---
CHEM 001A, B General Chemistry | 5-5
PHYS 002A, B General Physics | 5-5
PHYS 004A Engineering Physics Mechanics and Magnetism | 5-5
PHYS 004B Engineering Physics Electricity and Magnetism | 5-5
CHEM 012A, B Organic Chemistry | 5-5
MATH 003A, B Analytical Geometry & Calculus | 5-5

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

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

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

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

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

Note: Completion of Chemistry 001A, 001B is equivalent to San Jose State University sequence of Chemistry 012A, 012B, although the order of topics presented is different. Students who are planning to complete the sequence are advised to take both semesters at the same college.

CHEM 001A GENERAL CHEMISTRY

5 units
Lecture 4 hours; lab 3 hours
Prerequisite: MATH 106 or 106R or qualifying score on math placement test and proof of Algebra II

CHEM 001B GENERAL CHEMISTRY

5 units
Lecture 4 hours; lab 3 hours
Prerequisite: CHEM 001A
Acceptable for credit: University of California, California State University

CHEM 012A ORGANIC CHEMISTRY

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

CHEM 012B ORGANIC CHEMISTRY

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

CHEM 030A FUNDAMENTALS OF CHEMISTRY

3 units
Lecture 2 hours; lab 3 hour
Prerequisite: MATH 103 or 103R or qualifying score on math placement test and proof of Algebra II
Acceptable for credit: University of California, California State University

This is an elementary course for non-science majors covering the basic principles of inorganic chemistry. It is especially designed for majors in the following four-year programs: Nursing, Physical Education, Administration of Justice, Psychology, Sociology, and Dental Hygiene. Not recommended for science majors.

CHEM 030B FUNDAMENTALS OF CHEMISTRY

3 units
Lecture 2 hours; lab 1 hour
Prerequisite: CHEM 030A, CHEM 002
Acceptable for credit: University of California, California State University

This course is a continuation of Chemistry 30A with emphasis in fields of organic and introductory biochemistry.

CHEM 050 CHEMICAL SKILLS

1 unit
Lecture 0 hours; lab 3 hours

Recommended Preparations in Basic Skills:

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

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

THE FACULTY
Leslie Hotta
Terry Shue
Katherine Moore-Wines

DIVISION Applied Arts and Sciences
DIVISION CHAIR Diane Hurd
DEPARTMENT CHAIR Katherine Moore-Wines
PHONE 408-741-4601
EMAIL katherine.moore-wines@westvalley.edu
COUNSELING 408-741-2009

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

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

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

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

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

CHILD DEVELOPMENT/EARLY CHILDHOOD EDUCATION: For transfer information see assist.org and/or consult with a counselor.

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

EARLY CHILDHOOD EDUCATION
(A.S. Degree)
To be awarded an A.S. degree, a student must complete:
1. All the Early Childhood Education Certificate requirements (30 units)
2. Communication and the Arts Certificate of Achievement (12 units) or Program Director Certificate of Achievement (12 units)
3. Additional units to meet the college graduation requirements for an associate degree
A certificate or degree will be awarded to those students achieving a grade of C or better in the major requirements listed above.

EARLY CHILDHOOD EDUCATION
(Early Childhood Education Emphasis)
(A.S. Degree)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 001 Introduction to ECE</td>
<td>3</td>
</tr>
<tr>
<td>CHS 002 Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHS 031 Student Teaching Practicum</td>
<td>3</td>
</tr>
<tr>
<td>CHS 035 Supervised Field Experience in Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>CHS 060 Children’s Ways of Thinking and Knowing</td>
<td>3</td>
</tr>
<tr>
<td>CHS 063 Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td>CHS 066 Child Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>CHS 080 Curriculum Principles and Practices</td>
<td>3</td>
</tr>
<tr>
<td>CHS 087 Methods of Observation In Early Childhood Settings</td>
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Electives Courses: Complete six units from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CHS 005 Child Growth and Culture</td>
<td>3</td>
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<tr>
<td>CHS 058 Language, Literacy and the Developing Child</td>
<td>3</td>
</tr>
<tr>
<td>CHS 059 Music and Movement for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CHS 067 Creative Art Experiences and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHS 070 Infant Toddler Development and Care</td>
<td>3</td>
</tr>
<tr>
<td>CHS 083 Documentation of Children’s Learning</td>
<td>2</td>
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<tr>
<td>CHS 084 Advocacy for Children</td>
<td>1</td>
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<tr>
<td>CHS 086 Technology For Teachers and Administrators</td>
<td>3</td>
</tr>
<tr>
<td>CHS 088 Early Childhood Environments</td>
<td>3</td>
</tr>
<tr>
<td>CHS 088A The Outdoor Environment</td>
<td>1</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 058 Language, Literacy and the Developing Child</td>
<td>3</td>
</tr>
<tr>
<td>CHS 059 Music and Movement for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CHS 067 Creative Art Experiences and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHS 086 Technology For Teachers and Administrators</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Total Units 33

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

**Course**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CHS 001</td>
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<tr>
<td>CHS 002</td>
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<tr>
<td>CHS 031 or CHS 035</td>
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<tr>
<td>CHS 060</td>
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<td>CHS 063</td>
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<td>CHS 080</td>
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**Electives Courses: Complete six units from the following list:**

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<th>Course</th>
<th>Units</th>
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<tr>
<td>CHS 005</td>
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<tr>
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<td>CHS 088</td>
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</tr>
<tr>
<td>CHS 088A</td>
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</table>

**Total Units: 30**

**COMMUNICATION & THE ARTS SPECIALIZATION**

(Certificate of Achievement)

<table>
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<td>CHS 058</td>
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<td>CHS 067</td>
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<td>CHS 086</td>
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**Total Units: 12**

**PROGRAM DIRECTOR SPECIALIZATION**

(Certificate of Achievement)

<table>
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<td>CHS 065</td>
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<td>CHS 085</td>
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<td>CHS 086</td>
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</tbody>
</table>

**Total Units: 12**

**COURSE SUBSTITUTION AND WAIVERS**

Course substitution and waivers are approved by the department upon review of transcripts, course description, and evidence of proficiency in the subject matter.

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**CHS 001 PRINCIPLES & PRACTICES OF TEACHING YOUNG CHILDREN**

- **3 units**
- **Lecture 3 hours; lab 0 hours**
- **Accetable for credit: California State University**
- **This course examines the underlying theoretical principles of developmentally appropriate practices applied to programs and environments. Emphasis is on the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity. Pass/No Pass Option**

**CHS 002 CHILD GROWTH & DEVELOPMENT**

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

**CHS 005 DIVERSITY: CHILDHOOD & CULTURE**

- **3 units**
- **Lecture 3 hours; lab 0 hours**
- **Acceptable for credit: University of California, California State University**
- **This course examines the development of social identities in diverse societies including theoretical and practical implications affecting young children, families, programs, teaching, education and schooling. Culturally relevant and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society are covered. This course also involves self-reflection of one's own understanding of educational principles in integrating anti-goals in order to better inform teaching practices and/or program development. Pass/No Pass Option**

**CHS 007 CAREERS IN EDUCATION**

- **1 unit**
- **Lecture 1 hour; lab 0 hours**
- **This short course is an orientation to careers in early childhood education, elementary school and high school teaching, parent education, and various jobs which involve work with children and families. Thorough discussion and information about licensing requirements, child development permits, teaching credentials, certificate programs and professional preparation for parent education are included. Students engage in a self assessment, discuss the trends regarding various jobs, and look at salary and training requirements for different professional roles. Pass/No Pass Option**

**CHS 033A FAMILY DEVELOPMENT**

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

**Recommended Preparations in Basic Skills:**

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

**NOTE:** Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
CHS 033B FAMILY DEVELOPMENT
3 units
Lecture 3 hours; lab 0 hours
Prerequisites: CHS 033A
Acceptable for credit: California State University
This course builds upon the skills learned in the Family Development CHS 33A course. This course provides advanced skills to students interested in working in Social Services, Health Services and Education settings that require skills in family assessment, intervention and referral.

CHS 034A INTRODUCTION TO THE CHILD WITH SPECIAL NEEDS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is designed for students who are considering a career in special education or desire to work with children and families with special needs. The course provides an overview of common disabilities of children and the impact on families. Educational issues, techniques, methods of intervention and case management are explored.

CHS 034B INCLUSION OF THE CHILD WITH SPECIAL NEEDS IN EDUCATIONAL SETTINGS
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: CHS 034A
Acceptable for credit: California State University
This course focuses on the theories, research, and practical applications from the fields of both early childhood education and special education. This course is designed for students who have experience working with or prior knowledge of children with special needs. Topics include curriculum modification strategies to facilitate the development of cognitive, motor, social/ emotional, and language skills in children with special needs.

CHS 035 SUPERVISED FIELD EXPERIENCE IN AN EARLY CHILDHOOD PROGRAM
3 units
Lecture 3 hours; lab 0 hours
Prerequisites: CHS 033A
Acceptable for credit: California State University
This course provides students with a supervised field experience in an early childhood program. Students may be placed in the public school setting in pre-kindergarten to 3rd grade classrooms, in licensed early childhood programs serving infants through school-age children, or in classrooms serving children with special needs. Students must co-enroll in three units of Occupational Work Experience and complete a minimum of 120 hours per semester in the classroom. Pass/No Pass Option

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

CHS 058 LANGUAGE, LITERACY & THE DEVELOPING CHILD
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course explores the young child's speech and language development including the developmental stages of receptive and expressive language, conversations, print awareness, phonemic awareness, reading, writing, and bilingual development. Students have the opportunity to use language arts materials, design print-rich environments, and plan language and literacy experiences for young children. Pass/No Pass Option
**CHS 059 MUSIC & MOVEMENT FOR YOUNG CHILDREN**
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course presents an overview of developmentally appropriate music and movement experiences for young children from birth through age 8. Topics include music in the classroom, singing and the human voice, children's exploration of musical instruments, movement and motor development, instructional approaches to music and movement curriculum development, cultural influences, integrating music and movement into other curricular areas, and leading games and circle time. Pass/No Pass Option

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

**CHS 063 CHILD, FAMILY, & COMMUNITY**
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course examines the developing child in a societal context focusing on the interrelationship of family, school, and community and emphasizes historical and socio-cultural facts. The processes of socialization and identity development are highlighted, showing the importance of respectful reciprocal relationships that support and empower families. Pass/No Pass Option

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

**CHS 065 SUPERVISION & ADMINISTRATION II: PEOPLE & PROCESSES**
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: CHS 064
Acceptable for credit: California State University
This class focuses on the principles and practices of supervision within early care and education programs. The social structure of the program is studied including organizational structure and processes, building partnerships with parents and staff, decision-making and problem solving processes, group dynamics, managing change, motivation, and leadership.

**CHS 066 CHILD SAFETY, HEALTH & NUTRITION**
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
The course in child safety, health and nutrition is designed for persons working with typical and atypical young children. It includes the study of infectious disease, preventative health practices, infant/child/adult first aid/CPR and injury prevention, nutrition components, food pyramid/plate, and menu planning. This course is designed to meet state requirements in accordance with SB 1524. Pass/No Pass Option

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

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

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

**CHS 080 INTRODUCTION TO CURRICULUM**
3 units
Lecture 3 hours; lab 0 hours
Prerequisites: CHS 087
Acceptable for credit: California State University
This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students examine a teacher's role in supporting development and engagement for all young children. This course provides strategies for developmentally-appropriate practice based on observation and assessments across the curriculum, including 1) academic content areas, 2) play, art, and creativity, and 3) development of social-emotional, communication, and cognitive skills. Pass/No Pass Option
CHS 083 DOCUMENTATION OF CHILDREN’S LEARNING
2 units
Lecture 2 hours; lab 0 hours
Acceptable for credit: California State University
This foundation course explores the role of documentation in education as a tool for reflection, assessment and growth of children, teachers, and families. Students are required to observe in the West Valley College Development Centers. Pass/No Pass Option

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

CHS 085 ADULT SUPERVISION IN EARLY CHILDHOOD PROGRAMS: PROGRAM & PROFESSIONAL ASSESSMENT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is a study of methods and principles of program and professional assessment, evaluation, and communication appropriate for individuals who supervise adult teachers, parents, and volunteers in early childhood programs. A variety of professional and program instruments including NAEYC and NAFCC Accreditation self-study materials designed for use in assessing staff performance and program quality will be thoroughly discussed in an in-depth analysis of on-going assessment and its importance in program and professional development. In addition, self-assessment, leadership style, communication styles and career development will be examined.

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

CHS 087 METHODS OF OBSERVATION
3 units
Lecture 3 hours; lab 0 hours
Prerequisites: CHS 002 and CHS 063
Recommended Preparation: CHS 001 and CHS 086
Acceptable for credit: California State University
This course is an in-depth study of techniques to observe and record behavior in educational settings. Emphasis is on the observation and assessment of behavioral as an integral element within the contexts of the developmental interaction and emergent curriculum models. Recording strategies, rating systems, portfolios, and multiple assessment methods are explored. Pass/No Pass Option

CHS 088 EARLY CHILDHOOD ENVIRONMENTS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course explores the latest concepts in creating and implementing indoor and outdoor early childhood environments which meet the developmental needs and interests of young children. Discussion of research, theory, and practice of environmental requirements for children’s optimal growth and well being include: facility and assessment of child’s space; elements of developmentally appropriate settings; use of color, light, sound, texture, surfaces and finishes; definition of space and creative ways to transform difficult spaces; designing spaces to create ambiance, organizational climate and work flow and to support collaboration of teachers, parents, children and other professionals in curriculum planning and implementation are examined. Pass/No Pass Option

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

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

Chinese
(See World Languages)
Communication Studies. Students completing the program will be able to identify and explain concepts and theories of human communication, demonstrate effective communication skills in a variety of settings and report an increased in communication competency. Students must complete 60 units including 18 units in the major, 34-39 units of Intersegmental General Education Transfer Curriculum or California State University General Education-Breadth Requirements, and additional CSU transferable units to total 60 units. Students must obtain a minimum overall grade point average of 2.0 and earn a C or better in all courses required for the major. Students are not required to complete the information competency requirements, PE requirements or cultural diversity requirements found in other degrees at the College.

Core Required Courses:

- **COMM 001** Public Speaking 3 units

List A: Any 2 of the following courses:

- **COMM 004** Small Group Discussion 3 units
- **COMM 008** Interpersonal Communication 3 units
- **COMM 020** Argumentation and Debate 3 units

Total Major Units 18

General Education

Intersegmental General Education Transfer Curriculum or California State University General Education-Breadth Requirements

Total GE Units 34-39

Additional CSU Transferable Semester Units 3-8

Grand Total Units 60

COMMUNICATION STUDIES (A.A. Degree)

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

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

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

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

4. Select 6 units from the following courses:
   - Any communication course(s) listed above if not being used to satisfy Categories 1-4 (3 or 6 units)
   - **ANTHR 003** Introduction to Cultural Anthropology 3
   - **ANTHR 004** Introduction to Linguistic Anthropology 3
   - **BUS 040** Sales Strategies 3
   - **CHS 005** Childhood and Culture 3

Recommended Preparations in Basic Skills:

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
COMM 010H HONORS PERSUASIVE SPEAKING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 905
Recommended preparation: ESL 065GW
Honors Persuasive Speaking uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. In this course attention is given to developing the ability to prepare and present persuasive messages and the ability to listen critically and evaluate persuasive messages.

COMM 012 INTERCULTURAL COMMUNICATION
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 905
Recommended preparation: READ 053: Critical and Efficient Reading
Acceptable for credit: University of California, California State University
This communication studies course is designed to help students improve their intercultural communication skills in a variety of contexts. This course provides students with a conceptual and practical definition of culture and its impact on communication, and an understanding and application of the basic concepts, skills, principles, and theories of effective intercultural communication.

COMM 020 ARGUMENTATION & DEBATE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 905
Recommended preparation: ESL 065LS strongly recommended for ESL students
Acceptable for credit: University of California, California State University
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.

Speech Development
(See Disability and Educational Support Program)

Computer Aided Drafting and Design certificate
(See Interior Design)
Required Courses (13 units)  

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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CA 017</td>
<td>Technology Competency 3</td>
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<tr>
<td>CA 020</td>
<td>Intro to Macintosh OR</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using MS Windows 1</td>
</tr>
<tr>
<td>CA 031B</td>
<td>Beg, Word Proc. Word 1</td>
</tr>
<tr>
<td>CA 032B</td>
<td>Intermed. Word Proc. Word 2</td>
</tr>
<tr>
<td>CA 046B</td>
<td>Presentation PowerPoint 1</td>
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<tr>
<td>CA 046D</td>
<td>Intermed. MS PowerPoint 1</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Beg. Spreadsheets, Excel 1</td>
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<td>CA 063B</td>
<td>Intermed. Spreadsheets, Excel 2</td>
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<tr>
<td>CA 030</td>
<td>MS Office: What Your Need to Know 3</td>
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<td>CA 033</td>
<td>Beginning Office Computing  3</td>
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<td>CA 062G</td>
<td>Excelling with Excel 2</td>
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<tr>
<td>CA 073</td>
<td>Internet: Hands-On OR 1</td>
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<td>CA 074</td>
<td>Stop Surfing-Start Researching 1</td>
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Additional units from the following: (6 units)  

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<tr>
<td>CA 041</td>
<td>Desktop Publishing- Adobe In Design 3</td>
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<td>CA 064</td>
<td>Adobe Acrobat and PDF 1</td>
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<tr>
<td>CA 066</td>
<td>Beginning Photoshop Elements 1</td>
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<tr>
<td>CA 066A</td>
<td>Photoshop Elements 2 1</td>
</tr>
<tr>
<td>CA 079</td>
<td>Installing and Configuring Windows 1</td>
</tr>
<tr>
<td>CA 081</td>
<td>Accessing with Access 3</td>
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<tr>
<td>CA 096</td>
<td>Web Pages with HTML 1</td>
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<tr>
<td>CA 096I</td>
<td>Creating Web Pages with Dream Weaver 1</td>
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</table>

• Equivalent to CA 031B Beg, Word Proc. Word AND CA 046B Presentation PowerPoint AND CA 062B Beg. Spreadsheets, Excel 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.  
   A grade of “C” or better or “P” must be earned.

### COMPUTER APPLICATIONS  
(Certificate of Achievement) Minimum 13 units  

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CA 017</td>
<td>Technology Competency 3</td>
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<td>CA 020</td>
<td>Intro to Macintosh OR</td>
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<tr>
<td>CA 070</td>
<td>Using MS Windows 1</td>
</tr>
<tr>
<td>CA 031B</td>
<td>Beg, Word Proc. Word 1</td>
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<tr>
<td>CA 032B</td>
<td>Intermed. Word Proc. Word 2</td>
</tr>
<tr>
<td>CA 046B</td>
<td>Presentation PowerPoint 1</td>
</tr>
<tr>
<td>CA 046D</td>
<td>Intermed. MS PowerPoint 1</td>
</tr>
<tr>
<td>CA 046E</td>
<td>Flash Presentations with PowerPoint 2</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Beg. Spreadsheets, Excel 1</td>
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<tr>
<td>CA 063B</td>
<td>Intermed. Spreadsheets, Excel 2</td>
</tr>
<tr>
<td>CA 062G</td>
<td>Excelling with Excel 3</td>
</tr>
<tr>
<td>CA 073</td>
<td>Internet: Hands-On 1</td>
</tr>
<tr>
<td>CA 074</td>
<td>Stop Surfing-Start Researching 1</td>
</tr>
<tr>
<td>CA 033</td>
<td>Beginning Office Computing  3</td>
</tr>
<tr>
<td>CA 062G</td>
<td>Excelling with Excel 3</td>
</tr>
<tr>
<td>CA 064</td>
<td>Adobe Acrobat and PDF 1</td>
</tr>
<tr>
<td>CA 081</td>
<td>Accessing with Access 3</td>
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<td>CA 096</td>
<td>Web Pages with HTML 1</td>
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<tr>
<td>BUS 070</td>
<td>Effective Office Skills 3</td>
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<td>Total Units</td>
<td>13</td>
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</table>

### OFFICE TECHNOLOGIES ONLINE  
(Certificate of Achievement) Minimum 12 units.  

Learning Outcomes  
After completion of a Computer Technologies Online Certificate, a student will be able to apply computer skills and practices to develop documents, projects, presentations and web design.

Choose from the following:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>CA 018</td>
<td>Understanding Your Computer 3</td>
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<tr>
<td>CA 030</td>
<td>MS Office: What Your Need to Know 3</td>
</tr>
<tr>
<td>CA 032C</td>
<td>Going to the Next Level: Intermed. Word &amp; More 3</td>
</tr>
<tr>
<td>CA 062G</td>
<td>Excelling with Excel 3</td>
</tr>
<tr>
<td>CA 064</td>
<td>Adobe Acrobat and PDF 1</td>
</tr>
<tr>
<td>CA 081</td>
<td>Accessing with Access 3</td>
</tr>
<tr>
<td>CA 096</td>
<td>Web Pages with HTML 1</td>
</tr>
<tr>
<td>BUS 070</td>
<td>Effective Office Skills 3</td>
</tr>
<tr>
<td>Total Units</td>
<td>12</td>
</tr>
</tbody>
</table>

### OFFICE TECHNOLOGIES-LEVEL 1  
(Certificate of Achievement) Minimum 12 units.  

Learning Outcomes  
After completion of a Computer Technologies Level 1 Certificate, a student will be able to apply computer skills and practices to develop documents, projects, presentations and web design.

Choose from the following:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 020</td>
<td>Intro to Macintosh OR 1</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using MS Windows 1</td>
</tr>
<tr>
<td>CA 031B</td>
<td>Beg, Word Proc. Word 1</td>
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<tr>
<td>CA 046B</td>
<td>Presentation PowerPoint 1</td>
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<tr>
<td>CA 062B</td>
<td>Beg. Spreadsheets, Excel 1</td>
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<tr>
<td>CA 073</td>
<td>Internet: Hands-On OR 1</td>
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<td>CA 074</td>
<td>Stop Surfing-Start Researching 1</td>
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<td>Accessing with Access 3</td>
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<tr>
<td>BUS 070</td>
<td>Effective Office Skills 3</td>
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<tr>
<td>Total Units</td>
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</table>

### OFFICE TECHNOLOGIES-LEVEL 2  
(Certificate of Achievement) Minimum 13 units  

Learning Outcomes  
After completion of a Computer Technologies Level 2 Certificate, a student will be able to apply computer skills and practices to develop documents, projects, presentations and web design.

Choose from the following:  

<table>
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<tbody>
<tr>
<td>CA 031B</td>
<td>Beginning Word Processing: Microsoft Word 1</td>
</tr>
<tr>
<td>CA 033*</td>
<td>Office Computing. 3</td>
</tr>
<tr>
<td>CA 041A</td>
<td>Desktop Publishing 1 - InDesign 1</td>
</tr>
<tr>
<td>CA 042A</td>
<td>Desktop Publishing 2 - InDesign 2</td>
</tr>
<tr>
<td>CA 043B</td>
<td>Mastering Illustrator 1</td>
</tr>
<tr>
<td>CA 046B</td>
<td>Presentation, PowerPoint 1</td>
</tr>
<tr>
<td>CA 046D</td>
<td>Intermed. MS PowerPoint 1</td>
</tr>
<tr>
<td>CA 046E</td>
<td>Flash Presentations with PowerPoint 2</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Beginning Spreadsheets: Microsoft Excel 1</td>
</tr>
<tr>
<td>CA 064</td>
<td>Adobe Acrobat and PDF 1</td>
</tr>
<tr>
<td>CA 066</td>
<td>Photoshop Elements 1</td>
</tr>
<tr>
<td>CA 066A</td>
<td>Photoshop Elements 2 1</td>
</tr>
<tr>
<td>CA 067A</td>
<td>Publishing Tips and Tricks with MS Office 3</td>
</tr>
</tbody>
</table>

#### PUBLISHING WITH MICROSOFT OFFICE  
(Certificate of Achievement) Minimum 13 units  

Learning Outcomes  
After completion of a Publishing with Microsoft Office Certificate, a student will be able to create and design basic publications, illustrations, and digital imagery.

Choose from the following:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 010D</td>
<td>Computer Keyboarding 3</td>
</tr>
<tr>
<td>CA 030</td>
<td>MS Office: What Your Need to Know 3</td>
</tr>
<tr>
<td>CA 033</td>
<td>Beginning Office Computing 3</td>
</tr>
<tr>
<td>CA 062G</td>
<td>Excelling with Excel 3</td>
</tr>
<tr>
<td>CA 081</td>
<td>Accessing with Access 3</td>
</tr>
<tr>
<td>BUS 070</td>
<td>Effective Office Skills 3</td>
</tr>
<tr>
<td>Total Units</td>
<td>13</td>
</tr>
</tbody>
</table>
CA 005 INTRODUCTION TO PROJECT MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
Students manage a project's scope from inception to completion in order to successfully organize, implement, and complete project assignments. MS Project software and case studies are used to clarify concepts such as: project scope, task scheduling, resource allocation, vendor relationships, and managing risk. The significant link between Project Management and achieving organizational goals and objectives is emphasized. This class is dual-listed with BUS 005. Pass/No Pass Option.

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

CA 020 MACINTOSH - AN INTRODUCTION
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
This course is an introduction to the Apple Macintosh computer. Basic operations covered include: Pointing, clicking, dragging, working with the desktop and files, printing, and loading an application program. Software concepts are introduced using paint and word processing programs. Pass/No Pass Only.

CA 030 MICROSOFT OFFICE: WHAT YOU REALLY NEED
3 unit
Lecture 3 hour; lab 0 hours
Recommended preparation: CA 010D
This class is designed for business and non-business users, graduate students and the home user who want to know the top ten skills needed to be successful with Microsoft Office Word, Excel, and PowerPoint.

CA 031 MICROSOFT WORD
3 unit
Lecture 3 hour; lab 0 hours
Prerequisite: CA 010D
Acceptable for credit: California State University
This course provides students the opportunity to learn the structure of Microsoft Word. Specific topics include: input and editing procedures for document formatting to produce professional looking documents and advanced commands used in creating glossary entries for outlining, indexing, table of contents, style sheets, merging, sorting capabilities and importing features. Pass/No Pass Option.

CA 031B BEGINNING WORD PROCESSING, MICROSOFT WORD
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: CA 010D
Acceptable for credit: California State University
The software program MS Word is taught in this course. Students have the opportunity to learn the syntax and structure of the software and basic operating procedures. Specific topics to be included are: an overview of function key commands, cursor movement, basic input and editing procedures file handling, line and page format features, basic file management, and simple document formatting. Pass/No Pass Only.

CA 032B INTERMEDIATE WORD PROCESSING: MICROSOFT WORD
2 units
Lecture 2 hours; lab 0 hours
Recommended preparation: CA 031B
Acceptable for credit: California State University
In this course students have the opportunity learn advanced word processing procedures using MS Word. Topics include: editing features and menu commands to produce letters, statistical tables, and reports. Advanced commands are used in creating glossary entries for outlining, indexing, and table of contents, using calculation, style sheets, merging, sorting capabilities and importing features. Pass/No Pass Option.

CA 033 MS OFFICE - BEGINNING OFFICE COMPUTING
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: CA 010D
Acceptable for credit: California State University
This course introduces students to the Windows operating system. Students have the opportunity to learn basic Microsoft Word, Excel and PowerPoint. Pass/No Pass Only.

CA 041 DESKTOP PUBLISHING - ADOBE INDESIGN
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: CA 010D
This course focuses on the uses of Adobe InDesign for document layout and design. Students have the opportunity to learn how to integrate text, graphics, and photographs to create a variety of professional quality finished documents for practical and business use. Design principles and techniques for kerning, tracking, alignment, using templates, and using style palettes are also covered. Pass/No Pass Only.

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

CA 046 MICROSOFT POWERPOINT
3 units
Lecture 3 hour; lab 0 hours
Recommended preparation: CA 020 or CA 070
Students in this course are given the opportunity to learn the capabilities of the Microsoft PowerPoint Presentation software. Design principles and techniques for kerning, tracking, alignment, using templates, and using style palettes are also covered. Pass/No Pass Only.

CA 048 PRESENTATION, POWERPOINT
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: CA 020 or CA 070
This course focuses on the uses of Adobe InDesign for document layout and design. Students have the opportunity to learn how to integrate text, graphics, and photographs to create a variety of professional quality finished documents for practical and business use. Design principles and techniques for kerning, tracking, alignment, using templates, and using style palettes are also covered. Pass/No Pass Only.

CA 062B BEGINNING SPREADSHEETS: MICROSOFT EXCEL
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: CA 010D
Acceptable for credit: California State University
This course provides the students with the opportunity to learn the capabilities of a spreadsheet program. Students create spreadsheet formats, enter text data and formula expressions; store, retrieve, copy and print spreadsheets. Creating graphic representations of data and an introduction to macro capabilities are covered. Pass/No Pass Only.

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

• CIS

Schedule of classes, or go to westvalley.edu and look under WVCPortal.

970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

CA 062G EXCELLENT WITH EXCEL

3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: CA 010
Acceptable for credit: California State University

This course provides students with the opportunity to learn the capabilities of a spreadsheet program. Students create spreadsheet formats, enter text data and formula expressions by storing, retrieving, copying and printing spreadsheets. Creating graphic representations of data and an introduction to macro capabilities is also covered. Pass/No Pass Option

CA 063B INTERMEDIATE SPREADSHEETS - EXCEL

2 units
Lecture 2 hours; lab 0 hours
Prerequisite: CA 062B
Acceptable for credit: California State University

This course provides students with the opportunity to learn the use of a spreadsheet program to solve practical business problems. Students use advanced graphing features of the program along with complex arithmetical functions, data analysis techniques, database commands, pivot tables and macros. Pass/No Pass Option

CA 064 ADOBE ACROBAT & PDF

1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: CA 010D

This course focuses on using Adobe Acrobat to convert Microsoft documents to the PDF format. PDF files are enhanced with bookmarks, thumbnails, and links. Digital forms and web documents are converted to PDF format. Pass/No Pass Only

CA 066 BEGINNING PHOTO SHOP ELEMENTS

1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: CA 020 or CA 070

This is an introductory course in photographic image enhancement and manipulation using Adobe Photoshop Elements. This course focuses on the tools and methodologies employed to change, alter, composite, and adjust photographic images. Emphasis is placed on learning the tools, menus, pallets and functions. This course is suited for small business applications, amateur photographers, and hobbyists. Pass/No Pass Only

CA 066A PHOTO SHOP ELEMENTS 2

1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: CA 010D, CA 066

This course goes beyond the basics of Adobe Photoshop Elements to include intermediate features. Areas covered include tips and techniques, retouching faces, creating snapper outside shots and product shots, making composites and panoramas, being more creative with type, and working with web and print output. Pass/No Pass Only

CA 070 USING MICROSOFT WINDOWS

1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: CA 010

This introductory course introduces students to the use of Microsoft Windows, its application programs and utilities. It explores making the computer more efficient through proper use of the Windows system. Pass/No Pass Only

CA 074 STOP SURFING – START RESEARCHING

1 unit
Lecture 1 hour; lab 0 hours

Students will have the opportunity to learn to identify when it is appropriate to use the Internet for research and will practice using various tools to find and retrieve information. The course will include practice evaluating and documenting the information found. It is dual listed with LIBR 006. Pass/No Pass Only

CA 081 ACCESSING WITH ACCESS

3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: CA 070

Acceptable for credit: California State University

This course introduces students to Microsoft Access, a database program, database concepts, terminology and applications. Students have the opportunity to learn how to define and construct basic forms and reports. Students also have the opportunity to use the Base file management program and receive instruction on how to create and manage database files. Emphasis is on techniques that promote operational efficiency, effective design and proper management of database files. Advanced features of the program are emphasized. Pass/No Pass Option

CA 096 CREATING WORLD WIDE WEB PAGES 1

1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: CA 020 or CA 070 and MATH 103/103R

Acceptable for credit: California State University

Students have the opportunity to define, create and explore the World Wide Web via appropriate browsers. Pass/No Pass Option

CA 096I CREATING WEB PAGES WITH DREAMWEAVER

1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: CA 010D

Students have the opportunity to create dynamic web sites using Dreamweaver software and/or sites that offer web design services. This class focuses on the home computer user. Pass/No Pass Only

Computer Information Systems

THE FACULTY

J. Patrick Fenton
Fred George

DIVISION
Business

DIVISION CHAIR
Heidi Diamond

DEPARTMENT CHAIR
Fred George

PHONE
408-741-2428

EMAIL
fred.george@westvalley.edu

COUNSELING
408-741-2009

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

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

Learning Outcomes

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

• Apply essential foundations in mathematics, reading and writing technical materials, and related general education topics;
• Demonstrate appropriate range of experiences and studies that connect theory and academic skills to real-world occurrences;
• Identify and acquire skill sets beyond technical skills, such as interpersonal communication skills, team skills, and management skills appropriate to the discipline;
• Distinguish the possibilities and limitations of computing technology can, and cannot do;
• Identify the foundations of the concepts and skills of computer programming;
• Demonstrate the essential concept of process;
• Describe the concept of a lifecycle, including the significance of its phases; the implications for the development of all aspects of computer-related systems, including software, hardware, and the human-computer interface; and the relationship between system quality and life-cycle management;
• Examine professional, legal, and ethical issues in order to acquire, develop, and demonstrate attitudes and priorities that honor, protect, and enhance the student’s own and their chosen profession’s ethical stature and standing.

COMPUTER AND INFORMATION SYSTEMS:

For transfer information see assist.org and/or consult with a counselor.
BUSINESS APPLICATIONS OPTION
(A.S. Degree)

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

- Transfer to a four-year institution
- Demonstrate appropriate range of experiences and studies that connect theory and academic skills to real world occurrences within an enterprise
- Identify the foundations of the concepts and skills of computer programming

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

Major Requirements:

<table>
<thead>
<tr>
<th>Course Units</th>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>ACCTG 010</td>
<td>Accounting Fundamentals - Financial</td>
</tr>
<tr>
<td>5</td>
<td>ACCTG 011</td>
<td>Accounting Fundamentals - Managerial</td>
</tr>
<tr>
<td>3</td>
<td>BUS 028</td>
<td>Business Law</td>
</tr>
<tr>
<td>4</td>
<td>CIS 002</td>
<td>Introduction to Computing</td>
</tr>
<tr>
<td>3</td>
<td>CIS 011</td>
<td>Systems Analysis</td>
</tr>
<tr>
<td>3</td>
<td>CIS 012</td>
<td>Data Base Management Systems</td>
</tr>
<tr>
<td>3</td>
<td>ECON 001A</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>3</td>
<td>ECON 001B</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>3</td>
<td>MATH 008</td>
<td>Finite Mathematics</td>
</tr>
<tr>
<td>3</td>
<td>CIS 031</td>
<td>Visual Basic Programming</td>
</tr>
<tr>
<td>3</td>
<td>CIS 97.1A</td>
<td>Computing Studies Practicum</td>
</tr>
</tbody>
</table>

At least four of the following:

- CIS 004A Computer Programming I (C++) Language
- CIS 004B Computer Programming II (C++) Language
- CIS 04A1 Computer Programming I (C++) Language
- CIS 04A2 Computer Programming II (Java)
- CIS 037 C Programming
- CIS 038 C++ Programming (except if CIS 004A is completed)
- CIS 045A Unix Operating System
- CIS 045B Advanced Unix: Utilities & Shell

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

Total Units: 39-58

COMPUTER SCIENCE OPTION
(A.S. Degree)

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

- Transfer to a four-year institution
- Demonstrate appropriate range of experiences and studies that connect theory and academic skills to computing systems applications and operations as employed within the Information Technology industry
- Identify the foundations of the concepts and skills of computer programming

The A.S. Degree in Computer Information Systems, Computer Science Option, signifies completion of what is typically the lower division, first two years, of a four-year computer science curriculum, providing a milestone for student achievement.

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 004A</td>
<td>Computer Programming I (C++) Language</td>
</tr>
<tr>
<td>CIS 04A1</td>
<td>COMPUTER PROGRAMMING I (Java)</td>
</tr>
<tr>
<td>CIS 004B</td>
<td>Computer Programming II (C++) Language</td>
</tr>
<tr>
<td>CIS 04B1</td>
<td>Computer Programming II (Java)</td>
</tr>
<tr>
<td>CIS 037</td>
<td>C Programming</td>
</tr>
<tr>
<td>CIS 038</td>
<td>C++ Programming (except if student has completed CIS 004A)</td>
</tr>
<tr>
<td>CIS 045A</td>
<td>Unix Operating System</td>
</tr>
<tr>
<td>CIS 045B</td>
<td>Advanced Unix: Utilities &amp; Shell</td>
</tr>
</tbody>
</table>

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

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

COMPUTER INFORMATION SYSTEMS
(Certificate of Achievement)
(A.S. Degree)

The Computer Information Systems Certificate is designed to provide a knowledge cluster of defined skills in a particular area of emphasis within this field of Information Technology. After completing a CIS Programming Emphasis Certificate, a student will be able to apply basic programming skills related to applications developed using the specific skills related to the specialty area of the certificate. 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 a student’s goal(s).
4. Additional units to meet the college general education graduation requirements.

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 004A</td>
<td>Computer Programming I (C++) Language</td>
</tr>
</tbody>
</table>

- STUDENTS MUST COMPLETE AT LEAST THREE OF THE FOLLOWING:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 004A</td>
<td>Computer Programming I (C++) Language</td>
</tr>
<tr>
<td>CIS 004B</td>
<td>Computer Programming II (C++) Language</td>
</tr>
<tr>
<td>CIS 04A1</td>
<td>COMPUTER PROGRAMMING I (Java)</td>
</tr>
<tr>
<td>CIS 04B1</td>
<td>Computer Programming II (Java)</td>
</tr>
</tbody>
</table>

WEST VALLEY COLLEGE
2013 • 2014 CATALOG

59
CIS 004A COMPUTER PROGRAMMING I (JAVA)

4 units
Lecture 4 hours; lab 0 hours
Corequisite: CIS 97.1A
Recommended preparation: MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University

This is a beginning course for students planning to major in CIS-Computer Science Option and/or who plan to transfer to a four-year school's Computer Science program. CIS 004A covers algorithm development, programming concepts, documentation, and programming style using the Java language. Topics include program control structures (sequence, selection, iteration), modular programming (functions and argument passing), and data types (simple types, arrays, files, and structures). The course includes both lecture and a hands-on programming component where students will use classroom computers to design, code, and execute programs. Pass/No Pass Option

CIS 004B COMPUTER PROGRAMMING II (C++ LANGUAGE)

4 units
Lecture 4 hours; lab 0 hours
Corequisite: CIS 97.1A
Recommended preparation: MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University

This is a beginning course for students planning to major in CIS-Computer Science Option and/or who plan to transfer to a four-year school's Computer Science program. CIS 004A covers algorithm development, programming concepts, documentation, and programming style using the C++ language. Topics include program control structures (sequence, selection, iteration), modular programming (functions and argument passing), and data types (simple types, arrays, files, and structures). The course includes both lecture and a hands-on programming component where students will use classroom computers to design, code, and execute programs. Pass/No Pass Option

CIS 04A1 COMPUTER PROGRAMMING I (JAVA)

4 units
Lecture 4 hours; lab 0 hours
Corequisite: CIS 97.1A
Recommended preparation: MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University

This is a beginning course for students planning to major in CIS-Computer Science Option and/or who plan to transfer to a four-year school's Computer Science program. CIS 004A covers algorithm development, programming concepts, documentation, and programming style using the Java language. Topics include program control structures (sequence, selection, iteration), modular programming (functions and argument passing), and data types (simple types, arrays, files, and structures). The course includes both lecture and a hands-on programming component where students will use classroom computers to design, code, and execute programs. Pass/No Pass Option

CIS 04B1 Computer Programming II (Java)

4 units
Lecture 4 hours; lab 0 hours
Corequisite: CIS 97.1A
Recommended preparation: MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University

This is an introductory course in personal productivity computing, introducing students to the concepts and uses of computing in education, business and society. Fundamentals of each of the major components of a computing system are examined: elementary functions of hardware; software for systems operations and applications; the relationship of data and information; the need for proper procedures; and the people who use and support computing. Students use computers for hands-on experience of computer productivity applications, including word processing, spreadsheets, presentation manager, database management, and Internet access. The course is recommended for students who need to complete a computing course requirement for transfer to a four-year business program. Pass/No Pass Option

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

4 units
Lecture 4 hours; lab 0 hours
Corequisite: CIS 97.1A
Recommended preparation: MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University

This is a beginning course for students planning to major in CIS-Computer Science Option and/or who plan to transfer to a four-year school's Computer Science program. CIS 004A covers algorithm development, programming concepts, documentation, and programming style using the C++ language. Topics include program control structures (sequence, selection, iteration), modular programming (functions and argument passing), and data types (simple types, arrays, files, and structures). The course includes both lecture and a hands-on programming component where students will use classroom computers to design, code, and execute programs. Pass/No Pass Option

CIS 004B COMPUTER PROGRAMMING II

4 units
Lecture 4 hours; lab 0 hours
Corequisite: CIS 97.1A
Recommended preparation: MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University

This is a beginning course for students planning to major in CIS-Computer Science Option and/or who plan to transfer to a four-year school's Computer Science program. CIS 004A covers algorithm development, programming concepts, documentation, and programming style using the C++ language. Topics include program control structures (sequence, selection, iteration), modular programming (functions and argument passing), and data types (simple types, arrays, files, and structures). The course includes both lecture and a hands-on programming component where students will use classroom computers to design, code, and execute programs. Pass/No Pass Option

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

4 units
Lecture 4 hours; lab 0 hours
Corequisite: CIS 97.1A
Recommended preparation: MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University

This is a beginning course for students planning to major in CIS-Computer Science Option and/or who plan to transfer to a four-year school's Computer Science program. CIS 004A covers algorithm development, programming concepts, documentation, and programming style using the C++ language. Topics include program control structures (sequence, selection, iteration), modular programming (functions and argument passing), and data types (simple types, arrays, files, and structures). The course includes both lecture and a hands-on programming component where students will use classroom computers to design, code, and execute programs. Pass/No Pass Option

CIS 004B COMPUTER PROGRAMMING II

4 units
Lecture 4 hours; lab 0 hours
Corequisite: CIS 97.1A
Recommended preparation: MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University

This is a beginning course for students planning to major in CIS-Computer Science Option and/or who plan to transfer to a four-year school's Computer Science program. CIS 004A covers algorithm development, programming concepts, documentation, and programming style using the C++ language. Topics include program control structures (sequence, selection, iteration), modular programming (functions and argument passing), and data types (simple types, arrays, files, and structures). The course includes both lecture and a hands-on programming component where students will use classroom computers to design, code, and execute programs. Pass/No Pass Option
CIS 04B1 COMPUTER PROGRAMMING II
(JAVA)

4 units
Lecture 4 hours; lab 0 hours
Prerequisite CIS 04A1: COMPUTER PROGRAMMING I (JAVA)
Recommended preparation: MATH 106: Intermediate Algebra
or MATH 106R: Intermediate Algebra
Corequisite: (Course required to be taken concurrently) CIS 97.1A: Computing Studies Practicum
Acceptable for credit: University of California, California State University

This is a continuation of CIS 04A1 (Computer Programming I) intended for students majoring in CIS-Computer Science Option and/or planning to transfer to a four-year college or university computer science program. CIS 04B1 introduces concepts of abstract data types, Java classes, separate compilation, and information hiding. Topics in data structures (dynamic allocation, linked lists, stacks and queues, and binary trees), and sorting/searching algorithms will be introduced. The course includes both lecture and a hands-on component where students will design, code, and execute programs. This course serves as an introduction to concepts of local area networking applied computer communications. It introduces terms, concepts, and technologies of computer networking. It also defines contemporary network services, transmission media, and protocols, inter-networking, and emerging technologies. This course serves as an introduction to concepts of local area networking applied computer communications. It introduces terms, concepts, and technologies of computer networking. Pass/No Pass Option

CIS 037 C PROGRAMMING

3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Fundamentals of ANSI C language syntax, including C data types, statements (sequence, selection, and repetition), and standard C libraries, are introduced in this course. Structured programming style using the C language is emphasized. Advanced topics, such as structures, external files, bit manipulation, and pointers/dynamic allocation are also included.

CIS 37.5 OBJECTIVE-C PROGRAMMING

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

CIS 37.6 IPHONE & MACINTOSH APPLICATION PROGRAMMING

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

CIS 039 MICROCOMPUTER ASSEMBLER PROGRAMMING

3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: MATH 106/106R
Acceptable for credit: University of California, California State University
Designed to teach students how to write assembly language for Intel/DOS-compatible personal computers, this course emphasizes fundamentals of computer operation. Functions not readily apparent when using a high-level language, such as storage registers, binary arithmetic, and data representation, are of particular importance in this course. Programming assignments for this course will use the instruction set developed for the Intel 80 x 86 and related microprocessors. Pass/No Pass Option

CIS 42.3 PERL PROGRAMMING

3 units
Lecture 3 hours; lab 0 hours
Corequisite: CIS 97.1A
Recommended preparation: MATH 106 or MATH 106R
Acceptable for credit: California State University
The objective of this course is to introduce students to programming using PERL, a full-featured language used for web-development, database manipulation, XML processing, and system administration on multiple computing platforms. Pass/No Pass Option

CIS 97.1A COMPUTING STUDIES PRACTICUM

0.5 – 3 units
Lecture 0 hours; lab 1.5-9 hours
Corequisite: All CIS programming languages and similar courses.
Computer Studies Practicum compliments CIS lecture courses by providing an environment in which students are encouraged to explore in-depth various computing application development tools, skills, and work methods through the production of a larger-scale project than is typically assigned as homework in a lecture course. Students select their preferred and alternate projects, are assigned to a project advisor and to a development group of peers. During the semester, students develop the project from concept, through design, development, testing, and implementation. At the end of the semester, students present the results of their project through demonstration, accompanied by a written project documentation notebook. Students may take up to 3 units per semester. Credit earned in this course does not apply to an associate degree. Pass/No Pass Only

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

THE FACULTY
Angelica Bangle
Michael Byers
Alicia Cardenas
Pauline Clark
Freba Cognetta
Michael Cubie
Jean Finch
Maria Garcia Schepet
Tom Golbetz
Ellise Johnson
Marta Mora-Evans
Leticia Sanchez-Mendoza Hernandez
Ross Smith
Wanda Wong
Patricia A. Yukawa

DIVISION Student Services
DIVISION CHAIR Carol Pavan
DEPARTMENT CHAIR Melissa Salcido
PHONE 408-741-2100
EMAIL melissa.salcido@westvalley.edu
COUNSELING 408-741-2009

Most of the courses are CSU transferable, some meet CSU GE requirements, and all are WVC degree applicable.

Learning Outcomes Courses
After completing courses in Counseling, a student will be able to:

• Identify and apply personal values and career preferences related to making effective career and major choices.

• Identify strategies for making wise choices, goal setting, taking responsibility, and thinking critically about life choices.

Learning Outcomes Services
After utilizing Counseling programs and services, a student will be able to:

• Select appropriate college courses, programs and services to meet individual needs and to support academic goals and success.

COUNS 002 ACADEMIC & PERSONAL PLANNING
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
Increase self-knowledge and understanding by facilitating academic and personal decision-making. Includes assessment and evaluation in reading, English, math and occupational interest. AIDS in setting life and career goals, determining educational objectives, and developing appropriate short- and long-range plans. Pass/No Pass Only

COUNS 005 COLLEGE SUCCESS
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: Engl 905
Acceptable for credit: University of California, California State University
This comprehensive course integrates personal growth, academic and career success with problem solving, critical, and creative thinking. The course focuses on the following topics: life management, goal setting, career decision making, educational planning, college expectations and opportunities, instructor-student relationships, cultural diversity, health maintenance, stress management, campus resources, learning styles and strategies including lecture note-taking, test taking, memory and concentration. Pass/No Pass Option

COUNS 012 CAREERS & LIFESTYLES
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
This course assists students in identifying values, interests, abilities and career alternatives through a variety of personality and occupational exploration techniques. Students have the opportunity to learn and prepare for careers and lifestyles in an ever-changing world by developing decision-making, goal setting and planning skills. Pass/No Pass Option

COUNS 018 JOB SEARCH METHODS
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
This course provides practical step-by-step instructions, techniques, and strategies for planning and organizing an effective job search. Emphasis will be placed upon developing strategies to deal with Job Market Issues, Job Market Research, Employer Contact, Resumes and Applications, Job Interviews, and the World of Work. Pass/No Pass Option

COUNS 023A, B, C PERSONAL GROWTH
1 unit each
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
These multi-purpose, flexible courses will assist students in (1) increasing their awareness of themselves and others, (2) identifying their actual strengths and weaknesses and potential for personal growth, (3) enhancing their self-esteem. They are designed to promote students’ growth in a variety of ways and to help students better deal with problems and decisions. Specific topics will include: building self-esteem, effective communication, time management, stress management, inter-group and cross cultural relations, and conflict resolution. Pass/No Pass Option

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
COUNS 024 PERSONAL GROWTH

3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

Personal growth is designed to assist students in improving their self-esteem, and others and identifying their personal strengths and weaknesses and potential for personal growth. By enhancing their self esteem, students will function more effectively and fully in dealing with conflicts and life changing events. This course will promote growth by helping students to develop decision, making strategies, conflict resolution skills, assertive training techniques and stress management. Students will learn effective communication skills, so they can express thoughts and feelings and improve and enrich their relationships with others. This course is West Valley College AA/AS Degree applicable under Area E General Education and the CSU G.E. Pattern. Pass/No Pass Option

COUNS 045 SUCCESSFUL STUDY STRATEGIES

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

This course is designed to teach students to improve their study skills and become more aware of their potential for success. Opportunity is provided for implementing new approaches to time management, note taking, test preparation, and other study techniques. Pass/No Pass Option

COUNS 050 CROSS-CULTURAL PERSPECTIVES

3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California

This course will explore cross-cultural theories and research relative to personal and cultural identity, communication styles, value orientation, leadership styles, social justice, cultural assimilation, the family, health care, education, the world of work, media in the United States, ethnocentrism and racism. The goals will be to enhance understanding, insights, and respect for diverse cultural groups. Cultures examined include: African American, Latino/Chicano, Japanese American, Chinese American, Vietnamese American, Native American, and Middle Eastern. This course satisfies Cultural Diversity requirement for an Associate degree. Pass/No Pass Option

COUNS 090 TRANSFER WITH SUCCESS

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

Transfer with Success is an introduction to the transfer process. It is designed to give students the opportunity to actively participate in planning their educational and career goals by providing them with information about the process and requirements for transferring from community college to a university. The course consists of lecture, guest speakers, and student assignments. Pass/No Pass Option

Office Assistant/Transcription Technologist

Learning Outcomes

After completing a certificate in Office Assistant/Transcription Technologist, a student will be able to:

• Write stenographically at a minimum of 80 words per minute;
• Use standard English punctuation and grammar and word processing technology.

Note Reading and Scoping Technologist

Learning Outcomes

After completing a certificate in Note Reading and Scoping Technologist, a student will be able to:

• Write stenographically at a minimum of 80 words per minute;
• Use standard English punctuation and grammar, medical and legal terminology, and computer-aided transcription technology.

Stenographic Computer-Aided Medical Transcription

Learning Outcomes

After completing a certificate or Associate of Science degree in Stenographic Computer-Aided Medical Transcription, a student will be able to:

• Write medical dictation stenographically at a minimum of 80 words per minute;
• Use standard English punctuation and grammar, medical and legal terminology, and word processing technology in medical transcription modules and internship.

Legal Secretarial Studies

Learning Outcomes

After completing a certificate or Associate of Science degree in Legal Secretarial Studies, a student will be able to:

• Demonstrate duties of a legal secretary related to law office procedures, English communication, and technology use.

Career Options

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

Degrees

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

Certificates

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

*IN ORDER FOR A PERSON TO QUALIFY FROM A SCHOOL TO TAKE THE STATE LICENSING EXAMINATION, THE PERSON SHALL COMPLETE A PROGRAM AT A RECOGNIZED SCHOOL. FOR INFORMATION CONCERNING THE MINIMUM REQUIREMENTS THAT A COURT
REPORTING PROGRAM MUST MEET IN ORDER TO BE RECOGNIZED, CONTACT: THE COURT REPORTERS BOARD OF CALIFORNIA; 2305 CAPITOL OAKS DRIVE, SUITE 230, SACRAMENTO, CA 95833, (916) 863-3684.

Recommended preparation: for all courses: MATH 902
All courses except the following are Pass/No Pass Option:

COURT REPORTING & RELATED TECHNOLOGIES

(A.S. Degree)
The Court Reporting and Related Technologies Department offers career education and training in court reporting as performed in courtrooms and deposition settings. The Department also prepares students for careers in the related fields of captioning and CART, Communication Access Realtime Translation, to serve the deaf and hard-of-hearing. The Department is approved by the Court Reporter’s Board of California to qualify students to sit for the California Certified Shorthand Reporter’s examination. Licensed by the state, court reporters preserve all official records. The Department is also approved by the National Court Reporters Association.

To be awarded an A.S. degree, a student must complete:
1. All the Court Reporting Certificate requirements
2. Additional units to meet the college graduation requirements for an associate degree.
A certificate or degree will be awarded to those students achieving a grade of C or better in the major requirements listed below.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTR 007A Court Reporting Theory I</td>
<td>4</td>
</tr>
<tr>
<td>CTR 007B Court Reporting Theory II</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 903 Basic Grammar and Sentence Structure</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 905 English Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 001A English Composition OR</td>
<td></td>
</tr>
<tr>
<td>READ 053 Speed and Critical Reading</td>
<td>3</td>
</tr>
<tr>
<td>PARA 021 Introduction to American Law</td>
<td>3</td>
</tr>
<tr>
<td>HTECH 005 Basic Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>CTR 34A1 Medical Dictation for the Court Reporter</td>
<td>1.5</td>
</tr>
<tr>
<td>CTR 026 English Review and Office Practices for the Court Reporter</td>
<td>3</td>
</tr>
<tr>
<td>CTR 028A Basic Computer-Aided Transcription for Court Reporting</td>
<td>3.5</td>
</tr>
<tr>
<td>CTR 038 Court and Deposition Procedures for the Court Reporter</td>
<td>3</td>
</tr>
<tr>
<td>CTR 044 Court Reporting Apprenticeship</td>
<td>1</td>
</tr>
<tr>
<td>CTR 042A Certified Shorthand Reporters Examination Review I</td>
<td>2</td>
</tr>
<tr>
<td>CTR 042B Certified Shorthand Reporters Examination Review II</td>
<td>2</td>
</tr>
</tbody>
</table>

The student must complete a minimum of one of each of the following eight category of Speed Goal courses with a passing grade in all four speed categories.

(6.5 units each for a total of 52 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CTR 008A 80 wpm Speed Goal CTR 008B 80 wpm Speed Goal CTR 008C 80 wpm Speed Goal CTR 008D 80 wpm Speed Goal</td>
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<td>2</td>
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<tr>
<td>CTR 012A 140 wpm Speed Goal CTR 012B 140 wpm Speed Goal</td>
<td>2</td>
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<tr>
<td>CTR 014A 160 wpm Speed Goal CTR 014B 160 wpm Speed Goal CTR 014C 160 wpm Speed Goal CTR 014D 160 wpm Speed Goal</td>
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<tr>
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<td>2</td>
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<tr>
<td>CTR 016A 200 wpm Speed Goal CTR 016B 200 wpm Speed Goal CTR 016C 200 wpm Speed Goal CTR 016D 200 wpm Speed Goal</td>
<td>2</td>
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<tr>
<td>CTR 017A 220 wpm Speed Goal CTR 017B 220 wpm Speed Goal</td>
<td>2</td>
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<tr>
<td>CTR 018A 220 wpm Speed Goal CTR 018B 220 wpm Speed Goal</td>
<td>2</td>
</tr>
<tr>
<td>CTR 020A 250 wpm Speed Goal CTR 020B 250 wpm Speed Goal CTR 020C 250 wpm Speed Goal CTR 020D 250 wpm Speed Goal</td>
<td>2</td>
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<tr>
<td>CTR 022A 275 wpm Speed Goal CTR 022B 275 wpm Speed Goal CTR 022C 275 wpm Speed Goal CTR 022D 275 wpm Speed Goal</td>
<td>2</td>
</tr>
<tr>
<td>CTR 051X1 Court Reporting Workshop – Night (Goal 80)</td>
<td>3</td>
</tr>
<tr>
<td>CTR 052X1 Court Reporting Workshop – Night (Goal 100)</td>
<td>3</td>
</tr>
<tr>
<td>CTR 053X1 Court Reporting Workshop – Night (Goal 120)</td>
<td>3</td>
</tr>
<tr>
<td>CTR 054X1 Court Reporting Workshop – Night (Goal 140)</td>
<td>3</td>
</tr>
<tr>
<td>AJ 003 Principles and Procedures of the Justice System</td>
<td>3</td>
</tr>
<tr>
<td>BUS 028 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CA 070 Using Microsoft Windows</td>
<td>1</td>
</tr>
<tr>
<td>CA 074 Stop Surfing-Start Researching</td>
<td>1</td>
</tr>
<tr>
<td>CTR 030A Realtime &amp; Computer-Aided Basic Dictionary Building</td>
<td>2</td>
</tr>
<tr>
<td>CTR 030B Realtime &amp; Computer-Aided Legal Dictionary Building</td>
<td>2</td>
</tr>
<tr>
<td>CTR 030C Medical Dictionary Building</td>
<td>2</td>
</tr>
<tr>
<td>READ 960 Reading Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

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

COURT REPORTING & RELATED TECHNOLOGIES

(Certificate of Achievement)
The Court Reporting and Related Technologies Department offers career education and training in court reporting as performed in courtrooms and deposition settings. The Department also prepares students for careers in the related fields of captioning and CART, Communication Access Realtime Translation, to serve the deaf and hard-of-hearing. The Department is approved by the Court Reporter’s Board of California to qualify students to sit for the California Certified Shorthand Reporter’s examination. Licensed by the state, court reporters preserve all official records and submit their verbatim transcripts as official records. The Department is also approved by the National Court Reporters Association.

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<td>CTR 044 Court Reporting Apprenticeship</td>
<td>1</td>
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<tr>
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(6.5 units each for a total of 52 units)

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<td>2</td>
</tr>
<tr>
<td>CTR 019A 240 wpm Speed Goal CTR 019B 240 wpm Speed Goal</td>
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</table>

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing ENGLISH 905 AND reading competency by completing Reading 970, or Reading 955. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
LEGAL SECRETARIAL STUDIES
(Certificate of Achievement) Minimum 17.5 units
You may continue your studies in this field by pursuing certificates in Administrative Careers, Level I and Level II, and an Associate of Science Degree in Business Administration.

Course Units
CA 023B Intermediate Word Processing, Microsoft Word 2
CTR 024A & 024B English & Editing for Transcription 3
or
ENG 905 English Fundamentals- A Preparatory Course for English 001A 3
CTR 035M Word Processing for the Law Office, Microsoft Word 3
or
CA 035B Microsoft Word for the Law Office 3
or
PARA 065B Word Processing for the Law Office, Microsoft Word 3
or
PARA 021 Introduction to American Law 3
or
CTR 036A & 036B Legal Terminology & Intro to Law 3
PARA 022 Civil Litigation 3

PARA 025 Legal Ethics 1.5
CTR 083 Law Office Practicum for the Legal Secretary 2

Total Units 17.5

You do not need a steno machine for this program.

Orientation: Each semester an orientation meeting provides information needed for entering and returning students in Court Reporting and Related Technologies. Students who need additional time to practice computer skills are encouraged to take advantage of the open lab time in the Technology Center.

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

LEGAL TRANSCRIPTION TECHNOLOGIST
(Certificate of Achievement)

Course Units
CTR 007A Court Reporting Theory I 4
CTR 007B Court Reporting Theory II 4
CTR 024A English and Editing for Transcription 1.5
CTR 024B English and Editing for Transcription (CRT 024A & 024B are 9 weeks each) 1.5
ENGL 905 Can be alternate for CTR 024A, B 3
CTR 026 English Review and Office Practices for the Court Reporter 3
CTR 028A Basic Computer-Aided Transmission 2.5
CTR 030A Realtime and Computer-Aided Basic Dictionary Building 2
CTR 030B Realtime and Computer-Aided Legal Dictionary Building 2
CA 031B Beg. Word Processing, Microsoft Word 1
CA 032B Interim. Word Processing, Microsoft Word 2

Any one of the following:
PARA 066B Wordprocessing for the Law Office 3

Any one of the following with a grade of C or better, or demonstration of skill proficiency:
CTR 008 A-D 80 WPM speed goal 6.5
CTR 024B English and Editing for Transcription (CTR 024A, 024B are 9 weeks each) 1.5
ENGL 905 Can be alternate for CTR 024A, B 3
BUS 078 Business Communication 3
CA 031B Beginning Word Processing, Microsoft Word 1
CA 032B Interim. Word Processing, MS Word 2
CA 010 Computer Keyboarding 1
CA 015 Document Formatting 2

Total Units 26.5-30

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

Office Assistant/Transcription Technologist
(Certificate of Achievement)

Course Units
CTR 007A Court Reporting Theory I 4
CTR 007B Court Reporting Theory II 4
CTR 024A English and Editing for Transcription 1.5
CTR 024B English and Editing for Transcription (CTR 024A, 024B are 9 weeks each) 1.5
ENGL 905 Can be alternate for CTR 024A, B 3
BUS 078 Business Communication 3
CA 031B Beginning Word Processing, Microsoft Word 1
CA 032B Interim. Word Processing, MS Word 2
CA 010 Computer Keyboarding 1
CA 015 Document Formatting 2

Total Units 26.5

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

Before beginning any Court Reporting or Related Technology program, the student should have keyboarding skills of at least 45 words per minute; the Computer Applications program offers keyboarding classes.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Prerequisites</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTR 06A1</td>
<td>COURT REPORTING THEORY I</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td></td>
<td>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 type at 45 wpm. This course also is offered in Distance Learning Format on videotape. Pass/No Pass Option</td>
</tr>
<tr>
<td>CTR 06B1</td>
<td>COURT REPORTING THEORY II</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>Prequisite: CTR 06A1 or CTR 007A</td>
<td></td>
</tr>
<tr>
<td>CTR 007A</td>
<td>COURT REPORTING THEORY I</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td></td>
<td>Acceptable for credit: California State University. This course covers the operation of a stenotype writer and gives students the opportunity to learn to write real-time in a computer-compatible theory and read back basic English vocabulary at 30 words per minute with 90 percent accuracy. Pass/No Pass Option</td>
</tr>
<tr>
<td>CTR 007B</td>
<td>COURT REPORTING THEORY II</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>Prequisite: CTR 007A or CTR 06A1</td>
<td>Acceptable for credit: California State University. In this course students have the opportunity to apply the knowledge developed in CTR 007A and expand the use of prefixes, suffixes, and word parts in a computer-compatible stenotype 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. Pass/No Pass Option</td>
</tr>
<tr>
<td>CTR 007C</td>
<td>THEORY III</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>Prequisite: CTR 007B or CTR 06B1</td>
<td>Acceptable for credit: California State University. In this course students have the opportunity to refine machine shorthand skills for real-time translation in a computer-compatible theory at 60 words per minute with 97 percent accuracy. Pass/No Pass Option</td>
</tr>
<tr>
<td>CTR 008A</td>
<td>80 WPM SPEED GOAL</td>
<td>6.5</td>
<td>3.5</td>
<td>3</td>
<td>Prequisite: CTR 007B or CTR 06B1</td>
<td>Acceptable for credit: California State University. This course presents a review of theory concepts with application strategies to enhance skill and speed development and prepares students for the competency goal of 80 words per minute. Dictation materials include literary, jury charge, and two-voice testimony. This course also provides methods of expanding English vocabulary through oral and written instruction. Pass/No Pass Option</td>
</tr>
<tr>
<td>CTR 008B</td>
<td>80 WPM SPEED GOAL</td>
<td>6.5</td>
<td>3.5</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTR 008C</td>
<td>80 WPM SPEED GOAL</td>
<td>6.5</td>
<td>3.5</td>
<td>3</td>
<td>Prequisite: CTR 008A or CTR 008B or CTR 50X1 or CTR 008S.</td>
<td>Acceptable for credit: California State University. This course presents a review of theory concepts with application strategies to enhance skill and speed development and prepares students for the competency goal of 80 words per minute. Dictation materials include literary, jury charge, and two-voice testimony. This course also provides methods of expanding legal terminology through oral and written instruction. Pass/No Pass Option</td>
</tr>
<tr>
<td>CTR 008D</td>
<td>80 WPM SPEED GOAL</td>
<td>6.5</td>
<td>3.5</td>
<td>3</td>
<td>Prequisite: CTR 008A or CTR 008B or CTR 50X1 or CTR 008S:</td>
<td></td>
</tr>
<tr>
<td>CTR 008S</td>
<td>80 WPM SPEED GOAL</td>
<td>6.5</td>
<td>3.5</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTR 010A</td>
<td>100 WPM SPEED GOAL</td>
<td>6.</td>
<td>3.5</td>
<td>3</td>
<td>Prequisite: CTR 008A or CTR 008B or CTR 50X1 or CTR 008S or CTR 008S or CTR 008S or CTR 008S</td>
<td>Acceptable for credit: California State University. This course presents advanced theory concepts to enhance speed development and prepares students for the competency goal of 100 words per minute. Materials include literary, jury charge, and two-voice testimony. This course also provides methods of expanding medical terminology through oral and written instruction. Pass/No Pass Option</td>
</tr>
<tr>
<td>CTR 010B</td>
<td>100 WPM SPEED GOAL</td>
<td>6.</td>
<td>3.5</td>
<td>3</td>
<td>Prequisite: CTR 010A or CTR 010S or CTR 51X1 or CTR 010S</td>
<td></td>
</tr>
<tr>
<td>CTR 010C</td>
<td>100 WPM SPEED GOAL</td>
<td>6.</td>
<td>3.5</td>
<td>3</td>
<td>Prequisite: CTR 008A or CTR 008S or CTR 50X1 or CTR 008S</td>
<td></td>
</tr>
<tr>
<td>CTR 010D</td>
<td>100 WPM SPEED GOAL</td>
<td>6.</td>
<td>3.5</td>
<td>3</td>
<td>Prequisite: CTR 008A or CTR 008S or CTR 50X1 or CTR 008S</td>
<td></td>
</tr>
</tbody>
</table>

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

NOTE: Course hours per week stated in the catalog are based on a 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
**CTR 010D 100 WPM SPEED GOAL**

- **6.5 units**
- Lecture 3.5 hours; lab 3 hours
- Prerequisite: CTR 010A or 010B or 010C or CTR 51X1 or CTR 015S or CTR 010S
- Acceptable for credit: California State University

This course presents advanced theory concepts to enhance speed development and prepares students for the competency goal of 100 words per minute. Dictation materials include literary, jury charge, and two-voice testimony. This course also provides methods of expanding cultural literacy vocabulary through oral and written instruction. Pass/No Pass Option

**CTR 010S 100 WPM SPEED GOAL**

- **2 units**
- Lecture 1.5 hours; lab 0.5 hours
- Prerequisite: CTR 008A, CTR 008B, CTR 008C, CTR 008D or CTR 008S
- Acceptable for credit: California State University

This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80 to 120 words per minute. Materials will include literary, jury charge, business letters, and two-voice. This course is also offered in Distance Learning Format on videotape.

**CTR 012A 120 WPM SPEED GOAL**

- **6.5 units**
- Lecture 3.5 hours; lab 3 hours
- Prerequisite: CTR 010A or CTR 010S or CTR 51X1 or CTR 051S or CTR 010B or CTR 010C or CTR 010D
- Acceptable for credit: California State University

This course introduces writing strategies for reporting multiple speakers to enhance skill and speed development and prepares students for the competency goal of 120 words per minute. Dictation materials include literary, jury charge, two-voice and three-voice testimony. This course also provides methods of expanding English vocabulary through oral and written instruction. Pass/No Pass Option

**CTR 012B 120 WPM SPEED GOAL**

- **6.5 units**
- Lecture 3.5 hours; lab 3 hours
- Prerequisite: CTR 012A or CTR 012S or CTR 052S or CTR 52X1
- Acceptable for credit: California State University

This course introduces writing strategies for reporting multiple speakers to enhance skill and speed development and prepares students for the competency goal of 120 words per minute. Dictation materials include literary, jury charge, two-voice and three-voice testimony. This course also provides methods of expanding medical terminology through oral and written instruction. Pass/No Pass Option

**CTR 012C 120 WPM SPEED GOAL**

- **6.5 units**
- Lecture 3.5 hours; lab 3 hours
- Prerequisite: CTR 012A or 012B or 012C or CTR 012S or CTR 052S or CTR 52X1
- Acceptable for credit: California State University

This course introduces writing strategies for reporting multiple speakers to enhance skill and speed development and prepares students for the competency goal of 120 words per minute. Dictation materials include literary, jury charge, two-voice and three-voice testimony. This course also provides methods of expanding legal terminology through oral and written instruction. Pass/No Pass Option

**CTR 012D 120 WPM SPEED GOAL**

- **6.5 units**
- Lecture 3.5 hours; lab 3 hours
- Prerequisite: CTR 012A or 012B or 012C or CTR 012S or CTR 010D or CTR 010S
- Acceptable for credit: California State University

This course will prepare students for the competency goal of 120 words per minute. Speed will vary from 100 to 140 words per minute. Materials will include literary, jury charge, and multiple-voice. This course is also offered in Distance Learning Format on videotape.

**CTR 012S 120 WPM SPEED GOAL**

- **2 units**
- Lecture 1.5 hours; lab 0.5 hours
- Prerequisite: CTR 012A or 012B or 012C or CTR 012S or CTR 010D or CTR 010S
- Acceptable for credit: California State University

This course will prepare students for the competency goal of 120 words per minute. Dictation materials include literary, jury charge, two-voice and three-voice testimony. This course also provides methods of expanding English vocabulary through oral and written instruction. Pass/No Pass Option

**CTR 014A 140 WPM SPEED GOAL**

- **6.5 units**
- Lecture 3.5 hours; lab 3 hours
- Prerequisite: CTR 012A or CTR 012S or CTR 052S or CTR 52X1
- Acceptable for credit: California State University

This course presents writing and transcript formatting strategies for reporting multiple speakers to enhance skill and speed development and prepares students for the competency goal of 140 words per minute. Materials will include literary, jury charge, two-voice and four-voice testimony. This course also provides methods of expanding cultural literacy vocabulary through oral and written instruction. Pass/No Pass Option

**CTR 014B 140 WPM SPEED GOAL**

- **6.5 units**
- Lecture 3.5 hours; lab 3 hours
- Prerequisite: CTR 014A or 014B or CTR 014S or CTR 053S or CTR 53X1
- Acceptable for credit: California State University

This course presents writing and transcript formatting strategies for reporting multiple speakers to enhance skill and speed development and prepares students for the competency goal of 140 words per minute. Dictation materials include literary, jury charge, two-voice and four-voice testimony. This course also provides methods of expanding medical terminology through oral and written instruction. Pass/No Pass Option

**CTR 014C 140 WPM SPEED GOAL**

- **6.5 units**
- Lecture 3.5 hours; lab 3 hours
- Prerequisite: CTR 014A or 014B or CTR 014S or CTR 053S or CTR 53X1
- Acceptable for credit: California State University

This course presents writing and transcript formatting strategies for reporting multiple speakers to enhance skill and speed development and prepares students for the competency goal of 140 words per minute. Dictation materials include literary, jury charge, two-voice and four-voice testimony. This course also provides methods of expanding legal terminology through oral and written instruction. Pass/No Pass Option

**CTR 014D 140 WPM SPEED GOAL**

- **6.5 units**
- Lecture 3.5 hours; lab 3 hours
- Prerequisite: CTR 014A or 014B, or 014C or CTR 014S or CTR 053S or CTR 53X1
- Acceptable for credit: California State University

This course presents writing and transcript formatting strategies for reporting multiple speakers to enhance skill and speed development and prepares students for the competency goal of 140 words per minute. Materials will include literary, jury charge, two-voice and four-voice testimony. This course also provides methods of expanding medical vocabulary through oral and written instruction. Pass/No Pass Option

**CTR 014S 140 WPM SPEED GOAL**

- **2 units**
- Lecture 1.5 hours; lab 0.5 hours
- Prerequisite: CTR 012A or CTR 012B or CTR 012C or CTR 012D
- Acceptable for credit: California State University

This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120 to 160 words per minute. Materials will include literary, jury charge, and multiple voice. This course is also offered in Distance Learning Format on videotape.

- **PREREQUISITES AND COREQUISITES are MANDATORY.** See page 5 for specific information.
- **Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.**
- **RECOMMENDED preparations are ADVISORY.**
- **This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/*
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

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CTR 020B 200 WPM SPEED GOAL

6.5 units
Lecture 3.5 hours; lab 3 hours
Prerequisite: CTR 020A or CTR 020B
Acceptable for credit: California State University
This course presents writing strategies for advanced students to prepare for the competency goal of 200 words per minute and for state and national certification examinations. Dictation materials include literary, jury charge, two-voice and four-voice testimony. This course also provides methods of expanding cultural literacy vocabulary through oral and written instruction. Pass/No Pass Option

CTR 020C 200 WPM SPEED GOAL

6.5 units
Lecture 3.5 hours; lab 3 hours
Prerequisite: CTR 020A or CTR 020B or CTR 020S
Acceptable for credit: California State University
This course presents writing strategies for advanced students to prepare for the competency goal of 200 words per minute and for state and national certification examinations. Dictation materials include literary, jury charge, two-voice and four-voice testimony. This course also provides methods of expanding legal terminology through oral and written instruction. Pass/No Pass Option

CTR 020D 200 WPM SPEED GOAL

6.5 units
Lecture 3.5 hours; lab 3 hours
Prerequisite: CTR 020A or CTR 020B or CTR 020C or CTR 020S
Acceptable for credit: California State University
This course presents writing strategies for advanced students to prepare for the competency goal of 200 words per minute and for state and national certification examinations. Dictation materials include literary, jury charge, two-voice and four-voice testimony. This course also provides methods of expanding cultural literacy vocabulary through oral and written instruction. Pass/No Pass Option

CTR 020S 200 WPM SPEED GOAL

2 units
Lecture 1.5 hours; lab 0.5 hours
Prerequisite: CTR 018A or CTR 018B or CTR 018C or CTR 018D or CTR 018S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180 to 220 words per minute. Materials will include literary, jury charge, congressional record and/or legal opinion, and multiple-voice. This course is also offered in Distance Learning Format on videotape.

CTR 022 CTR LAB

2.5 units
Lecture 0 hours; lab 7.5 hours
Prerequisite: Any one of CTR 020 A-D or CTR 020S
This course provides additional high-speed, live dictation to students who have completed the goal speeds of 200-225 words per minute and who are preparing to pass qualifying examinations for state or national court reporting certification or who plan to go into any area of employment utilizing real time stenotype output, such as captioning for television or for hearing-impaired students. The dictation contains a variety of relevant material containing vocabulary applicable to the profession, including multi-voice courtroom testimony, congressional record, and material from medical and literary sources. All students participate in read back from this dictation.

CTR 022A 220 WPM SPEED GOAL

6.5 units
Lecture 3.5 hours; lab 3 hours
Prerequisite: CTR 020A or CTR 020B or CTR 020C or CTR 020D or CTR 020S
Acceptable for credit: California State University
This course presents writing strategies for advanced students to prepare for the competency goal of 200 words per minute and for state and national certification examinations. Dictation materials include literary, jury charge, two-voice and four-voice testimony. This course also provides methods of expanding legal terminology through oral and written instruction. Pass/No Pass Option

CTR 022B 220 WPM SPEED GOAL

6.5 units
Lecture 3.5 hours; lab 3 hours
Prerequisite: CTR 020A or CTR 020B or CTR 020S
Acceptable for credit: California State University
This course presents writing strategies for advanced students to gain additional proficiency in preparation for the competency goal of 220 words per minute. Speed will vary from 200 to 240 words per minute. Materials will include literary, jury charge, congressional record and/or legal opinion, and multiple-voice. This course is also offered in Distance Learning Format on videotape.

CTR 022S 220 WPM SPEED GOAL

2 units
Lecture 1.5 hours; lab 0.5 hours
Prerequisite: CTR 020A or CTR 020B or CTR 020C or CTR 020D
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 will include literary, jury charge, congressional record and/or legal opinion, and multiple-voice. This course is also offered in Distance Learning Format on videotape.

CTR 022X CTR 220 WPM LAB

0.5 unit
Lecture 0 hours; lab 1.5 hours
Prerequisite: Any one of CTR 020 A-D or CTR 020S
Readers and teachers provide live dictation to advanced court reporting and captioning students who have achieved speed goals at least 200 words per minute.

CTR 028A COMPUTER AIDED TRANSCRIPTION

2.5 units
Lecture 2 hours; lab 0.5 hours
Prerequisites: CTR 007B
Acceptable for credit: California State University
This class will instruct the student in the theory and practice of Computer-Aided Transcription (CAT). It includes some history of CAT and computer terminology.

CTR 028B ADVANCED COMPUTER-AIDED TRANSCRIPTION B

1 unit
Lecture 1 hour; lab 0 hour
This class will instruct court reporters and court reporting students in real-time stenographic writing, emphasizing elimination of conflicts, use of briefs and phrases, dictionary building and maintenance, steno machine editing, steno-interpreting, and an introduction to captioning.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

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**CTR 030B REALTIME & COMPUTER-AIDED LEGAL DICTIONARY BUILDING**

2 units
Lecture 1 hour; lab 3 hours
Prerequisite: CTR 06B1 or CTR 007B
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.

**CTR 030C REALTIME & COMPUTER-AIDED MEDICAL DICTIONARY BUILDING**

2 units
Lecture 1 hour; lab 3 hours
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.

**CTR 34A1 MEDICAL DICTATION FOR THE COURT REPORTER**

1.5 units;
Lecture 1 hour; lab 1.5 hours
Acceptable for credit: California State University

This course supervises the apprenticeship program. They will develop sufficient skill to take the State of California Certified Shorthand Reporter’s examination and review legal terminology, medical terminology, and anatomical and medical terminology will be covered.

**CTR 038 COURT & DEPOSITION PROCEDURES**

3 units
Lecture 3 hours; lab 0 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.

**CTR 042A CERTIFIED SHORTHAND REPORTER’S REVIEW I**

2 units
Lecture 2 hours; lab 0 hours
Prerequisite: CTR 026, CTR 034, and CTR 038
Acceptable for credit: California State University

The advanced court reporting student preparing to take the State of California Certified Shorthand Reporter’s examination will review legal terminology, medical terminology, codes and rules of court of the State of California applicable to court reporting, and English and reading comprehension skills applicable to the written portion of the C.S.R. Examination. Emphasis will be placed on California codes, rules of court, and medical terminology. Tests will be administered each week.

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

2 units
Lecture 2 hours; lab 0 hours
Prerequisite: CTR 026, CTR 034 and CTR 038
Acceptable for credit: California State University

The advanced court reporting student preparing to take the State of California Certified Shorthand Reporter’s examination will review legal terminology, medical terminology, codes and rules of court of the State of California applicable to court reporting, and English and reading comprehension skills applicable to the written portion of the C.S.R. Examination. Emphasis will be placed on English, reading comprehension, and legal terminology. Tests will be administered each week.

**CTR 044 COURT REPORTING APPRENTICESHIP**

1 unit
Lecture 1 hour; lab 0 hours
Prerequisite: CTR 018A or CTR 018B or CTR 018C or CTR 018D or CTR 018S
Acceptable for credit: California State University

This course supervises the apprenticeship training mandated by the Certified Shorthand Reporter’s Board. Transcript production of actual court and deposition proceedings is required in this course.

**CTR 50X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 80)**

1.5 units
Lecture 1 hour; lab 1.5 hours
Acceptable for credit: California State University

This course will prepare the students for the competency goals of 100 words per minute. Speed will vary from 35-120 words per minute.

**CTR 05X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 100)**

1 unit
Lecture 1 hour; lab 1.5 hours
Acceptable for credit: California State University

This course will prepare the students for the competency goals of 100 words per minute. Speed will vary from 100-140 words per minute.

**CTR 05X2 COURT REPORTING WORKSHOP-NIGHT (GOAL 120)**

1.5 units
Lecture 1 hour; lab 1.5 hours
Acceptable for credit: California State University

This course will prepare the students for the competency goals of 100 words per minute. Speed will vary from 100-140 words per minute.

**CTR 050S COURT REPORTING WORKSHOP-NIGHT (GOAL 80)**

1.5 units
Lecture 1 hour; lab 1.5 hours
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.

**CTR 051S COURT REPORTING WORKSHOP-NIGHT (GOAL 100)**

1.5 units
Lecture 1 hour; lab 1.5 hours
Acceptable for credit: California State University

This course will prepare the students for the competency goals of 100 words per minute. Speed will vary from 35-120 words per minute.

**CTR 51X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 100)**

3 units
Lecture 2 hours; lab 4 hours
Prerequisite: CTR 051S or 050S or 005S or CTR 008A, B, C, D or 010A, B, C or D
Acceptable for credit: California State University

This course will prepare the students for the competency goals of 100 words per minute. Speed will vary from 100-140 words per minute.

**CTR 52X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 120)**

3 units
Lecture 2 hours; lab 4 hours
Prerequisite: CTR 051S or 051X or 050S or CTR 050A, B, C, D or 010A, B, C or D
Acceptable for credit: California State University

This course will prepare the students for the competency goals of 100 words per minute. Speed will vary from 100-140 words per minute. Students will analyze and transcribe the stenotype notes from proficiency tests. Proper format, typing skills, punctuation and spelling will be emphasized.

**CTR 053S COURT REPORTING WORKSHOP-NIGHT (GOAL 140)**

1.5 units
Lecture 1 hour; lab 1.5 hours
Acceptable for credit: California State University

This course will prepare the students for the competency goals of 140 words per minute.
CTR 53X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 140)
3 units
Lecture 2 hours; lab 4 hours
Prerequisite: CTR 52X1 or 052S or 053S or 012A, B, C, or D or 014A, B, C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials will include legal terminology, jury charge, and multiple-voice dictation drills. Speed will vary from 120-160 words per minute. The student will also practice transcription skills by transcribing proficiency tests and correcting them against the test cassette. Proper format and typing skills will be emphasized, as well as punctuation and spelling.

CTR 054S COURT REPORTING WORKSHOP (GOAL 160) NIGHT
1.5 units
Lecture 1.5 hours; lab 0 hours
Prerequisite: CTR 52X1 or CTR 053S or CTR 014A, CTR 014B, CTR 014D or CTR 014S
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 legal terminology, jury charge, and multiple-voice dictation and drills. Speed will vary between 140 and 180 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course is also offered in Distance Learning Format on videotape.

CTR 54X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 160)
3 units
Lecture 2 hours; lab 4 hours
Prerequisites: completion of CTR 053X or 053S or CTR 014A, B, C, or D or 054S or 016A, B, C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include legal terminology, jury charge, and multiple-voice dictation and drills. Speed will vary between 140-180 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. Pass/No Pass Option

CTR 056S COURT REPORTING WORKSHOP (GOAL 200) NIGHT
1.5 units
Lecture 1.5 hours; lab 0 hours
Prerequisite: CTR 55X1 or CTR 055S or CTR 018A, CTR 018B, CTR 018C or CTR 018D
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 also offered in Distance Learning Format on videotape.

CTR 56X1 COURT REPORTING WORKSHOP (GOAL 200)-NIGHT
3 units
Lecture 2 hours; lab 4 hours
Prerequisites: CTR 055X or 055S or CTR 018A, CTR 018B, CTR 018C or CTR 018D
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 200-220 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. Pass/No Pass Option

CTR 057S COURT REPORTING WORKSHOP (GOAL 220) NIGHT
1.5 units
Lecture 1.5 hours; lab 0 hours
Prerequisite: CTR 57X1 or CTR 057S or CTR 020A, B, C, or D or 022A, B, C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple-voice dictation and drills. Speed will vary between 200-240 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course is also offered in Distance Learning Format on videotape.

CTR X91A FOUR-VOICE TESTIMONY
1 unit
Lecture 0 hours; lab 1 hour
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.

CTR X91B FOUR-VOICE TESTIMONY
1 unit
Lecture 0 hours; lab 1 hour
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.

CTR X91C FOUR-VOICE TESTIMONY
1 unit
Lecture 0 hours; lab 1 hour
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. Legal terminology is emphasized. The speed of dictation for this class will be announced in the schedule of classes.
Recommended Preparations in Basic Skills:

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

DANCE

(See Physical Education)

CTR X91D FOUR-VOICE TESTIMONY
1 unit
Lecture 0 hours; lab 1 hour

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.

CTR 120 COURT REPORTING 20-HOUR DICTATION
0.5 unit
Lecture 0.5 hours; lab 0 hours

This shortened dictation course allows students to continue preparation for the competency goals. This course is particularly designed for students and working reporters who are preparing to take national and state licensing examinations and also for those who wish to increase and maintain their speed writing and transcription skills during the college’s spring and winter breaks.

CTR 301-304 OCCUPATIONAL WORK EXPERIENCE EDUCATION
1-4 units
301 - Lecture 0 hours; lab 0 hours
302 - Lecture 0 hours; lab 0 hours
303 - Lecture 0 hours; lab 0 hours
304 - Lecture 0 hours; lab 0 hours

Acceptable for credit: California State University

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

Digital Media/Internet Services

THE FACULTY
Robert Anthony
Kelly Carey
Jean McIntosh
Jeff Rascov

DIVISION
Business

DEPARTMENT CHAIR
Jean McIntosh

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COUNSELING
408-741-2009

The Digital Media/Internet Services department is a Career Program aligned with the goals of the State Chancellor’s Office Economic Development/Workforce Education and Career Technical Education programs. Students may intend to work in Digital Media Design or Development fields, or they may work in a variety of professions where web and media play a marketing, support, or communication role. The department also supports lifelong learning, and as such, students interested in learning about digital media outside of employ are welcome. Courses are offered in person and online, due to the nature of their topics, and students are encouraged to work on projects and products that will be launched and marketed for their coursework and beyond enrollment. Digital Media/Internet Services students come to class with many different levels of experience, formal education, and country of origin. Emphasis is on a balance of the creative, production, development, and market aspects of Digital Media and Internet Services.

Digital Media Design and Production: Learning Outcomes

After completing a certificate or degree in Digital Media Design and Production, a student will be able to

- Plan, create, shoot, edit, and produce digital video/audio products for the web and CD/DVD output.
- Produce, market, and distribute commercial-quality products for business and industry clients.

Digital Publishing Learning Outcomes

After completing a certificate or degree in Digital Publishing, a student will be able to

- Plan, design, create layouts, and prepare files for commercial offset printing.
- Design identities and assets, create complementary websites, and produce a variety of printable documents in various formats and styles.

Web Design and Production:

Design Emphasis

Learning Outcomes

After completing a certificate or degree in Web Design and Production: Design Emphasis, a student will be able to

- Plan and create client-focused websites that weave traditional design concepts, innovative interface ideas, and current technologies together in order to deliver and market quality web solutions.
- Create and present a digital and print portfolio, complete with identity and commercial-level websites.

Web Design and Production: Production Emphasis

Learning Outcomes

After completing a certificate or degree in Web Design and Production: Production Emphasis, a student will be able to

- Plan, organize, implement, and manage websites.
- Creating and market sites based on user needs, client purpose, and target audience to maximize site usability, functionality, scalability, and marketability.

DIGITAL MEDIA DESIGN AND PRODUCTION: LEVEL 1

(Certificate of Achievement)

The focus of the Digital Media Design and Production Certificate (Level 1) is planning, creating, shooting, editing, and producing digital video/audio projects for web and CD/DVD output.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 001</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 004</td>
<td>4</td>
</tr>
<tr>
<td>DM/IS 007</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 010C</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 057A</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 062</td>
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<tr>
<td>DM/IS 066</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>18</td>
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DIGITAL PUBLISHING LEVEL 1 (Certificate)

Required Courses:

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<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>DM/IS 001</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 003</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 004</td>
<td>3</td>
</tr>
</tbody>
</table>

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
### DIGITAL PUBLISHING LEVEL 2 (Certificate)

#### Required Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>DM/IS 010D</td>
<td>Digital Images: Advanced Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 014D</td>
<td>Advanced Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 018</td>
<td>Freelance &amp; Startup for the Web</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units:** 17

### WEB DESIGN AND PRODUCTION: DESIGN EMPHASIS – LEVEL I (Certificate)

#### Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 001</td>
<td>Digital Media 1</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 003</td>
<td>Digital Visual Design</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 004</td>
<td>Digital Layout, Color, and Typography</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 010C</td>
<td>Digital Images: Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 014C</td>
<td>Digital Illustration: Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 023</td>
<td>Web Design: Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 024</td>
<td>Info and Content Design for the World Wide Web</td>
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</tbody>
</table>

**Total Units:** 17

### WEB DESIGN AND PRODUCTION: PRODUCTION EMPHASIS – LEVEL I (Certificate)

#### Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>DM/IS 001</td>
<td>Digital Media 1</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 003</td>
<td>Digital Visual Design</td>
<td>3</td>
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<tr>
<td>DM/IS 007</td>
<td>Digital Media Production Process 1</td>
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</tr>
<tr>
<td>DM/IS 009</td>
<td>Typography: Quick Start</td>
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<tr>
<td>DM/IS 010C</td>
<td>Digital Images: Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 013</td>
<td>Apple Life</td>
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</tr>
<tr>
<td>DM/IS 014C</td>
<td>Digital Illustration: Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 023</td>
<td>Web Design: Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 024</td>
<td>Info and Content Design for the World Wide Web</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Units:** 17

### WEB DEVELOPMENT (Certificate)

#### Course

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 021A</td>
<td>Web Development</td>
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<tr>
<td>DM/IS 021B</td>
<td>Web Development 2</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 021C</td>
<td>Web Development 3</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 075A</td>
<td>Internet Services 1</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 023B</td>
<td>Web Development: Dreamweaver</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units:** 17

### DM/IS 009 TYPOGRAPHY: QUICK START

1 unit  
Lecture 1 hour; lab 0 hours  
This course focuses on basic concepts and design theory of visual imagery applicable for use in digital media. Effective communications using design principles and concepts are stressed. Topics covered include basic design principles, creative process, typography, color, visual construction, and various technical limitations and parameters for creating digital imagery. This course uses critical analysis of student work to demonstrate and develop design concepts. Pass/No Pass Only

### DM/IS 010A PHOTOGRAPHY: QUICK START

1 unit  
Lecture 1 hour; lab 0 hours  
This course focuses on the planning and use of digital type for commercial website design and other digital media applications. Selecting, purchasing, installing, and managing fonts for design and communication with the user will be emphasized. Pass/No Pass Only

### DM/IS 010B PHOTOGRAPHY: QUICK START

1 unit  
Lecture 1 hour; lab 0 hours  
This course provides an introduction to Photoshop, providing a general overview of the application features and interface. The focus of this course is on acquainting the student with the capabilities and features of the application. This course provides hands-on experience in the manipulation, acquisition and management of photographic images using Photoshop. Pass/No Pass Only

### DM/IS 010C INTRODUCTION TO DIGITAL IMAGING

4 units  
Lecture 3 hours; lab 3 hours  
Recommended preparation: CA 020 or CA 070  
Acceptable for credit: California State University

This course introduces tools and techniques used in image development. This course covers a variety of Photoshop tools including the quick selection tool, the paint brush tool, the type tool, the pen tool, and how to integrate them into visual compositions. The course also emphasizes how to enhance and edit images, and prepare images for electronic and print output. Pass/No Pass Option

### DM/IS 010D ADVANCED DIGITAL IMAGING

4 units  
Lecture 3 hours; lab 3 hours  
Recommended preparation: CA 020 or CA 070  
Acceptable for credit: California State University

This course focuses on advanced techniques in digital image development. Topics include the creative process, advanced image compositing (masking), workflow methodologies and techniques for solving design issues and production requirements. Pass/No Pass Option

### DM/IS 011 BLOGS & SITE DEVELOPMENT: WORDPRESS

1 unit  
Lecture 1 hour; lab 0 hours  
Recommended preparation: CA 020 or CA 070  
This course focuses on WordPress.org set up of a blog, theme, plugins, and content. Students use cPanel to create a MySQL database, FTP to set the blog up, a theme to create various layout options, and explore plug-ins to enhance user experience and meet client expectations. Pass/No Pass Only

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- **PREREQUISITES AND COREQUISITES are MANDATORY**: See page 5 for specific information.
- **Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.**
- **RECOMMENDED preparations are ADVISORY.**
- **This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/**
DM/IS 014C DIGITAL ILLUSTRATION: ILLUSTRATOR
4 units
Lecture 3 hours; lab 3 hours
Recommended preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course focuses on using Illustrator to create digital illustrations and various kinds of graphics for visual communication. Emphasis is placed on acquiring technical skills and learning creative strategies for producing a variety of illustrations used in commercial media and online devices. Pass/No Pass Option

DM/IS 014D ADVANCED ILLUSTRATOR
4 units
Lecture 3 hours; lab 3 hours
Recommended preparation: CA 020 or CA 070 or equivalent
Acceptable for credit: California State University
This is an advanced course in developing illustrations using Adobe Illustrator. The course focuses on the creation of completed commercial quality illustrations. Students have the opportunity to develop their own style while exploring different types of illustrative techniques. Production methodologies from concept to publishing and web graphics are emphasized. Pass/No Pass Option

DM/IS 020A INTERFACE DESIGN
4 units
Lecture 3 hours; lab 3 hours
Acceptable for credit: California State University
This course focuses on patterns, information architecture and application structure, navigation, layout, actions, data, and client/customer input. Emphasis is on screen, tablet, and mobile product interface design and development. Students create site maps, sketch prototypes, wireframes (using a variety of tools), and have the opportunity to build a solid understanding of the interface design process and needs from client request through design, development, and testing. Pass/No Pass Option

DM/IS 021A WEB DEVELOPMENT 1
4 units
Lecture 3 hours; lab 3 hours
Recommended preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course focuses on XHTML and CSS2 as well as HTML5 and CSS3. The course also covers validation, ADA requirements, and works with wireframes to create sites. Pass/No Pass Option

DM/IS 021B WEB DEVELOPMENT 2
4 units
Lecture 3 hours; lab 3 hours
Recommended preparation: DM/IS 021A
Acceptable for credit: California State University
This course focuses on advanced markup using PHP and MySQL, Ajax, jQuery, and HTML5/CSS3. Additional scripting languages are introduced providing for functionality on multiple output devices (desktop, laptop, tablet, and mobile.) Students are expected to have a working knowledge of XHTML and CSS, using FTP, and the mechanics of basic web code. Pass/No Pass Option

DM/IS 023 WEB DESIGN: DREAMWEAVER
4 units
Lecture 3 hours; lab 3 hours
Recommended preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course focuses on screen, tablet, and mobile website design and development using Dreamweaver. Emphasis is on Dreamweaver as a design and production application, the fundamentals of web design to include layout, color, and navigation, and the fundamentals of web development to include FTP, XHTML/HTML5, and CSS/CSS3. Pass/No Pass Option

DM/IS 023A DREAMWEAVER: QUICK START
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course focuses on website layout and design using Dreamweaver. Emphasis is on implementing navigation, CSS (Cascading Style Sheets) layouts, testing, and debugging. Pass/No Pass Only

DM/IS 023B WEB DEVELOPMENT: DREAMWEAVER
4 units
Lecture 3 hours; lab 3 hours
Recommended preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course focuses on advanced features of Adobe Dreamweaver. Students have the opportunity to develop a server side database website, expand their CSS skills, and work with additional Dreamweaver features. Pass/No Pass Option

DM/IS 024 INFORMATION & CONTENT DESIGN FOR THE WORLD WIDE WEB
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: CA 020 or 070
Acceptable for credit: California State University
This course focuses on creating and leveraging information and content, building target audience commitment, and generating revenue. Planning navigation, writing/copyediting content, and marketing sites/products blend to offer interesting and effective websites and other web-based platforms. Pass/No Pass Option

DM/IS 024A INTERFACE DESIGN
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
This course focuses on creating interface design that serves the purpose of a product, intent of the client, and needs of the target audience. Students analyze design, plan and create prototypes for web and mobile devices. Grade Only.

DM/IS 024B INTERNET LEGAL ISSUES
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
This course introduces conceptual and practical understanding of copyright and trademark, privacy, copying, posting pictures, videos, and music, “junk dog” statements, domain name disputes, disclaimers, and other legal issues. The course defines concepts, offers resources, and introduces options; it does not offer legal advice. Grade Only.

DM/IS 025 INTRODUCTION TO INTERNET MARKETING
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: CA 020 or 070
Acceptable for credit: California State University
This course focuses on the basics of Internet Marketing and introduces various marketing strategies such as social media and search engine optimization. Students address marketing issues relevant to websites, videos and other online material. Pass/No Pass Only

DM/IS 025B NEW MEDIA MARKETING
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
This course focuses on marketing businesses, products/projects, and ideas through new media channels. Pass/No Pass Option

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
DM/IS 025C WEB SEO (SEARCH ENGINE OPTIMIZATION)  
1 unit  
Lecture 1 hour; lab 0 hours  
This course focuses on current trends and techniques in search engine optimization to make websites findable and rank higher in multiple search engines. Pass/No Pass Only

DM/IS 025D WEB ANALYTICS  
1 unit  
Lecture 1 hour; lab 0 hours  
This course focuses on Web Analytics, the objective tracking, collection, measurement, and analysis of quantitative internet data to optimize websites and web marketing initiatives. Pass/No Pass Only

DM/IS 025E MOBILE ADVERTISING  
1 unit  
Lecture 1 hour; lab 0 hours  
A practical guide to the emerging mobile advertising market, this course serves as an introduction and how-to guide for understanding, planning, designing, developing, and marketing mobile advertising. Pass/No Pass Option

DM/IS 057A DIGITAL VIDEO EDITING: PREMIERE PRO  
3 units  
Lecture 3 hours; lab 0 hours  
Recommended preparation: CA 020 and CA 070  
Digital video is a dynamic way of delivering content through video, CD-ROM, and websites. This class focuses on video editing using Adobe Premiere. Emphasis is on using Premiere tools to capture, edit, and compress digital video. Pass/No Pass Option

DM/IS 062A FLASH: ANIMATION & INTERFACE DESIGN  
3 units  
Lecture 3 hours; lab 0 hours  
Recommended preparation: CA 020 or CA 070  
Acceptable for credit: California State University  
This course introduces Adobe Flash to create interactive web pages that incorporate graphics, animation, and sound. Pass/No Pass Option

DM/IS 062B FLASH 2: ACTIONSCRIPT ANIMATION & INTERACTIVITY  
3 units  
Lecture 3 hours; lab 0 hours  
Recommended preparation: DM/IS 062A  
Acceptable for credit: California State University  
This advanced course focuses on programming Flash websites. Students learn action-scripting, forms, and interactive techniques using Flash programming. Pass/No Pass Option

DM/IS 064 WEB MOTION GRAPHICS  
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: California State University  
This course focuses on the techniques and methodologies used to create and publish motion graphics to web sites, CD-ROM and DVD’s. Basic animation theory is incorporated in the development of animated GIFs, navigation sets, Flash sequences, and image animation. Pass/No Pass Option

DM/IS 066 DIGITAL AUDIO & VIDEO  
3 units  
Lecture 3 hours; lab 0 hours  
Recommended preparation: CA 020 or CA 070  
Acceptable for credit: California State University  
This course focuses on creation and compression of video and audio files for broadcast, CD-ROM, and the Internet. Emphasis is on shooting video, importing audio and video, developing Quicktime VR, and creating and mixing audio files. Pass/No Pass Option

DM/IS 068A DIGITAL AUDIO: QUICK START  
1 unit  
Lecture 1 hour; lab 0 hours  
This course focuses on incorporating available sound from the web and CD-ROMs into digital media projects. It also introduces digital sound recording and audio editing software. Pass/No Pass Only

DM/IS 072 MOBILE SITES / APPS DESIGN & DEVELOPMENT  
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: California State University  
This course focuses on creating wireless websites for proprietary iPhone, Blackberry, etc.) technologies and W3C recommendations (XHTML Basic, WAP). Additional, current and emerging technologies are explored. Pass/No Pass Option

DM/IS 086 PORTFOLIO PLANNING & REVIEW  
3 units  
Lecture 3 hours; lab 0 hours  
Recommended preparation: DM/IS 080  
This course is for Desktop Publishing and Digital Media students committed to developing a professional quality hard copy and digital portfolio. Pass/No Pass Option

DM/IS 091, 092, 093 DIRECTED STUDIES  
1-3 units (See department for schedule)  
91 - Lecture 0 hours; lab 0 hours  
92 - Lecture 0 hours; lab 0 hours  
93 - Lecture 0 hours; lab 0 hours  
Prerequisite: Interview with instructor to determine objectives and write a contract  
Acceptable for credit: California State University  
Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college.
Disability and Educational Support Program

THE FACULTY
Judy Colson
Anne Crosby
Jean Finch
Cheryl Miller
Susan Sherrill
Ross Smith

DIVISION Student Services
DIVISION CHAIR Carol Pavan
DEPARTMENT COORDINATOR Cheryl Miller
PHONE 408-741-2010
TTY 408-741-2658
EMAIL cheryl.miller@westvalley.edu

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

Learning Outcomes
After completing one or more DESP program activities or services, a student will be able to:

- Specify, evaluate the benefits of, and access the program services and accommodations that relate to his or her disability.

Adapted Physical Education
(See Physical Education)

Disability and Educational Support Program — Adapted Computer Courses

LS 901A ADAPTED COMPUTER-ASSISTED INSTRUCTION
1 unit
Lecture 0 hours; lab 3 hours
The course is designed to improve basic academic skills and/or cognitive processes of disabled students through the use of appropriate software and computer technologies. Units earned in this course do not count toward the Associate Degree. Pass/No Pass Only

LS 908A COMPUTER BASICS
2 units
Lecture 2 hours; lab 1 hour
This course introduces students to computers and how they are used at home, at school, and in the workplace. The course explores types of computer hardware and software. Basic mouse and keyboard skills are introduced. Students have the opportunity to learn essential computer terminology and what computers can do. This course includes a brief overview of the Windows operating system, creating and saving text files, EMAIL, attachments, and use of the Internet. In addition to lectures and demonstrations, students have the opportunity to become comfortable with computers and certain selected software through hands-on operation in a lab setting. This course meets the educational needs of students with disabilities. Instructional materials and methods are modified as appropriate. Pass/No Pass Only

LS 914C EFFECTIVE ESSAY WRITING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 903 or qualifying score on placement test ; or LS 914B or qualifying score on placement test
This is a basic writing course that is designed to prepare students with disabilities for college-level writing and English I.A. It stresses the application of strategies and use of assistive technology to compensate for written language difficulties. This course addresses essay development, including thesis statements, supporting details and evidence, organization, coherence, and basic research skills. Pass/No Pass Option

Disability and Educational Support Program — Learning Skills Courses

LS 001 LEARNING STRATEGIES FOR COLLEGE LIFE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
In this course, students have the opportunity to learn and apply learning strategies to improve their effectiveness both in the classroom and in day-to-day life activities. The underlying principles as well as specific strategies, including setting goals, managing time and stress, listening and note taking, improving reading, test taking, memory and concentration, and learning styles are presented.

LS 913B EFFECTIVE LEARNING: MATH LAB
0.5 unit
Lecture 0 hours; lab 1.5 hour
This course focuses on the specific application of learning strategies for math coursework. Pass/No Pass Only

LS 942 DEVELOPMENT OF EFFECTIVE READING SKILLS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: LS 932 or qualifying score on placement test ; or READ 960 or qualifying score on placement test
This course is designed to prepare students who have reading disabilities for college level reading. It stresses the practical application of reading strategies to improve vocabulary and reading comprehension. This course is equivalent to Reading 961. Pass/No Pass Option

LS 943A WRITING SUPPORT LAB A
1 unit
Lecture 0 hours; lab 3 hours
This is a lab course to support students enrolled in English 001A. Designed to meet the educational needs of students with disabilities, it stresses the practical application of strategies to compensate for the disability and its effect on reading and writing. Topics covered include: learning strategies such as time management and test taking; reading comprehension strategies; evaluating assigned essays for unity, support, coherence and sentence skills; and researching and writing research papers. It is Non West Valley College A.A./A.S. degree and certificate applicable – basic skills. Pass/No Pass Only

LS 943B WRITING SUPPORT LAB B
1 unit
Lecture 0 hours; lab 3 hours
This is a lab course to support students enrolled in English 001B or English 001C. Designed to meet the educational needs of students with disabilities, it stresses the practical application of strategies to compensate for the disability and its effect on reading and writing. Topics covered include: learning strategies such as time management and test taking; reading comprehension and test taking; critical reading of text; evaluating assigned essays for unity, support, coherence and sentence skills; and researching and writing research papers. It is Non A.A./A.S. West Valley College degree and certificate applicable – basic skills. Pass/No Pass Only

LS 944 EFFECTIVE LEARNING: MATH
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 903 or qualifying score on placement test ; or LS 941B or qualifying score on placement test
This is a basic writing course that is designed to prepare students with disabilities for college-level writing and English I.A. It stresses the application of strategies and use of assistive technology to compensate for written language difficulties. This course addresses essay development, including thesis statements, supporting details and evidence, organization, coherence, and basic research skills. Pass/No Pass Option

Recommended Preparations in Basic Skills:

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

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Economics

THE FACULTY
Janis Kea
Samuel Liu

DIVISION Social Science
DIVISION CHAIR Stephen Juarez
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EMAIL janis.kea@westvalley.edu
COUNSELING 408-741-2009

Economics courses are college level transfer courses.

Learning Outcomes
After completing courses in Economics, a student will be able to

- Explain how individuals and firms make choices under scarcity;
- Describe the major players and institutions that facilitate the market economy;
- Analyze economic models as they apply to market economies and specific product and factor markets.

Educational Options
Economics pride itself in the rigor of its academic and disciplinary training as preparation for academic pursuits in

- Upper division studies in economics and business administration;
- Upper division studies within the social sciences and in the liberal arts;
- Upper division studies and professional training in applied economics and economics-related disciplines (environmental studies, urban studies, law, etc.)

ECONOMICS: For transfer information see assist.org and/or consult with a counselor.

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

ECON 001A PRINCIPLES OF MACROECONOMICS

3 units
Lecture 3 hours; lab 0 hours
Co-requisite: ECON 002A
Acceptable for credit: California State University, University of California

Honors Principles of Macroeconomics uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. The course is an introduction to macroeconomic analysis and principles. It provides an analysis of the economy as a whole including: determinants of the level of income, employment, and price; money and banking; economic fluctuations; economic development. It also covers the study and analysis of the institutions and processes of the economy as a whole. This class must be taken concurrently with online laboratory Econ 2A.

ECON 001B PRINCIPLES OF MICROECONOMICS

3 units
Lecture 3 hours; lab 0 hours
Co-requisite: ECON 002B
Acceptable for credit: California State University, University of California

This online laboratory introduces microeconomic analysis, analysis of the allocation of resources and the distribution of income through a price system, economic theory related to demand, production, competitive and non-competitive product markets. This lab must be taken concurrently with Econ 1AH. This class must be taken concurrently with Econ 1AH.

ECON 001BH HONORS PRINCIPLES OF MICROECONOMICS

3 units
Lecture 3 hours; lab 0 hours
Co-requisite: ECON 001BH
Acceptable for credit: California State University, University of California

This online laboratory introduces microeconomic analysis, analysis of the allocation of resources and the distribution of income through a price system, economic theory related to demand, production, competitive and non-competitive product markets. This lab must be taken concurrently with Econ 1BH.

ECON 002A PRINCIPLES OF MACROECONOMICS LAB

1 unit
Lecture 0 hours; lab 1 hours
Co-requisite: ECON 001A
Acceptable for credit: California State University, University of California

Honors Principles of Macroeconomics Lab uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This laboratory introduces macroeconomic analysis and principles. This lab must be taken concurrently with Econ 1AH.

ECON 002B PRINCIPLES OF MICROECONOMICS

This online laboratory introduces microeconomic analysis, analysis of the allocation of resources and the distribution of income through a price system, economic theory related to demand, production, competitive and non-competitive product markets. This lab must be taken concurrently with Econ 1AH.

ECON 002BH HONORS PRINCIPLES OF MICROECONOMICS

1 unit
Lecture 0 hours; lab 1 hours
Co-requisite: ECON 002A
Acceptable for credit: California State University, University of California

Honors Principles of Microeconomics Lab uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This laboratory introduces microeconomic analysis, analysis of the allocation of resources and the distribution of income through a price system, economic theory related to demand, production, competitive and non-competitive product markets. This lab must be taken concurrently with Econ 1BH.

ECON 002B PRINCIPLES OF MICROECONOMICS LAB

This online laboratory introduces microeconomic analysis, analysis of the allocation of resources and the distribution of income through a price system, economic theory related to demand, production, competitive and non-competitive product markets. This lab must be taken concurrently with Econ 1AH.
ECON 010 ECONOMIC STATISTICS
3 unit
Lecture 3 hours; lab 0 hours
Prerequisite: ECON 001A and ECON 001B and MATH 008
Co-requisite: ECON 010A
Acceptable for credit: California State University, University of California
This introductory course presents statistical concepts and methods used extensively in economics. Students study descriptive and inferential statistics using economic examples. Emphasis is on problem solving and interpretation of results that underlie decision making within economic markets and institutions. The course provides a foundation to prepare economics majors for required upper division courses in quantitative methods and econometrics. This course must be taken with the online laboratory ECON 010A, regardless if you take ECON 010 lecture-based or online. Pass/No Pass Option

ECON 010A ECONOMIC STATISTICS LAB
1 unit
Lecture 0 hours; lab 3 hours
Co-requisite: ECON 010
Acceptable for credit: California State University, University of California
This online laboratory introduces statistical concepts and methods used extensively in economics. Students study descriptive and inferential statistics using economic examples in the lab. Emphasis is placed on problem solving and interpretation of results that underlie decision making within economic markets and institutions. This laboratory must be taken concurrently with ECON 010, regardless if ECON 010 is taken lecture-based or online. Pass/No Pass Option

ECON 041 ECONOMICS OF SPORTS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ECON 001B
Acceptable for credit: California State University
This course provides an introduction to the economics of sports. The course analyzes the costs and benefits of having a sports franchise and stadium in a city. The course analyzes professional sports teams as profit-maximizing businesses, monopolies, and cartels. The course analyzes the labor market for professional and college athletes. Pass/No Pass Option

ECON 045 ECONOMICS OF FINANCIAL MARKETS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
The course provides an introduction to the theory of finance and the financial markets. The course reviews and analyzes bond and stock valuation, portfolio allocation, the relationship between risk and return, the efficient market hypothesis, options markets, and behavioral finance. Pass/No Pass Option

Electronic Imaging
(See Photography)
MATH 004B  Differential Equations  4
PHYS 004ABC  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.

**NOTE:** Only CHEM 001A is required for the A.S. degree. Transfer students may need to take additional chemistry courses to complete the requirements for a B.S. degree. Please consult with a counselor to determine campus-specific requirements.

Additional math may be required.

Those students majoring in civil engineering should enroll in ENGR 001A, Plane Surveying.

Recommended Electives: 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 assist.org for info or the Counseling Center

**ENGR 003A BASIC TECHNICAL DRAFTING**

3 units
Lecture 2 hours; lab 4 hours
Acceptable for credit: California State University

This course is a study of basic technical drafting methods applied to the engineering field. This course covers drafting tools and materials, fundamentals of freehand sketching, pictorial drawing, orthographic projection, auxiliaries, sections, and dimensioning. Students have opportunities to develop working drawing techniques and methods of graphical communication. Pass/No Pass Option

**ENGR 003B INTERMEDIATE TECHNICAL DRAFTING**

3 units
Lecture 2 hours; lab 4 hours
Recommended preparation: MATH 103 or 103R, and ENGR 003A
Acceptable for credit: California State University

This course is a study of intermediate technical drafting methods applied to the engineering field. This course covers drafting practices in multi-view orthographic projections, sections, primary auxiliaries, dimensioning, freehand sketching, and lettering. Pass/No Pass Option

**ENGR 003C ADVANCED TECHNICAL DRAFTING**

3 units
Lecture 2 hours; lab 4 hours
Recommended preparation: ENGR 003B, MATH 106, 106R
Acceptable for credit: California State University

This course is a study of advanced technical drafting methods applied to the engineering field. This course covers advanced techniques of the orthographic projection, secondary auxiliaries, threads and fasteners, revolutions, developments & intersections, dimensioning & tolerancing, and axonometric projection. Pass/No Pass Option

**ENGR 004 INTRODUCTION TO COMPUTER-AIDED DESIGN**

3 units
Lecture 2 hours; lab 1 hours
Recommended preparation: MATH 902 or 902P
Acceptable for credit: University of California, California State University

This course is an introduction to 2 dimensional and isometric computer-aided drafting using AutoCAD on the PC. It is designed for students with no computer experience and dual listed with ID 65. Pass/No Pass Option

**ENGR 005 ADVANCED COMPUTER-AIDED DESIGN**

3 units
Lecture 2 hours; lab 1 hours
Prerequisite: DRAFT 073 or ENGR 004 or ID 065
Recommended preparation: MATH 902 or 902P
Acceptable for credit: University of California, California State University

This course provides an opportunity for students to use concepts acquired in ID 65 or ENGR 004 in a more complex way. Advanced topics in the construction of two and three dimensional drawing and solid modeling are addressed. This course is cross listed with ID 66. Pass/No Pass Option

**ENGR 010 INTRODUCTION TO ENGINEERING**

4 units
Lecture 4 hours; lab 0 hours
Acceptable for credit: University of California, California State University

This course explores the different engineering disciplines to assist students in a choice of major, and introduces first-year engineering students to experimentation, data analysis, basic computer skills, and engineering design.

**ENGR 020 ENGINEERING GRAPHICS**

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

A study of orthographic projection, sections, auxiliary (single and double) dimensioning, tolerancing, subassemblies, threads and fasteners and weldments.

Some work to be done in freehand sketching, primarily for engineering transfer students. Design and assembly drawings. Engineering design projects. Both drawing board and CAD techniques will be utilized.

**ENGR 021 INTRO COMPUTING FOR SCIENTISTS & ENGINEERS**

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

This course emphasizes the use of the computer as a tool using the C++ program language to solve scientific and engineering problems. Topics include program design, algorithms, development, documentation and elemental data structures.

**ENGR 023 VECTOR MECHANICS**

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

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

**ENGR 024 INTRODUCTION TO CIRCUIT ANALYSIS**

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

Introduction to the analysis of lumped, linear bilateral circuits. Considers basic elements; elementary network differential equations; development of steady state and transient sinusoidal circuits analysis from the network differential equations.

**ENGR 060 INTRODUCTION TO MATHCAD**

0.5 unit
Lecture 1 hour (over 9 weeks); lab 0 hours
Acceptable for credit: University of California, California State University

Introduction to solving mathematical equations and expressions using MathCAD. Lectures, examples and hands-on practice from several engineering fields will be given. This course may be repeated once. Pass/No Pass Option
English

THE FACULTY
Paulette Boudreaux
Leigh Burrill
Bill Davis
Rebecca Cisneros-Diaz
Janine Gerzanics
Clementina Golaw
Dulce Gray
Lenore Harris
Vicky Kallivitis
Jess Lerma
Julie Malia
Eric Pape
Nicole Rua
Leslie Saito-Liu
Susan Glass
Douglas Temkin
Jennifer Wagner

DEPARTMENT CHAIR Leslie Saito-Liu
PHONE 408-741-4010
EMAIL leslie.saito-liu@westvalley.edu
COUNSELING 408-741-2009

The English Department teaches skills that are universal to every discipline. Taking courses in English increases a student’s chances of success in every other area. The ability to read effectively and to write expressively will prove invaluable for any student.

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

- Write focused, organized, well-developed essays that support clear thesis statements and demonstrate competence in standard English grammar and usage;
- Analyze and evaluate academic essays and literature;
- Formulate and communicate in writing positions on diverse issues;
- Write research papers that demonstrate the effective evaluation, integration, and MLA documentation of sources

Highlights
- Composition courses designed for all levels of ability;
- Transfer level literature and creative writing courses that meet CSU & UC requirements;
- On-line courses in composition and creative writing;
- Links with industry and regional Learning Communities;
- Experienced, innovative faculty dedicated to student success.

The West Valley College English Department offers composition and literature courses designed to provide students with the skills needed to be successful in both their academic and work lives. Through these courses, students develop reading, writing, and critical thinking skills needed to attain an AA/AS degree, transfer to a four-year college or university, or move directly into the workforce.

Career Options
- Advertising
- Business
- Civil Service
- Editing
- Information Systems
- Insurance
- Journalism
- Law
- Library Science
- Management
- Marketing Communications
- Politics
- Public Relations
- Publishing
- Research
- Teaching
- Technical Communications
- Writing

Degree
A.A., English

ENGLISH: For transfer information see assist.org and/or consult with a counselor.

ENGLISH (A.A. Degree)

Major Requirements:

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

   Course Units
   ENGL 001A, B, C English Composition 3-3

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

   Course Units
   ENGL 005A, B Survey of English Literature 3-3
   ENGL 007A, B American Literature 3-3

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

   Course Units
   ENGL 005A, B Survey of English Literature 3-3
   ENGL 006A, B World Literature 3-3
   ENGL 007A, B American Literature 3-3
   ENGL 010 Children’s Literature 3
   ENGL 012 African American Literature 3
   ENGL 013 Latino/Chicano Literature 3
   ENGL 016 Latin American Literature 3
   ENGL 018 Asian American Literature 3
   ENGL 041 Literature and Film 3
   ENGL 043 Classical Mythology 3
   ENGL 044 The Bible as Literature 3
   ENGL 046 Contemporary American Multi-Cultural Literature 3
   ENGL 047 Introduction to Poetry 3
   ENGL 048 Introduction to Shakespeare 3
   ENGL 049 Modern Fiction 3
   ENGL 070 Creative Writing 3

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 002A and 002B before transferring.

ENGL 001A ENGLISH COMPOSITION

3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 905 or proof of qualifying placement scores or LS 9410 or proof of qualifying assessment score and READ 961 or proof of qualifying placement scores or LS 942 or proof of qualifying assessment scores.

Acceptable for credit: University of California, California State University

This course introduces the techniques of college English composition with emphasis on clear and effective writing and analytical reading.

ENGL 001B ENGLISH COMPOSITION

3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 001A

Acceptable for credit: University of California, California State University

English 001B introduces students to literary analysis with an emphasis on critical thinking, reading, and writing. Students read, discuss, and compose analytic essays about literary texts (such as short fiction, poetry, drama, and novels) from diverse cultures. This course covers formal and informal fallacies of language and thought, and the principles of inductive and deductive reasoning.

Students conduct research, study literary criticism, and write research essays that synthesizes multiple sources. This course fulfills the critical thinking requirement for CSU transfer and is also offered in an online format.

ENGL 001C CLEAR THINKING IN WRITING

3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 001A

Acceptable for credit: University of California, California State University

This course offers instruction and practice in methods of critical thinking and formal argument writing, emphasizing the following: the principles of classical argument structure and methods of reasoning; analysis and evaluation of rhetorical argument; identification of the assumptions underlying a given argument; identification and critique of fallacies in arguments; and analysis of language use and its implications in argument writing. Students in this course practice critical thinking by writing substantive arguments, essays, and a documented research paper.

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

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

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ENGL 001CH HONORS CRITICAL THINKING &WRITING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
Honors Critical Thinking and Writing uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course offers instruction and practice in methods of critical thinking and formal argument writing, emphasizing the following: the principles of classical argument structure and methods of reasoning; analysis and evaluation of rhetorical argument; identification of assumptions underlying a given argument; identification and critique of fallacies in arguments; and analysis of language use and its implications in argument writing. Students in this course practice critical thinking by writing, collaborative writing, essays, and a documented research paper.

ENGL 005A SURVEY OF ENGLISH LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course surveys British literature from the Old English/Anglo-Saxon period through the 18th century. Pass/No Pass Option

ENGL 005B SURVEY OF ENGLISH LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course surveys English literature from the Romantic period to the present. Pass/No Pass Option

ENGL 006A WORLD LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course surveys literature from around the world produced from the beginning of oral history up to the year 1650. This course emphasizes literature outside the Anglo-American tradition. Students have the opportunity to analyze and compare texts representing various genres from different cultural regions, including Africa, Asia, Europe, the Middle East, Latin America, Australia, and the Pacific Islands. Through this cross-cultural study of literature, students have the opportunity to engage in thinking critically about cultural diversity and related issues such as global migrations, international power dynamics, and transnational patterns of inequality in a world context. Pass/No Pass Option

ENGL 006AH HONORS WORLD LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
Honors World Literature uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course surveys literature from around the world produced from the beginnings of oral history up to the year 1650. This course emphasizes literature outside the Anglo-American tradition. Students analyze and compare texts representing various genres from different cultural regions, including Africa, Asia, Europe, the Middle East, Latin America, and the Pacific Islands. Through this cross-cultural study of literature, students engage in thinking critically about cultural diversity and related issues such as global migrations, international power dynamics, and transnational patterns of inequality in a world context. Pass/No Pass Option

ENGL 006B WORLD LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course surveys literature from around the world produced between 1650 and the present. This course emphasizes literature outside the Anglo-American tradition. Students have the opportunity to analyze and compare texts representing various genres from different cultural regions, including Africa, Asia, Europe, the Middle East, Latin America, Australia, and the Pacific Islands. Through this cross-cultural study of literature, students have the opportunity to engage in thinking critically about cultural diversity and related issues such as global migrations, international power dynamics, and transnational patterns of inequality in a world context. Pass/No Pass Option

ENGL 006BH HONORS WORLD LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Honors World Literature uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course surveys literature from around the world produced between 1650 and the present. This course emphasizes literature outside the Anglo-American tradition. Students analyze and compare texts representing various genres from different cultural regions, including Africa, Asia, Europe, the Middle East, Latin America, Australia, and the Pacific Islands. Through this cross-cultural study of literature, students engage in thinking critically about cultural diversity and related issues such as global migrations, international power dynamics, and transnational patterns of inequality in a world context. Pass/No Pass Option

ENGL 007A AMERICAN LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course surveys major American literary traditions from the colonial period to the Civil War. Pass/No Pass Option

ENGL 007B AMERICAN LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course surveys major American literary traditions from the Civil War to the present. Pass/No Pass Option

ENGL 010 CHILDREN'S LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course provides a survey of representative samples of the world's literature written for and about children. Students examine both the history of this literature and the trends in style, purpose, and subject matter. Folk tales, mythology, fantasy, modern fiction, poetry, biography, and autobiography form the basic categories of study. Pass/No Pass Option

ENGL 012 AFRICAN AMERICAN LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course examines African American literature from the 1700s to the present. Emphasis is 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 in the course have the opportunity to 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 is examined through lenses of conventional critical theory and elements of literature. Pass/No Pass Option

ENGL 013 LATINO/CHICANO LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course examines Latino/Chicano literature in the United States and focuses on literary styles and prevalent themes such as class, race, gender, and sexualities. This course satisfies the 3-unit Cultural Diversity requirement for the associate degree. Pass/No Pass Option
ENGL 018 ASIAN AMERICAN LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course provides a cross-cultural comparative study of the literary works of several Asian American authors. Through their works, students have the opportunity to learn and inhabit not only the literature, but also the history, culture, customs, and traditions of at least four of the following Asian American communities: Chinese, Japanese, Korean, Filipino, Vietnamese, Indian, and other southeast Asians and Pacific Islanders. Pass/No Pass Option

ENGL 041 LITERATURE & FILM
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

ENGLISH 043 CLASSICAL MYTHOLOGY
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course provides a cross-cultural comparative study of the literary works of several Asian American authors. Through their works, students have the opportunity to learn and inhabit not only the literature, but also the history, culture, customs, and traditions of at least four of the following Asian American communities: Chinese, Japanese, Korean, Filipino, Vietnamese, Indian, and other southeast Asians and Pacific Islanders. Pass/No Pass Option

ENGL 044 THE BIBLE AS LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
A survey of dramatic literature from ancient Greece, Rome and Asia through the 17th Century. Through reading and analysis of representative plays selected from each of the major dramatic periods within this frame, and through consideration of theatrical conventions and aesthetic influences, the evolution of theatre as a cultural expression and social force will be examined in reference to its historical context and contemporary effect.

ENGL 046 CONTEMPORARY AMERICAN MULTICULTURAL LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course examines contemporary American literature by writers from at least three of the following groups: African American, Black, American Indian, Asian American/Pacific Islander, Chicano/Latino, European American, and Middle Eastern-American. Students examine issues such as race, class, gender and sexualities as explored in the literary works. This course satisfies the 3-unit Cultural Diversity requirement for the associate degree. Pass/No Pass Option

ENGL 046H HONORS CONTEMPORARY AMERICAN MULTICULTURAL LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
Honors Contemporary American Multi-Cultural uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course examines contemporary American literature by writers from at least three of the following groups: African American/Black, American Indian, Asian American/Pacific Islander, Chicano/Latino, European American, and Middle Eastern-American. Students examine issues such as race, class, gender, and sexualities as explored in the literary works. This course satisfies the 3-unit Cultural Diversity requirement for the associate degree.

ENGL 047 INTRODUCTION TO POETRY
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
Students in this class examine poetry from a variety of angles--terminology, form, performance, and composition--and write analytical essays about poems and poets. Pass/No Pass Option

ENGL 048 INTRODUCTION TO SHAKESPEARE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
Analysis and discussion of a selection of the author's major plays and poems, with appropriate attention to Elizabethan backgrounds and dramatic conventions, in order to gain insight into human variety, understanding, and worth as illuminated through an appreciation of Shakespeare’s works. This course does not satisfy the Shakespeare requirement at San Jose State University, but does fulfill general education requirements at West Valley College for the Associate degree. Pass/No Pass Option

ENGL 048H HONORS INTRODUCTION TO SHAKESPEARE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
Honors Introduction to Shakespeare is being created to provide a unique course outline for the Honors course version of an existing course. The content remains the same, but the delivery methods include a higher standard of rigor based on more individualized and experiential instruction. In this course students read, view, and critically analyze a selection of Shakespeare's major plays and poetry. The course provides an overview of the historical and political events of Shakespeare's age, the religious and philosophical ideas of the Early Modern period, and modern critical approaches to Shakespeare's works. In addition, the course gives students opportunities to evaluate productions of Shakespeare's plays. Pass/No Pass Option

ENGL 049 MODERN FICTION
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course focuses on reading and analyzing fiction from the Modern Period (1895-1945). It also covers Pre-modern literary movements and Postmodern texts. It fulfills general education requirements for literature.

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
ENGL 049H HONORS MODERN FICTION
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Honors Modern Fiction uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course focuses on reading and analyzing fiction from the Modern Period (1895-1945). It also covers Pre-modern literary movements and Postmodern texts. It fulfills general education requirement for literature.

ENGL 070 CREATIVE WRITING
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course provides an introduction to the practice and study of the craft involved in writing fiction and poetry. The course also includes the analysis and critical examination of the works of various professional writers and student writers during class workshops. Pass/No Pass Option

ENGL 071 INTERMEDIATE FICTION WRITING
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 070
Acceptable for credit: University of California, California State University
This course provides instruction in writing fiction at the intermediate level. Students write short stories or several chapters of a novel at a more sophisticated level by more fully developing the elements of fiction in their writing. Students in this course also analyze and critique each other’s work in the workshop format. This course may be of interest to students with the goal of further improving creative writing skills, or creating a portfolio prior to transferring to a 4-year program in creative writing.

ENGL 072 INTERMEDIATE POETRY WRITING
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 070
Acceptable for credit: University of California, California State University
This course provides instruction in writing poetry at the intermediate level. Students write poems at a more sophisticated level by more fully developing the elements of poetry in their writing. Students in this course also analyze and critique each other’s work in a workshop format. This course may be of interest to students with the goal of further improving creative writing skills, or creating a portfolio prior to transferring to a 4-year program in creative writing.

ENGL 093 BASIC GRAMMAR & SENTENCE STRUCTURE
3 units
Lecture 3 hours; lab 0 hours
This is a first level language skills course concentrating on grammar, sentence structure, punctuation, usage, spelling, vocabulary, critical reading, and paragraphs. Course is not designed to meet the needs of ESL students. A grade of pass qualifies the student for English 095. This course does not fulfill the English requirement for the Associate degree and is not a baccalaureate level course. Pass/No Pass Only

ENGL 075 ENGLISH FUNDAMENTALS-A PREPARATORY
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 093. Proof of qualifying assessment scores
This course provides the necessary foundation for college-level writing and prepares students for English 001A. Students in this course have the opportunity to learn and practice the writing process, focusing on greater proficiency in writing multi-paragraph essays. The course covers the main elements of sound essays including thesis statements, supporting details and evidence, organization, coherence and basic research techniques. Students develop various writing strategies and practice writing skills using classroom computers. Pass/No Pass Only
ESL 961GW BASIC GRAMMAR & WRITING 1

4 units
Lecture 4 hours; lab 0 hours
Prerequisite: ESL 960: Foundations in ESL, or proof of qualifying assessment score
This course is designed to improve the basic writing and grammar skills of beginning level ESL students. The focus is on understanding and using basic grammatical forms and writing simple sentences using correct word forms, word order, function words, spelling, and punctuation. Pass/No Pass Option

ESL 962GW BASIC GRAMMAR & WRITING

3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ESL 61GW or ESL 961GW or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 962LS and ESL 962RV.
This course is designed to improve the basic grammar and writing skills of ESL students. The focus is on the study and practice of simple and compound sentences, using compound tenses and correct word forms, word order, spelling, and punctuation. Pass/No Pass Option

ESL 963GW SENTENCE DEVELOPMENT

3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ESL 62GW or ESL 962GW or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 963LS and ESL 963RV.
This course develops the ability to write varied, complex sentences, using compound tenses and correct word forms, word order, spelling, and punctuation. Pass/No Pass Option

ESL 964GW PARAGRAPH DEVELOPMENT

3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ESL 62GW or ESL 963GW or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 964LS and ESL 964RV.
This course develops the ability to write varied, complex sentences and effective paragraphs in standard written English. The course focuses on study and practice of complex sentence structures, pre-writing techniques including outlining, and basic rhetorical patterns. Pass/No Pass Option

ESL 065GW COMPOSITION IN ENGLISH AS A SECOND LANGUAGE

4 units
Lecture 4 hours; lab 0 hours
Prerequisite: ESL 964GW or proof of qualifying assessment score
Acceptable for credit: University of California, California State University
This course provides students with the opportunity to develop 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, and coherence and writing techniques. A grade of C or better in this course qualifies a student for English 905. Pass/No Pass Option

ESL 961LS BASIC LISTENING & SPEAKING 1

4 units
Lecture 4 hours; lab 0 hours
Prerequisite: ESL 960: Foundations in ESL, or proof of qualifying assessment score
This introductory course provides instruction and extensive practice in listening at the word, phrase, and sentence level. The focus is on the listening skills of comprehension of verbal instructions, vocabulary in context, and of ideas in sentences, monologues, and dialogues. Speaking focuses on the clear pronunciation of common words and phrases and the development of basic English pronunciation patterns of stress and intonation. Pass/No Pass Option

ESL 962LS BASIC LISTENING & SPEAKING 2

4 units
Lecture 4 hours; lab 0 hours
Prerequisite: ESL 961LS or proof of qualifying placement score
This course continues the development of basic listening comprehension and speaking skills. Listening focuses on the comprehension of verbal instructions and questions in a series, of vocabulary in context, and of main ideas and details in sentences, monologues, dialogues, and short paragraphs. Speaking focuses on the clear pronunciation of common words and phrases and continues the development of basic English pronunciation patterns of stress and intonation. Pass/No Pass Option

ESL 963LS ORAL COMMUNICATION 1

4 units
Lecture 4 hours; lab 0 hours
Prerequisite: ESL 962LS or proof of qualifying assessment score
This course provides guidance and extensive practice in effective oral communication in a variety of social and/or vocational situations. Students have the opportunity to use vocabulary, syntax and new idiomatic expressions appropriate to the level for conversation. Students have the opportunity to 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 as students practice speaking strategies that help them express their ideas in sustained speaking contexts. Pass/No Pass Option

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Lecture</th>
<th>Lab</th>
<th>Prerequisite</th>
<th>Recommended Preparation</th>
<th>CRPmts</th>
<th>Coreqmts</th>
<th>Offered Each Semester</th>
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<tr>
<td>ESL 964LS</td>
<td>ORAL COMMUNICATION 2</td>
<td>4</td>
<td>4</td>
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<td>ESL 963LS: Oral Communication 1 or proof of qualifying assessment score</td>
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<td></td>
<td>Fall &amp; Spring</td>
</tr>
<tr>
<td>ESL 965LS</td>
<td>ACADEMIC LISTENING &amp; SPEAKING</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>ESL 964LS or proof of qualifying assessment score</td>
<td>Acceptable for credit: California State University</td>
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<td></td>
<td>Fall &amp; Spring</td>
</tr>
<tr>
<td>ESL 961RV</td>
<td>BASIC READING &amp; VOCABULARY 1</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>ESL 960 or proof of qualifying placement score</td>
<td>ESL 961RV focuses on vocabulary development and basic comprehension of ideas in sentences and groups of sentences written in standard English. Students 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.</td>
<td>Pass/No Pass Option</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESL 962RV</td>
<td>BASIC READING &amp; VOCABULARY 2</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>ESL 61RV or ESL 961RV or completion of ESL assessment</td>
<td>Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 962LS and ESL 962GW</td>
<td></td>
<td></td>
<td>Fall &amp; Spring</td>
</tr>
<tr>
<td>ESL 963RV</td>
<td>INTERMEDIATE READING &amp; VOCABULARY 1</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>ESL 62RV or ESL 962RV or completion of ESL assessment</td>
<td>Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 963LS and ESL 963GW</td>
<td></td>
<td></td>
<td>Fall &amp; Spring</td>
</tr>
<tr>
<td>ESL 964RV</td>
<td>INTERMEDIATE READING &amp; VOCABULARY 2</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>ESL 63RV or ESL 963RV or completion of ESL assessment</td>
<td>This is a reading and vocabulary development course for ESL students which focuses on understanding phrases rather than individual words in longer and more complex readings than in ESL 962RV. Students become familiar with using the library.</td>
<td>Pass/No Pass Option</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESL 965RV</td>
<td>INTERMEDIATE READING &amp; VOCABULARY 2</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>ESL 64RV or ESL 964RV or completion of ESL assessment</td>
<td>This is a reading and vocabulary development course for ESL students which continues the development of skills from ESL 963RV. Emphasis is on paraphrasing, summarizing, and the simple analysis of texts to identify main ideas and distinguish fact from opinion.</td>
<td>Pass/No Pass Option</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESL 975A</td>
<td>ENGLISH AS A SECOND LANGUAGE SKILLS LAB</td>
<td>0.5</td>
<td>0</td>
<td>0</td>
<td>ESL 65RV or ESL 965RV or completion of ESL assessment</td>
<td>The ESL Skills Lab is available to all ESL students. This program provides assistance to students who need help in grammar, vocabulary, listening comprehension, reading, writing and spelling in English as a second language. Self-paced, auto-instructional materials, available in the ESL Skills Lab in the Library, allow students to progress at their own pace. ESL instructors and aides will be available to help ensure students’ success. Students may take up to 1 unit per semester. Credit earned in this course does not apply to an associate degree.</td>
<td>Pass/No Pass Only</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Facilities Planning and Design**

*(See Interior Design)*

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

THE FACULTY
Sally S. Aitken
Tina Keller
Kyunghi (Kaee) Min

DIVISION Applied Arts & Sciences
DIVISION CHAIR Diane Hurd
DEPARTMENT CHAIR Sally Aitken
PHONE 408-741-2003
EMAIL sally.aitken@westvalley.edu
COUNSELING 408-741-2009

The West Valley College Fashion Design and Apparel Technology department offers an A.S. degree and certificate options in Apparel Design and Apparel Production. The program’s strength is in a comprehensive curriculum of design and production courses based on industry standard methods. These courses are designed to meet the different experience levels of students from beginner to advanced, as well as assist industry professionals seeking to upgrade their skills. To ensure industry experience, students are encouraged to complete an internship in the apparel or a related industry.

Associate degree in Apparel Design will enable our students to stay competitive in the job market that has become more focused on higher education. Graduates from the program will also be able to apply for upper division programs and transfer to state universities for further education.

Career Options
- CAD Grader/Marker Maker
- CAD Pattern maker
- Designer
- Fabric/Trim Buyer
- First Pattern Maker
- Illustrator
- Merchandiser
- Production Coordinator
- Production Manager
- Production Pattern Maker
- Quality Controller
- Sample Maker
- Stylist
- Technical Designer

Degree
A.S.: Apparel Design
A.S.: Apparel Production

Certificates
Apparel Design (Level I and Level 2) Apparel Production

COURSE SUBSTITUTION AND WAIVERS
Course substitution and waivers are approved by the department upon review of transcripts, course description, and evidence of proficiency in the subject matter.

FASHION DESIGN: For transfer information see assist.org and/or consult with a counselor.

APPAREL DESIGN 2 (A.S. Degree)
Learning Outcomes
- Produce and present designs from concept to finished product.
- Create a production package, patterns and sample garment for mass production.
- Use industry standard manufacturing equipment.
- Use computer aided design and manufacturing equipment and software for design development and production.
- Utilize available technology for research.
- Demonstrate ability to function in a professional apparel industry environment.
- Allocate time and materials to meet project deadlines.
- Evaluate, organize, maintain, interpret and communicate information.
- Demonstrate creative problem solving skills.
- Participate as a team member in a diverse work environment.

To be awarded an A.S. degree, a student must complete:
1. All the Apparel Design 2 Certificate of Achievement requirements.
2. Additional units to meet the college graduation requirements for an associate degree.

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

Course Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD 018A</td>
<td>Pattern Grading and Marker Making</td>
</tr>
<tr>
<td>FD 018B</td>
<td>Electronic Patternmaking</td>
</tr>
<tr>
<td>FD 030</td>
<td>Intro. to Fashion Design</td>
</tr>
<tr>
<td>FD 030A</td>
<td>Success Strategies</td>
</tr>
<tr>
<td>FD 032</td>
<td>History of Fashion</td>
</tr>
<tr>
<td>FD 044</td>
<td>Fashion Drawing</td>
</tr>
<tr>
<td>FD 052A</td>
<td>Fabric Analysis I</td>
</tr>
<tr>
<td>FD 052B</td>
<td>Fabric Analysis II</td>
</tr>
<tr>
<td>FD 054</td>
<td>Apparel Manufacturing</td>
</tr>
<tr>
<td>FD 060</td>
<td>Patternmaking I</td>
</tr>
<tr>
<td>FD 062</td>
<td>Patternmaking II</td>
</tr>
<tr>
<td>FD 066</td>
<td>Technical Design</td>
</tr>
<tr>
<td>FD 070</td>
<td>Elem. and Princ. of Design</td>
</tr>
<tr>
<td>FD 076</td>
<td>Creative Apparel Design</td>
</tr>
<tr>
<td>FD 080</td>
<td>Line Development</td>
</tr>
<tr>
<td>FD 084</td>
<td>Fashion Design Internship</td>
</tr>
<tr>
<td>FD 087</td>
<td>CAD: Tech. Drawing &amp; Specs</td>
</tr>
</tbody>
</table>

Plus 3 units from Career Enhancement Courses above:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD 020</td>
<td>Couture Embellishment</td>
</tr>
<tr>
<td>FD 027</td>
<td>Professional Image</td>
</tr>
<tr>
<td>FD 050</td>
<td>Basic Apparel Construction</td>
</tr>
<tr>
<td>FD 064</td>
<td>Professional Draping</td>
</tr>
<tr>
<td>FD 065</td>
<td>Patternmaking III</td>
</tr>
<tr>
<td>FD 083</td>
<td>Fashion Field Studies</td>
</tr>
</tbody>
</table>

Total Units 53

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

Total Units 44

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD 030</td>
<td>Introduction to Fashion Design</td>
</tr>
<tr>
<td>FD 030A</td>
<td>Success Strategies</td>
</tr>
<tr>
<td>FD 040A</td>
<td>Flats and Specs</td>
</tr>
<tr>
<td>FD 052A</td>
<td>Fabric Analysis I</td>
</tr>
<tr>
<td>FD 052B</td>
<td>Fabric Analysis II</td>
</tr>
<tr>
<td>FD 054</td>
<td>Apparel Manufacturing</td>
</tr>
<tr>
<td>FD 060</td>
<td>Professional Patternmaking I</td>
</tr>
<tr>
<td>FD 062</td>
<td>Patternmaking II</td>
</tr>
<tr>
<td>FD 063</td>
<td>Fitting and Pattern Alteration</td>
</tr>
<tr>
<td>FD 064</td>
<td>Professional Draping</td>
</tr>
<tr>
<td>FD 065</td>
<td>Patternmaking III</td>
</tr>
<tr>
<td>FD 067</td>
<td>Manual Pattern Grading</td>
</tr>
<tr>
<td>FD 017</td>
<td>Product Data Management</td>
</tr>
<tr>
<td>FD 018A</td>
<td>Pattern Grading and Marker Making</td>
</tr>
<tr>
<td>FD 018B</td>
<td>Electronic Patternmaking</td>
</tr>
<tr>
<td>FD 084</td>
<td>Fashion Design Internship</td>
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</table>

**Plus 3 units from Career Enhancement Courses above:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>FD 027</td>
<td>Professional Image</td>
</tr>
<tr>
<td>COMM 012</td>
<td>Intercultural Communication</td>
</tr>
<tr>
<td>COMM 018</td>
<td>Career Communication</td>
</tr>
<tr>
<td>BUS 030</td>
<td>Introduction to Quality Management</td>
</tr>
<tr>
<td>BUS 054</td>
<td>Small Business Start Up and Management</td>
</tr>
<tr>
<td>BUS 062</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>BUS 078</td>
<td>Business Communication</td>
</tr>
<tr>
<td>COUNS 018</td>
<td>Job Search Methods</td>
</tr>
<tr>
<td>COUNS 050</td>
<td>Cross-Cultural Perspectives</td>
</tr>
</tbody>
</table>

Total Units 44

APPAREL DESIGN-Level 1 (Certificate of Achievement)

Learning Outcomes
- Create a production package, patterns and sample garment for mass production.
- Use industry standard manufacturing equipment.
- Use computer aided design and manufacturing equipment and software for design development and production.
- Utilize available technology for research.
- Demonstrate ability to function in a professional apparel industry environment.
- Allocate time and materials to meet project deadlines.
- Evaluate, organize, maintain, interpret and communicate information.
- Demonstrate creative problem solving skills.
- Participate as a team member in a diverse work environment.

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
• Utilize available technology for research.
• Demonstrate ability to function in a professional apparel industry environment.
• Allocate time and materials to meet project deadlines.
• Evaluate, organize, maintain, interpret and communicate information.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>FD 030</td>
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<tr>
<td>FD 030A</td>
<td>3</td>
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<tr>
<td>FD 044</td>
<td>3</td>
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<tr>
<td>FD 052A</td>
<td>3</td>
</tr>
<tr>
<td>FD 052B</td>
<td>3</td>
</tr>
<tr>
<td>FD 054</td>
<td>3</td>
</tr>
<tr>
<td>FD 060</td>
<td>3</td>
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<td>FD 085</td>
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<tr>
<td>FD 087</td>
<td>3</td>
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</table>

Total Units: 53

APPAREL PRODUCTION 1 (Certificate of Achievement)

Required Courses: Units

FD 030                Introduction to Fashion Design 3
FD 030A               Success Strategies 3
FD 040A               Flats and Specs 1
FD 052A               Fabric Analysis I 3
FD 052B               Fabric Analysis II 3
FD 054                Apparel Manufacturing 3
FD 060                Patternmaking I 3
FD 066                Technical Design 2
FD 070                Elem. and Prin. of Design 3
FD 084                Fashion Design Internship 3
FD 085                CAD: Scanning and Color Printing 1
FD 087                CAD: Tech. Drawing & Specs 3

Total Units: 33

Plus 3 units Fashion Electives from below:

FD 027                Professional Image 3

COMM 018              Career Communication 3
BUS 030               Introduction to Quality Management 3
BUS 054               Small Business Start Up and Management 3
BUS 062               Business Mathematics 3
BUS 078               Business Communication 3
COUNS 018             Job Search Methods 1
COUNS 050             Cross-Cultural Perspectives 3
COMM 012              Intercultural Communication 3

Total Units: 33

APPAREL PRODUCTION 2 (Certificate of Achievement)

Required Courses: Units

FD 030                Introduction to Fashion Design 3
FD 030A               Success Strategies 3
FD 040A               Flats and Specs 1
FD 052A               Fabric Analysis I 3
FD 052B               Fabric Analysis II 3
FD 054                Apparel Manufacturing 3
FD 060                Professional Patternmaking I 3
FD 062                Professional Patternmaking II 3
FD 063                Fitting and Pattern Alteration 2
FD 064                Professional Draping 3
FD 065                Patternmaking III 3
FD 067                Manual Pattern Grading 1
FD 017                Product Data Management 1
FD 018A               Pattern Grading and Marker Making 3
FD 018B               Electronic Patternmaking 3
FD 084                Fashion Design Internship 3

Total Units: 33

Plus 3 units Fashion Electives from below:

FD 027                Professional Image 3

COMM 012              Intercultural Communication 3
COMM 018              Career Communication 3
BUS 030               Introduction to Quality Management 3
BUS 054               Small Business Start Up and Management 3
BUS 062               Business Mathematics 3
BUS 078               Business Communication 3
COUNS 018             Job Search Methods 1
COUNS 050             Cross-Cultural Perspectives 3

Total Units: 33

FD 018A PATTERN GRADING & MARKER MAKING

3 units

Lecture 3 hours; lab 0 hours

Recommended Preparation: MATH 902, FD 060

This course concentrates on computer techniques for digitizing (pattern input), grading (creating patterns in a full range of sizes), and creating markers (pattern cutting layouts) using the Gerber Technology (GT) AccuMark computer system. Students have the opportunity to learn Pattern Design and Marker Making software. Basics of manual pattern grading are also covered.

FD 027 PROFESSIONAL IMAGE

3 units

Lecture 3 hours; lab 0 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. Pass/No Pass Option

FD 020 COUTURE EMBELLISHMENT

3 units

Lecture 3 hours; lab 0 hours

Acceptable for credit: California State University

This course fulfills the West Valley General Education Pattern under Area E - Lifelong Understanding and Development. Pass/No Pass Option

FD 030 INTRODUCTION TO FASHION DESIGN

3 units

Lecture 3 hours; lab 0 hours

Acceptable for credit: California State University

This course is 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. Pass/No Pass Option

FD 018B ELECTRONIC PATTERNMAKING

3 units

Lecture 3 hours; lab 0 hours

Prerequisite: FD 060

This course concentrates on computer techniques for patternmaking using the Gerber Technology (GT) AccuMark computer system. Students have the opportunity to learn the Pattern Design System (PDS) software and the Silhouette worktable.
FD 030A SUCCESS STRATEGIES
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
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 will be dual listed with CHS 030A. Pass/No Pass Only

FD 032 HISTORY OF FASHION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This class covers the historical development of Western fashions/costumes with emphasis on the period from 1660 to the present. The effect of a historical period on the fashions of the times is explored with an emphasis on the relationship between past eras and today's fashion. Students will study the careers of major twentieth century designers and their contribution to the field of fashion. The course fulfills the West Valley General Education Pattern under Area C Humanities. Pass/No Pass Option

FD 044 FASHION DRAWING
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course introduces the techniques for drawing apparel. These techniques include principles of fashion figure proportion, garment styling, and fabric rendering. Basic fashion figures called "croquis" forms are used to draw apparel in the flat and the three dimensional form. This course is essential for anyone entering any apparel design career and is helpful to those entering an apparel manufacturing or patternmaking career. Pass/No Pass Option

FD 050 BASIC APPAREL CONSTRUCTION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course provides students with the opportunity to learn basic apparel construction techniques using industry standard methods for mass production of apparel. Students have the opportunity to learn constructing techniques as well as how to determine appropriate sewing sequence. Working in a mock-factory setting, students have the opportunity to learn to operate and maintain industrial production equipment.

FD 051 BASIC APPAREL CONSTRUCTION
3 units
Lecture 2 hours; lab 1 hours
Acceptable for credit: California State University
This course provides students the opportunity to learn basic industry standard construction techniques and sequences for mass production of apparel. Working in a mock-factory setting, students have the opportunity to learn to operate and maintain sewing equipment while completing several basic garments. Pass/No Pass Option

FD 052A FABRIC ANALYSIS I
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
Fabric information specific, but not limited to apparel is presented in depth. Emphasis is placed on analysis of fibers, yarns, fabric construction, coloration and finishes as they relate to specific industry requirements. Students perform hands-on experiments and dye and print fabrics to reinforce basic information and expand their working knowledge of fabrics. Pass/No Pass Option

FD 052B FABRIC ANALYSIS II
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: FD 052A
Acceptable for credit: California State University
This course is a continuation of FD 052A. Students study woven, knit and printed fabrics in depth. Textile testing, textile labeling requirements, and textile regulations are covered as well as innovations in textiles. Emphasis is placed on understanding fabric's behavior, durability, performance and the criteria for selecting appropriate fabrics for apparel. Pass/No Pass Option

FD 054 APPAREL MANUFACTURING
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
Recommended Preparation: MATH 902
This course introduces the industrial process of apparel manufacturing, including garment construction and assembly techniques, factory methods of mass production, operation of industrial power equipment, and the processes of workflow and production management.

FD 055 APPAREL MANUFACTURING
3 units
Lecture 2 hours; lab 1 hours
Acceptable for credit: California State University
This course is an introduction to the industrial process of apparel manufacturing including garment construction and assembly techniques, factory methods of mass production, operation of industrial power equipment and the processes of workflow and production management. Pass/No Pass Option

FD 056 PATTERNMAKING I
3 units
Lecture 2 hours; lab 1 hour
Acceptable for credit: California State University
This course covers the methods of creating workroom sample patterns using fashion industry professional flat patternmaking techniques. Students create a style variation by manipulating basic pattern blocks. Designs are transferred from sketches into usable first patterns for apparel production.

FD 057 PATTERNMAKING II
3 units
Lecture 2 hours; lab 1 hour
Prerequisites: FD 056
Acceptable for credit: California State University
This course is a continuation of Patternmaking I. Advanced flat patternmaking techniques are emphasized for both woven and knit fabrics. Students have the opportunity to create style variations for sportswear and outerwear designs using basic patterns drafted from measurements. 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. Pass/No Pass Option

FD 058 FASHION DRAPING
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course covers the three-dimensional method of creating workroom sample patterns using fashion industry professional draping techniques. Designs are draped in muslin and fashion fabric on standard industry dress forms then transferred into first patterns for apparel production. Sample garments are constructed. Pass/No Pass Option

FD 059 PROFESSIONAL DRAPING
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is a continuation of Professional Draping. Designs are draped in muslin and fashion fabric on standard industry dress forms then transferred into first patterns for apparel production. Sample garments are constructed.

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
FD 065 PATTERNMAKING III  
3 units  
Lecture 3 hours; lab 0 hours  
Prerequisite: FD 062  
Acceptable for credit: California State University  
The students have the opportunity to learn the methods of transferring a first sample pattern into a production pattern. Students are also 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.  
Pass/No Pass Option

FD 066 TECHNICAL DESIGN  
2 units  
Lecture 2 hours; lab 0 hours  
Recommended preparation: FD 087  
Acceptable for credit: California State University  
This course covers computer techniques for creating garment specification packages for apparel manufacturing. Students have the opportunity to learn to import images of technical drawings into spread sheets and add accurate measurements to create professional spec packages.  
Pass/No Pass Option

FD 070 ELEMENTS & PRINCIPLES OF DESIGN  
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: California State University  
This course introduces students to the basic design elements and principles as they apply to fashion design. These concepts will be applied to designing apparel and accessories in subsequent fashion design courses. The effect of silhouette, proportion, line and color are explored with the emphasis on developing an aesthetic awareness of good design.  
Pass/No Pass Option

FD 076 CREATIVE APPAREL DESIGN  
3 units  
Lecture 3 hours; lab 0 hours  
Prerequisite: FD 044, 052A, 060, 070  
Recommended preparation: MATH 902, FD 064  
Acceptable for credit: California State University  
This course explores the creative process of apparel design and the development of groups and collections. Students learn the process of designing for specific markets, seasons and price categories and develop designs within their chosen area of interest. Methods of organizing and presenting design concepts are stressed. Sample garments are constructed using industrial production equipment in the FD lab.  
Pass/No Pass Option

FD 080 LINE DEVELOPMENT  
3 units  
Lecture 3 hours; lab 0 hours  
Prerequisites: FD 044, FD 052B, FD 054, FD 062, FD 076  
Acceptable for credit: California State University  
This course focuses on the process of developing a line of apparel and techniques for presenting it using a professional portfolio. Emphasis is on the process of organizing original design concepts into a complete apparel mini-collection including the designing, construction, and costing of pre-production samples. Students create their own line of apparel in the chosen area of interest.  
Pass/No Pass Option

FD 081 LINE DEVELOPMENT &SPECIFICATIONS  
3 units  
Lecture 2 hours; lab 1 hours  
Prerequisites: FD 044, FD 052B, FD 054, FD 062, FD 076  
Acceptable for credit: California State University  
This course focuses on the process of developing a line of apparel and techniques for presenting it using a professional portfolio. Emphasis is on the process of organizing original design concepts into a complete apparel mini-collection including the designing, construction, and costing of pre-production samples. Students have the opportunity to create their own line of apparel in the chosen area of interest.  
Pass/No Pass Option

FD 083 FASHION FIELD STUDY  
1 unit  
Lecture 1 hour; lab 0 hours  
The course acquaints students with the world of fashion and career options within it. The course includes a combination of field trips to manufacturers, designers, suppliers, museums and fashion shows as well as guest speakers, seminars, and other related activities. Students will job shadow or interview someone working in the apparel industry.  
Pass/No Pass Option

FD 084 FASHION DESIGN INTERNSHIP  
3 units  
Lecture 1 hour; lab 6 hours  
The student applies knowledge/skills learned in the Fashion Design Program through an internship in an apparel firm or design department under the supervision of a fashion professional. The course provides direct industry experience as well as a forum to discuss various aspects of employment in the apparel industry. Each Internship must focus on a different company or department to provide a unique learning opportunity.  
Pass/No Pass Option

FD 087 CAD: TECHNICAL DRAWINGS  
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: California State University  
This course covers the methods of creating flat sketches, technical drawings for apparel and basic textile designs using common computer aided design programs. Techniques for creating specification sheets, layouts, and presentations are also covered. This course is appropriate for students who want to create flat drawings, technical drawings, and background images in any of the following disciplines: apparel design, desktop publishing, graphic arts/design, digital arts, fine arts, multimedia.  
Pass/No Pass Option

FD 091, 092, 093 DIRECTED STUDIES  
1-3 units (See department for schedule)  
91 - Lecture 0 hours; lab 0 hours  
92 - Lecture 0 hours; lab 0 hours  
93 - Lecture 0 hours; lab 0 hours  
Prerequisite: Interview with instructor to determine objectives and write a contract.  
Acceptable for credit: California State University  
Independent work of special interest to the students related to but not included in regular Fashion Design program.

Foreign Languages  
(See World Languages)

French  
(See World Languages)

Gender Studies  
(See Women's Studies)
**Geography**

**THE FACULTY**
Joe Hasty

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

**Learning Outcomes**
After completing an Associate of Arts degree in Social Sciences with an emphasis in Geography, a student will be able to:
- Analyze the controls, distribution, and classification of world climates;
- Compare and contrast different types of landscapes;
- Analyze spatially related problems related to current/recent geopolitical events.

**GEOGRAPHY:** For transfer information see assist.org and/or consult with a counselor.

**GEOGRAPHY: (A.A. degree)**
see social science A.A. degree with option in geography.

**GEOG 001 INTRO PHYSICAL GEOGRAPHY**
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This is a survey course of the physical earth and its impact upon human utilization of the environment. The earth is depicted as the home of people where the interrelationship of weather and climate, soil and vegetation patterns, landforms, minerals, and ocean basins are stressed as they relate to human activities. The various types of maps and their practical application are also considered. Pass/No Pass Option

**GEOG 002 INTRO CULTURAL GEOGRAPHY**
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
The study of systems of human technologies and cultural practices as developed in particular regions of the earth through time by human populations. People's relationship to the land is observed through the description and explanation of changes made on the earth's surface by human cultures. Pass/No Pass Option

**GEOG 002 HONORS INTRODUCTION TO CULTURAL GEOGRAPHY**
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
The study of systems of human technologies and cultural practices as developed in particular regions of the earth through time by human populations. People's relationship to the land is observed through the description and explanation of changes made on the earth's surface by human cultures. Pass/No Pass Option

**GEOG 006 WORLD REGIONAL GEOGRAPHY**
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University, University of California
World Regional Geography uses the theme of economic development to organize and present a variety of topics about the major regions of the world. Development is viewed from the perspective of the natural environment that provides the stage and materials for development, the cultural characteristics and social organizations, and the economic factors as they vary from region to region.

**Geographic Info. Systems**
(See Park Management)

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**Geology**

**THE FACULTY**
Robert Lopez

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

Geology is for explorers, for people interested in their surroundings and in the physical processes that shape the land. Explorers study mountains and valleys, oceans and atmospheres, earth and life through time, and the origins of the universe. Geology is a multidisciplinary science that applies the concepts of biology, chemistry, physics, mathematics, and engineering to the natural world. The multidisciplinary approach is what makes geology exciting and challenging for students with broad scientific interests and curiosity of how natural systems work through time and space. The blend of scientific reasoning and historical perspective gives geologists an important role in society where they can apply their skills to the complex interaction of humans and the natural systems (geologic hazards and natural resources). The exploration of geology is a hands-on discipline that is realized by working with hand specimens in the lab and seeing the earth system through field experience.

At West Valley College, students of geology can choose from a variety of courses offered through the Department of Geology and Department of Oceanography. Many of our courses fulfill the transfer requirements to four-year universities. Students should consult with the university they plan to attend to make sure that all lower division transfer requirements have been fulfilled.

**Learning Outcomes**
After completing an Associate of Science degree in Geology, a student will be able to:
- Use geological concepts to explain the physical planet, its change through time, and its influence on life through time;
- Apply observational skills and the scientific method to address problems in geology;
- Demonstrate oral and written communication skills.

**Career Options**
Fields of study include:
- engineering geology
- environmental geology
- geology
- geochemistry
- geophysics
- hydrogeology
- oceanography
- palaeontology
- volcanology

Most job opportunities available to geology graduates are in the private industry of engineering geology (evaluating sites for homes, commercial buildings, highways, tunnels, and other construction), environmental geology (environmental impact studies, evaluation and remediation of contaminated sites), and hydrogeology (development and control of water resources). Geologists are also employed in the discovery and extraction of earth's natural resources (oil, gas, coal, metallic and...
non-metallic ores). Government agencies (federal, state, county, and city) also employ geologists at all levels for planning and regulation (inspection and monitoring) activities. A degree in geology is an excellent background for teaching science at the secondary school level.

**Highlights:**

The Geology/Oceanography Department offers:
- Transferable courses (all courses fully transferable to CSU; all courses except GEOL 003, GEOL 005, and GEOL 020 fully transferable to UC),
- Half day and whole day field trips in the San Francisco and Monterey Bay regions,
- Overnight and week-long trips (GEOL 003) to western United States national parks,
- Course Web Pages and Online Study Guides.

**GEOLOGY:** For transfer information see assist. org and/or consult with a counselor.

**GEOLOGY (A.S. Degree)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 001AB General Chemistry</td>
<td>5-5</td>
</tr>
<tr>
<td>GEOL 001A Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 001B Historical Geology AND</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 002B Historical Geology Lab</td>
<td>1</td>
</tr>
<tr>
<td>GEOL 005 Mineralogy</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 020 Field Geology</td>
<td>2</td>
</tr>
<tr>
<td>MATH 003A Analytical Geometry &amp; Calculus</td>
<td>5-5</td>
</tr>
<tr>
<td>MATH 004A Intermediate Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MATH 004B Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 004ABC Engineering Physics</td>
<td>5-5-5</td>
</tr>
</tbody>
</table>

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

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

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

**GEOL 001A PHYSICAL GEOLOGY**

4 units

Lecture 3 hours; lab 3 hours

Acceptable for credit: University of California, California State University

This course provides an introduction to the field of science as applied to the study of the nature, properties, and distribution of earth materials; how the material forms, changes, and moves throughout the earth; and how landscapes develop. It is designed to serve both the non-science major and those students intending to major in the earth sciences. Pass/No Pass Option

**GEOL 001A Honors Physical Geology**

4 units

Lecture 3 hours; lab 3 hours

Acceptable for credit: University of California, California State University

Recommended preparation: MATH 902 or 902P Honors Physical Geology uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course provides an introduction to the field of science as applied to the study of the nature, properties, and distribution of earth materials; how the material forms, changes, and moves throughout the earth; and how landscapes develop. It is designed to serve both the non-science major and those students intending to major in the earth sciences.

**GEOL 001B HISTORICAL GEOLOGY**

3 units

Lecture 3 hours; lab 0 hours

Acceptable for credit: University of California, California State University

Theories of the origin of the earth, and a study of the evolutionary history of the earth as seen in the fossil and stratigraphic record. Emphasis on the development of the North American continent.

**GEOL 002B Historical Geology Laboratory**

1 unit

Lecture 0 hours; lab 3 hours

Recommended preparation: GEOL 001B or concurrent

Acceptable for credit: California State University

This course provides laboratory and field experience to introduce the field of historical earth science. It includes description of rocks, fossils, and geologic maps, directed to provide evidence for the theories of the evolution of the Earth. Time is spent in the field, both during the regular scheduled time plus one weekend.

**GEOL 015 GEOLOGY OF CALIFORNIA**

3 units

Lecture 3 hours; lab 0 hours

Acceptable for credit: University of California, California State University

Study of the geologic development of California in space and time as shown by sedimentary, igneous, and metamorphic rocks and associated faults, folds, and land forms. A background of earth science, although not required, will help the student considerably.

**GEOL 020 FIELD GEOLOGY**

2 units

Lecture 1 hour; lab 3 hours

Acceptable for credit: California State University

Study and practice in observing, mapping, and interpreting rocks and rock structures in the field. Locations studied depend on the season and interests of the class. In the past, work has been done in the Santa Cruz Range, the Diablo Range, Lassen Volcanic National Park, Yosemite National Park, the northern California Coast Range, and Point Reyes National Park. The class meets nominally one day per week. Saturday and weekend field trips are by arrangement.

**GEOL 030 REGIONAL GEOLOGY FIELD EXCURSION**

1 unit

Lecture 1 hour; lab 0 hours

Acceptable for credit: California State University

This is a weekend field lecture course, whose location may change from semester to semester, that allows students to study, through direct observation, the geologic history and processes that have formed and shaped the Earth. The course includes pre-trip lecture meetings that cover the fundamentals of geology and the geologic history of the specific location chosen for the trip. Hiking and overnight stay are required. The course is held in conjunction with ASTRO 030. Pass/No Pass Option

**GEOL 091, 093 DIRECTED STUDIES**

1-3 units (See department for schedule)

91 - Lecture 0 hours; lab 0 hours

93 - Lecture 0 hours; lab 0 hours

Prerequisite: Interview with a teacher or complete relevant course

Recommended preparation: MATH 902

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

Students may apply for Directed Studies in Geology, provided they have successfully completed sufficient course work to do advanced, independent work beyond the regular course curriculum. A project report is required.

**German**

(See World Languages)

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- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 5 for specific information.
- **RECOMMENDED** preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
Health Care Technologies

FACULTY
Kris Gaiero
Faraneh Javan

DIVISION Applied Arts & Sciences
DIVISION CHAIR Diane Hurd
DEPARTMENT CHAIR Kris Gaiero
PHONE 408-741-4019
EMAIL kris.gaiero@westvalley.edu
COUNSELING 408-741-2009

MEDICAL ASSISTANT
The Medical Assistant Program prepares students to work in the front and back office of a physician’s office, clinic, or other outpatient facilities. Multiple skills and areas of theory are taught so that graduates are prepared to assume an important and valuable role as a team member in health care delivery. Upon completion of all required courses, students are placed in an internship in a local health care facility. This is a valuable experience in applying the knowledge and skill acquired in class to the workplace.

Program Options
- Associate of Science Degree
- Certificate of Achievement

The following are required prior to entry into the internship:
- Statement of Eligibility for Internship
- Health statement and physical examination
- Current CPR certificate
- Completion of all required courses with a grade of C or better
- HTECH 054A
- HTECH 054B

Career Options
- ECG Technician
- Insurance Billing and Coding
- Insurance Account Representative
- Medical Administrative Assistant
- Medical Receptionist
- Medical Office Manager

COURSE SUBSTITION AND WAIVERS
Course substitution and waivers are approved by the department upon review of transcripts, course description, and evidence of proficiency in the subject matter.

CLINICAL ASSISTANT
The eleven-month Clinical Assistant program has been designed for individuals who are interested in working in the back office setting in a large clinic or outpatient facility. Clinical duties include obtaining and recording patients' height, weight, temperature and blood pressure, obtaining case histories, performing basic laboratory tests, preparing patients for and assisting with examinations, as well as office surgeries, taking EKGs, and sterilization of instruments and materials.

The program also includes instruction in the important areas of medical ethics and law, interpersonal relationships and patient care, appointment scheduling, telephone technique, and record management.

Upon completion of all required courses, students are placed in an internship with a local health care facility. This is a valuable experience in applying the knowledge and skill acquired in class to the workplace.

Program Option
- Certificate of Achievement

The following are required prior to entry into the internship:
- Statement of Eligibility for Internship
- Health statement and physical examination
- Current CPR certificate
- Completion of all required courses with a grade of C or better
- HTECH 054A

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

Upon completion of all required courses, students are placed in an internship in a local health care facility. This is a valuable experience in applying the knowledge and skill acquired in class to the workplace.

A Statement of Eligibility for Internship, a health statement and physical examination, and completion of all required courses with a grade of C or better are required to receive a Certificate of Proficiency.

MASSAGE THERAPY
The Massage Therapy Program prepares students with the theory, knowledge, and hands-on experience necessary for an entry-level position as a massage therapist. Students will learn basic Swedish, shiatsu, sports, and deep tissue massage. Upon completion, the graduates will be qualified to get their massage therapy licenses in the city of choice in the state of California.

Program Option
- Certificate of Achievement

Career Options
- Insurance Biller
- Medical File Clerk
- Medical Records Technician, entry-level
- Patient Account Representative
- Medical Secretary
- Medical Administrative Assistant
- Medical Office Management

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

Upon completion of all required courses, students are placed in an internship in a local health care facility. This is a valuable experience in applying the knowledge and skill acquired in class to the workplace.

Program Option
- Certificate of Achievement

The following are required prior to entry into the internship:
- Statement of Eligibility for Internship
- Health statement and physical examination
- Current CPR certificate
- Keyboarding proficiency of 35 wpm
- Basic word processing skills
- Completion of all required courses with a grade of C or better

医用保健技术

学科成员
克里斯·盖勒尔
法瑞恩·贾万

部门
应用艺术与科学

系主任
黛安·赫德

学生事务
408-741-4019

电子邮件
kris.gaiero@westvalley.edu

医疗助理
医疗助理课程旨在为学生提供在医院或诊所前厅或后厅工作的技能。多个技能和理论领域被教授，以便毕业生能够胜任团队中重要的角色。课程结束后，学生将被安排在本地医疗机构的实习中。这是一个在工作中应用知识和技能的重要经验。

课程选择
- 艺术与科学学士学位
- 成绩证书

以下是在实习前需要完成的：
- 实习前声明
- 健康陈述和体检
- 现场CPR证书
- 所有必修课程的成绩达到C或更高
- HTECH 054A
- HTECH 054B

职业选择
- 心电图技术员
- 保险账单员和编码员
- 保险帐户代表
- 医疗行政助理
- 医疗接待员
- 医疗办公室经理

课程替代和豁免
课程选择和豁免需经系部审核，并基于成绩单、课程描述以及相关领域的专业技能。

临床助理
临床助理课程是为有兴趣在大型诊所或门诊部后厅工作的学生设计的。临床职责包括测量患者身高、体重、体温和血压，获得病案，执行基本的实验室检查，为检查和手术准备患者等。

课程也包括医学伦理学和法律、人际交往、患者护理、预约安排、电话技巧等。

课程结束后，学生将被安排在本地医疗机构的实习中。这是一个在工作中应用知识和技能的重要经验。

课程选项
- 成绩证书

以下是在实习前需要完成的：
- 实习前声明
- 健康陈述和体检
- 现场CPR证书
- 所有必修课程的成绩达到C或更高
- HTECH 054A

保险账单员
保险账单课程旨在培训学生接收医疗索赔表单，将医学信息摘要（如诊断、预后和治疗日期）从患者记录中提取，并回答来自医生、患者和保险公司的问题。

完成所有必修课程后，学生将被安排在本地医疗机构的实习中。这是一个在工作中应用知识和技能的重要经验。

声明实习前的健康状况和体检为必修，且所有必修课程的成绩达到C或更高。

按摩疗法
按摩疗法课程旨在为学生提供理论知识和实践经验，以准备成为按摩治疗师。学生将学习基本的瑞典式、指压式、运动式和深组织式按摩。

课程结束后，毕业生将被授权在城市中或其他城市获得按摩治疗师的执照。

课程选项
- 成绩证书

职业选择
- 保险账单员
- 医疗文件管理员
- 医疗记录技术员，初级
- 患者账户代表
- 医疗秘书
- 医疗行政助理
- 医疗办公室管理

医疗行政助理
医疗行政助理课程专注于医疗办公室的多种多样和复杂的行政功能，包括人员监督、信用和收款程序，以及时间管理和资源管理。

课程结束后，学生将被安排在本地医疗机构的实习中。这是一个在工作中应用知识和技能的重要经验。

课程选项
- 成绩证书

以下是在实习前需要完成的：
- 实习前声明
- 健康陈述和体检
- 现场CPR证书
- 所有必修课程的成绩达到C或更高

- HTECH 054A

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- HTECH 054A

职业选择
- 医疗办公室管理
- 医疗文件管理员
- 医疗记录技术员，初级
- 医疗秘书
- 提名
- 医院单元协调员

办公室接待
办公室接待课程旨在为学生提供在医院或类似设置的前厅工作的技能。接待员需要有医学术语、诊断和程序编码的知识，以及法律要求。

完成所有必修课程后，学生将被安排在本地医疗机构的实习中。这是一个在工作中应用知识和技能的重要经验。

声明实习前的健康状况和体检为必修，且所有必修课程的成绩达到C或更好。

- HTECH 054A

职业选择
- 成绩证书

以下是在实习前需要完成的：
- 实习前声明
- 健康陈述和体检
- 现场CPR证书
- 所有必修课程的成绩达到C或更好

- HTECH 054A

职业选择
- 医院单元协调员
ORTHOPEDIC TECHNICIAN
West Valley College has worked in affiliation with Kaiser Hospital to develop this certificate program to promote career development and enhance job opportunities for Clinical Assistant or Medical Assistant students. Workplace settings can include hospitals, large medical clinics and orthopedic practices.

HEALTH CARE TECHNOLOGIES
There are seven programs in the department.
- HTECH 054A and HTECH 054B are to be taken upon completion of all required courses with a grade of C or better. See Program Director.

MEDICAL ASSISTANT (A.S. Degree)
Learning Outcomes
- Manage medical front office task and responsibilities
- Access and input patient information using electronic medical record systems
- Assist medical care providers in delivering patient care
To be awarded an A.S. degree, a student must complete:
1. All the Medical Assistant Certificate of Achievement requirements
2. Additional units to meet the college graduation requirements for an associate degree.
A certificate or degree will be awarded to those students achieving a grade of C or better in the major requirements listed above.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>H.ED 011.5</td>
<td>CPR/Basic Life Support .5</td>
</tr>
<tr>
<td>HTECH 001</td>
<td>Introduction to Health Care 1</td>
</tr>
<tr>
<td>HTECH 002</td>
<td>Medical Information Processing 2</td>
</tr>
<tr>
<td>HTECH 004</td>
<td>Structure and Function of the Human Body 3</td>
</tr>
<tr>
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<td>Basic Medical Terminology 3</td>
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<tr>
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<tr>
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<tr>
<td>HTECH 042</td>
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</tr>
<tr>
<td>HTECH 043</td>
<td>Basic Medical Accounting &amp; Record Keeping 3</td>
</tr>
</tbody>
</table>

Recommended Electives:
- COMM 012 Intercultural Communication 3
- Total Units 23

MEDICAL ADMINISTRATIVE ASSISTANT (Certificate of Achievement)
Learning Outcomes
- Manage medical front office task and responsibilities
- Access and input patient information using electronic medical record systems

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>H.ED 011</td>
<td>Cardiopulmonary Resuscitation .5</td>
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<tr>
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<tr>
<td>HTECH 054A</td>
<td>Internship 2</td>
</tr>
<tr>
<td>Plus 3 units of electives from below:</td>
<td></td>
</tr>
<tr>
<td>FD 027</td>
<td>Professional Image 3</td>
</tr>
<tr>
<td>COMM 012</td>
<td>Intercultural Communication 3</td>
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MEDICAL ASSISTANT (Certificate of Achievement)
Learning Outcomes

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</table>

HTECH 054A Internship 2
HTECH 054B Internship 2
HTECH 055 Vital Signs and Charting 2
HTECH 057 Sterile Techniques 2.5
HTECH 058 Laboratory Techniques 3
HTECH 063 Medication Administration 1.5
HTECH 064 ECG and Ortho Tech 2.5

Recommended Electives:
- CHS 002 Child Growth and Development 3
- COMM 012 Intercultural Communication 3
- FD 027 Professional Image 3
- HTECH 090 Medical Assisting Review 1
- Total Units 42

MEDICAL BILLING SPECIALIST (Certificate of Achievement)
Learning Outcomes
- Use medical terminology, diagnostic and procedural coding to process medical claim forms

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</tbody>
</table>

Recommended Electives:
- HTECH 054A Internship 2

Plus 3 units of electives from below:
- COMM 012 Intercultural Communication 3
- Total Units 23

INSURANCE BILLING SPECIALIST (Certificate of Achievement)
Learning Outcomes
- Use medical terminology, diagnostic and procedural coding to process medical claim forms

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</table>

Recommended Electives:
- CHS 002 Child Growth and Development 3
- COMM 012 Intercultural Communication 3
- FD 027 Professional Image 3
- HTECH 090 Medical Assisting Review 1
- Total Units 42

MEDICAL OFFICE RECEPTION (Certificate of Achievement)
Learning Outcomes
- Use communication skills to promote office/client relationships

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</tr>
<tr>
<td>HTECH 054A</td>
<td>Internship 2</td>
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</table>

Recommended Electives:
- COMM 012 Intercultural Communication 3
- Total Units 32.5

MEDICAL OFFICE RECEPTION (Certificate of Achievement)
Learning Outcomes
- Use communication skills to promote office/client relationships

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<td>HTECH 054A</td>
<td>Internship 2</td>
</tr>
</tbody>
</table>

Recommended Electives:
- CHS 002 Child Growth and Development 3
- COMM 012 Intercultural Communication 3
- FD 027 Professional Image 3
- HTECH 090 Medical Assisting Review 1
- Total Units 42

MASSAGE THERAPY (Certificate of Achievement)
Learning Outcomes
- Perform various modalities of massage therapy

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HTECH 004</td>
<td>Structure and Function 3</td>
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<tr>
<td>HTECH 005</td>
<td>Basic Medical Terminology 3</td>
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<tr>
<td>HTECH 008</td>
<td>Communication for Health Care 2</td>
</tr>
</tbody>
</table>

**PREREQUISITES AND COREQUISITES are MANDATORY.** See page 5 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- **RECOMMENDED preparations are ADVISORY.**
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>HTECH 070 Introduction to Holistic Medicine</td>
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<tr>
<td>HTECH 071ABasic Massage Therapy</td>
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</tr>
<tr>
<td>HTECH 071BShiatsu and Chair Massage</td>
<td>2</td>
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<tr>
<td>HTECH 054AInternship</td>
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<tr>
<td><strong>Total Units</strong></td>
<td><strong>17</strong></td>
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</tbody>
</table>

**ORTHOPEDIC TECHNICIAN**

(Certificate of Achievement)

Learning Outcomes

- Demonstrate skills in cast application and removal

**Recommended Preparations in Basic Skills:**

- Pass Option
- Pass/No Pass Option

**ORIENTATION TO HEALTH CARE PERSONNEL**

This course is designed specifically for, but not limited to, students in the Health Care Technology programs. The students have the opportunity to learn the basic anatomical and physiological components associated with each body system.

**Pass/No Pass Option**

**HTECH 005 BASIC MEDICAL TERMINOLOGY**

3 units  
Lecture 3 hours; lab 1 hour

**Recommended preparation:** HTECH 005

**Acceptable for credit:** California State University

**HTECH 006 ADVANCED MEDICAL TERMINOLOGY**

3 units  
Lecture 3 hours; lab 0 hours

**Prerequisite:** HTECH 005

**Acceptable for credit:** California State University

**HTECH 007 MEDICAL ETHICS & LAW**

2 units  
Lecture 2 hours; lab 0 hours

**Acceptable for credit:** California State University

**HTECH 008 COMMUNICATION FOR HEALTH CARE PERSONNEL**

2 units  
Lecture 2 hours; lab 0 hours

This course will provide instruction for the health care provider in the concept of team membership. Styles of communication, human needs, individual differences and cultural bases will be examined. The behavior, needs, and method of communication required by differing groups of patients (children, youths, elderly as well as those suffering from violence, homelessness, life altering illness or injury, chemical dependency, anger or depression, and those who are dying) will be represented.

**Pass/No Pass Option**

**HTECH 041 BASIC MEDICAL OFFICE BUSINESS PROCEDURES**

3 units  
Lecture 2 hours; lab 3 hours

**Recommended preparation:** HTECH 005

**Acceptable for credit:** California State University

This course provides instruction and practical application of administrative procedures in a medical office. These procedures include management of appointment schedules, telephone communications, medical record management, credit and collections, accounts receivable, accounts payable, personnel selection, training and supervision, and payroll record keeping.

**Pass/No Pass Option**

**HTECH 042 INSURANCE BILLING & CODING**

2 units  
Lecture 1 hour; lab 3 hours

**Recommended preparation:** HTECH 005 and MATH 103/103R

The students will receive instruction in the theory and practice of ICD-O (diagnostic) and CPT (procedural) coding as well as the billing of private and government health insurance programs for the medical office.

**Pass/No Pass Option**
HTECH 043 BASIC MEDICAL ACCOUNTING & RECORD KEEPING
2 units
Lecture 3 hours; lab 1 hour
Prerequisite: HTECH 042
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course covers instruction on eClinicalWorks (one of the leading Electronic Medical Software Programs in the Health care setting). Students have the opportunity to work hands on with the front office aspects of an EMR, such as scheduling, communicating with patients, referrals, telephone encounters, web encounters, using alerts, and using the interoperability messaging. It also gives students the opportunity to work hands on with tools such as a fax server and a scanner. Students have the opportunity to develop progress notes, templates, flow sheets, smart forms, order sets using features in the eClinicalWorks. Pass/No Pass Option

HTECH 044 ELECTRONIC MEDICAL RECORDS USING ECW
2 units
Lecture 1 hour; lab 4 hours
Recommended preparation: CA 010D
Prerequisite: HTECH 005, HTECH 041, HTECH 55
Acceptable for credit: California State University
This course covers instruction on eClinicalWorks (one of the leading Electronic Medical Software Programs in the Health care setting). Students have the opportunity to work hands on with the front office aspects of an EMR, such as scheduling, communicating with patients, referrals, telephone encounters, web encounters, using alerts, and using the interoperability messaging. It also gives students the opportunity to work hands on with tools such as a fax server and a scanner. Students have the opportunity to develop progress notes, templates, flow sheets, smart forms, order sets using features in the eClinicalWorks. Pass/No Pass Option

HTECH 054A INTERNSHIP
2 units
Lecture 0 hours; lab 0 hours
Prerequisite: All required courses for each certificate must be met prior to enrolling in HTECH 054A or 054B. See the Health Care Technologies section under Instructional Programs in this catalog for a list of required courses by certificate. Contact the Health Care Technologies Department Chair to verify that prerequisites have been met and to register in HTECH 054A and 054B.

Practical experience, under supervision, in hospital, clinic or physician's office, with classroom critique. Pass/No Pass Option

HTECH 054B INTERNSHIP
2 units
Lecture 0 hours; lab 0 hours
Prerequisite: All required courses for each certificate must be met prior to enrolling in HTECH 054A or 054B. See the Health Care Technologies section under Instructional Programs in this catalog for a list of required courses by certificate. Contact the Health Care Technologies Department Chair to verify that prerequisites have been met and to register in HTECH 054A and 054B.

Practical experience, under supervision, in hospital, clinic or physician's office, with classroom critique. Pass/No Pass Option

HTECH 055 VITAL SIGNS & CHARTING
2 units
Lecture 1 hour; lab 1 hour
Corequisite (Course required to be taken concurrently): HTECH 005
Recommended preparation: HTECH 005 and MATH 902
This course will give the students the opportunity to learn the theory and practice in stabilization, sterile technique, assisting with minor office surgery, and assisting with examinations and procedures in pediatrics, proctology, gynecology and obstetrics. Instruction in basic nutrition and diet therapy are taught. Pass/No Pass Option

HTECH 057 STERILE TECHNIQUES
2.5 units
Lecture 2 hours; lab 1.5 hours
Recommended preparation: HTECH 005 and MATH 902
This course explores beginning theory, practice and self-care, prevention of disease, and promotion of a healthy lifestyle. Pass/No Pass Option

HTECH 058 LABORATORY TECHNIQUES
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: MATH 902
Designed to develop knowledge and understanding of basic laboratory tests that may be done in a Medical Office, or sent to a reference laboratory; specimen collection, analytical techniques, normal values and interpretation of abnormal values. Pass/No Pass Options

HTECH 063 MEDICATION ADMINISTRATION
1.5 units
Lecture 1 hour; lab 1.5 hours
Recommended preparation: HTECH 005 and MATH 902
This course will give the Health Care students an opportunity to learn the theory and practice of administration of parenteral medications including site selection, safety factors, techniques, as well as medication dosage calculations (medication math). Pass/No Pass Option

HTECH 064 ECG & ORTHO TECHNICIAN
2.5 units
Lecture 1.5 hours; lab 3 hours
Recommended preparation: HTECH 005 and MATH 902
This course offers participants the didactic and practical skills necessary to perform 12-lead electrocardiograms (ECGs) and provide care for orthopedic patients in acute and clinical setting.

In addition, this course introduces the participants to medical office first aid procedures and basic physical therapy modalities. Pass/No Pass Option

HTECH 065 VITAL SIGNS & CHARTING
2 units
Lecture 1 hour; lab 1 hour
Corequisite (Course required to be taken concurrently): HTECH 005
Recommended preparation: HTECH 005 and MATH 902
This course introduces students to the theory, technique, and practice of Shiatsu/Acupressure and on-site chair massage. The five-element theory of Asian medicine is discussed and interpreted. This course also covers meridian theory, diet and lifestyle, chi/force, comparison and contrast of Eastern and Western medicine, and the philosophy of holistic health. Students have the opportunity to learn to give a complete Shiatsu on-site massage and on-site chair massage. Incorporated with each class are short sessions of yoga/stretching and/or meditation.

HTECH 070 INTRODUCTION TO HOLISTIC MEDICINE
1 unit
Lecture 0.5 hours; lab 1.5 hours
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course is an introduction to newer forms of alternative medicine including diet and nutrition, yoga, meditation, homeopathy, aromatherapy, massage therapy, and acupuncture. In this course the four aspects of complete health (spiritual, emotional, mental, and physical health) are discussed. The emphasis is on assisting people to understand and help themselves, on education and self-care, prevention of disease, and promotion of a healthy lifestyle. Pass/No Pass Option

HTECH 071A BASIC MASSAGE THERAPY
2 units
Lecture 1 hour; lab 1 hours
Corequisite: HTECH 004
Recommended preparation: MATH 902
This course offers participants the didactic and practical skills necessary to perform 12-lead electrocardiograms (ECGs) and provide care for orthopedic patients in acute and clinical setting.

In addition, this course introduces the participants to medical office first aid procedures and basic physical therapy modalities. Pass/No Pass Option

HTECH 071B SHIATSU & CHAIR MASSAGE
2 units
Lecture 1 hour; lab 1 hours
Corequisite: HTECH 004
Recommended preparation: MATH 902
This course offers participants the didactic and practical skills necessary to perform 12-lead electrocardiograms (ECGs) and provide care for orthopedic patients in acute and clinical setting.

In addition, this course introduces the participants to medical office first aid procedures and basic physical therapy modalities. Pass/No Pass Option

HTECH 075 INTRODUCTION TO AROMATHERAPY FOR HEALTHCARE PROFESSIONALS
2 units
Lecture 2 hours; lab 0 hours
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course explores beginning theory, practice and hands-on application of aromatherapy essential oils. Students develop a deep understanding of safety and efficacy and learn to integrate the use of therapeutic essential oils into a healthcare practice. Topics include an introduction to 16 practical essential oils, history, blending and diffusion techniques, family care and treatments for specific conditions. Pass/No Pass Option
Health Education

THE FACULTY
Patricia Louderback

DIVISION  Physical Education
DIVISION CHAIR  Joan Worley
DEPARTMENT CHAIR  Patricia Louderback
PHONE  408-741-4604
EMAIL  patricia.louderback@westvalley.edu
COUNSELING  408-741-2009

Learning Outcomes
After completing courses in Health Education, a student will be able to:
• Identify one or more health-related behaviors in physical, social, emotional, intellectual, spiritual, and/or environmental health and the risk and protective factors which influence individual and community health behaviors.
• Identify immediate and long-range effects of health-related behaviors.
• Select valid, reliable, and credible sources of information about health needs, interests, and concerns.

H.ED 005 FIRST AID/CPR/AED: RESPONDING TO EMERGENCIES
2 units
Lecture 2 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course teaches the principles and applications of first aid and safety so that the student can correctly respond during an emergency. First Aid instruction includes techniques to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until advanced medical help arrives. In addition to First Aid, this course includes instruction in Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED). Successful completion leads to certification in “Responding to Emergencies” and “CPR/AED” of the American Red Cross. Pass/No Pass Option

H.ED 008 CONTEMPORARY HEALTH
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course studies current health issues and considers the biological, psychological, and sociological aspects of health wellness and disease. Topics include the latest information on stress, mental health, drug abuse, nutrition, exercise, weight loss, sexuality, chronic disease, cardiovascular disease, communicable disease, aging, etc. Transferable to UC and CSU. Satisfies General Education area E. This course meets the Health Education requirement for California Teaching Credentials. This is a information competency infused course. Pass/No Pass Option

H.ED 010 HUMAN SEXUALITY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course surveys human sexuality as studied from the biological, psychological, and sociological perspectives. Topics include sexual anatomy and physiology, the physiology of sexual response, conception-pregnancy-childbirth, sexual health, birth control, sexual orientation, gender identity, relationships, sexual variation, sexual dysfunction, and sexual decision making. Historical issues and the major contributors of sexual research are also reviewed. Pass/No Pass Option

H.ED 11.5 CARDIOPULMONARY RESUSCITATION - BASIC LIFE SUPPORT FOR PROFESSIONALS
0.5 unit
Lecture 1 hour (over 9 weeks); lab 0 hours
Cardiovascular Disease is a leading cause of death. This course focuses on the cardiac chain of survival and includes the study of how to recognize and respond to cardiac and respiratory emergencies for the adult, child, and infant. Additional topics include the principles and application of CPR and the Automated External Defibrillator, as well as advanced airway management, victim and rescuer safety, and the prevention of disease transmission. Recommended for individuals with a professional duty to respond to emergencies. Pass/No Pass Option

H.ED 012 STRESS MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
Stressors are a component of daily life. How one deals with these stressors determines whether that stress will produce growth or the breakdown of body systems. This course will help the student understand the basic principles of holistic stress management through the presentation of coping skills, the study of the mind-body relationship in stress management (psychology of stress), cognitive reappraisal of daily life stressors, and techniques to deal with these stressors. These cognitive strategies and relaxation techniques are the cornerstones for optimal health and will help one, throughout life, to manage stressors in a healthful and productive manner. Pass/No Pass Option

History

THE FACULTY
Stephen Juarez
Tim Kelly
Melvin Pritchard

DIVISION  Social Science
DIVISION CHAIR  Stephen Juarez
DEPARTMENT CHAIR  Stephen Juarez
PHONE  408-741-2556
EMAIL  stephen.juarez@westvalley.edu
COUNSELING  408-741-2009

The study of history provides students with a descriptive overview and critical consideration of the development of the several civilizations included among the course offerings.

Learning Outcomes
After completing an Associate of Arts degree in History, a student will be able to:
• Describe how the social, political, intellectual, and economic systems of a particular society change over time;
• Analyze how the interplay of multiple factors in a society including intellectual, economic, demographic, and cultural variables resulted in particular historical outcomes;

Career Options
• Archivist
• Business Person
• Government Service
• Journalist
• Lawyer
• Librarian
• Museum Curator
• News Analyst, Reporter, Correspondent
• Researcher
• Social Scientist
• Teacher
• Writer

Degree
A.A., History

HISTORY: For transfer information see assist.org and/or consult with a counselor.

HISTORY (A.A. DEGREE)

Major Requirements

Course  Units
HIST 004A  History of Western Civilization 3
HIST 004B  History of Western Civilization 3
HIST 017A  U.S. History 3
HIST 017B  U.S. History 3

Choose 6 Units of Electives from HIST 008A, 008B, 012, 014, 016, 020

Requirements vary somewhat among four-year institutions. Consult the department advisor and counselor for transfer requirements of the institution of your choice. To be awarded an A.A. Degree, a student must complete

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

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
HIST 003 ASIAN AMERICAN HISTORY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
History 003 examines and compares the diverse historical experiences of major Asian American groups since the mid-nineteenth century. Topics that this course covers include: origins of emigration, the formation and transformation of community and political identity; gender and family life; interethnic and intergenerational conflict; interracial unions; and the changing roles of Asian Americans in American society.

HIST 004A WESTERN CIVILIZATION I: PREHISTORY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
History 4A is a survey of the political, economic, social, cultural and religious development of western civilization from prehistoric times through the Protestant Reformation. Subject areas include Mesopotamia, Egypt, the Old Testament, Greece, Rome, The Middle Ages, the rise of Christianity, the Renaissance and Protestant Reformation.

HIST 004A HONORS HISTORY OF WESTERN CIVILIZATION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
The Western Civilization — Honors course traces the evolution of western culture from prehistoric times through the Protestant Reformation. In a small group setting, students are encouraged to explore and critically evaluate the important themes in the western tradition. Special emphasis is given to literary, religious and political achievements of the Greco-Roman and Christian eras.

HIST 004B WESTERN CIVILIZATION II: 1500 CE TO PRESENT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
History 004B is a survey of the political, social, economic and cultural development of western civilization from 1600 to the present. The course starts with the 17th century revolutions in England, which paved the way for the later industrial revolution, the French revolution and the rise of the middle class. Nationalism, socialism, and imperialism are covered in the 19th century, while the Bolshevik and communist revolt in China, World Wars I and II, and the contemporary age are featured in the 20th century.

HIST 005A WORLD HISTORY: PREHISTORY TO 1500
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course provides a comparative, interactive investigation and analysis of World History as related to the development of the modern world. Five geographic regions surveyed include: Asia/Pacific Islands, Africa, Europe, North America and South America. Students are acquainted with the major historical trends and developments in World History from Prehistory to 1500. The methods of historical analysis and interpretation are addressed through survey of cultural, economic, political, social and technological similarities and differences between civilizations. Students examine issues relevant to understanding race, culture, class, ethnicity, gender, religion, disabilities and sexualities in human societies through World History.

HIST 005B WORLD HISTORY FROM 1500
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course provides a comparative and interactive investigation of World History as related to the development of the modern world. Five geographic surveyed include: Africa, Asia/Pacific Islands, Europe, North and South America. Students are acquainted with the major historical events and trends in world history from 1500. Historical analysis and interpretations are surveyed through comparative examination of the economic, cultural, political, social and technological commonalities and differences between human societies. Students examine the implications of race, gender, class, ethnicity, religion, disability and sexualities in human societies over time.

HIST 008A HISTORY OF LATIN AMERICA/ CARIBBEAN, PREHISTORY TO 1825
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
History 8A surveys the political, economic, and development of Latin America from the 19th century until the present. Topics include independence, nationalism, revolution, dependency, race, and culture. Emphasis is also placed on the relationship between Latin America and the United States.

HIST 008B HISTORY OF LATIN AMERICA/ CARIBBEAN, 1825 TO PRESENT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
History 8B surveys the political, economic, and development of Latin America from the 19th century until the present. Topics include independence, nationalism, revolution, dependency, race, and culture. Emphasis is also placed on the relationship between Latin America and the United States.

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- RECOMMENDED preparations are ADVISORY.
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HIST 012 AFRICAN AMERICAN HISTORY 3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
History 12 surveys the political, economic, and development of African-Americans from the 1619 to the present. Topics include Africans before European contact and slavery in the US, abolitionism, the Civil War, Reconstruction, the rise and resistance to Jim Crow, WWI, WWII, the Civil Rights movement, and the present state of African-Americans.

HIST 014 HISTORY OF THE NATIVE NORTH AMERICAN 3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
History 14 is a history of Native Americans who lived in the area, which is now the United States from pre-European settlement to the present day. This course includes the primary political, economic and social factors of American historical development, emphasizing their effects on Native Americans. In conjunction with this historical perspective, the course stresses the ecological lifestyle of Native Americans, exclusive of the Indians of Mexico.

HIST 016 MEXICAN-AMERICAN HISTORY 3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course introduces students to the history of the United States and the Mexican-American experience from the Colonial Period to the present. The course emphasizes the role and life experiences of Mexican-Americans in the historical evolution of the political, economic and socio-cultural institutions of the United States.

HIST 017A UNITED STATES HISTORY 3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
HIST 017A is a survey of the political, economic, and social and cultural development of the United States from the pre-Colonial period through the Civil War. Topics covered include indigenous and European influence on the development of the colonies, the causes and consequences of the War of Independence, the ideological origins of republicanism and principles of the United States Constitution, early industrialization, westward expansion, foreign policy, sectional conflict, slavery and its impact on race relations, abolition and other reform movements, and the Civil War. Pass/No Pass Option

HIST 017B UNITED STATES HISTORY 3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
HISTORY 017B is a survey of the political, economic, and social and cultural development of the United States from Reconstruction to the present. Topics covered include Reconstruction, Native American culture and western settlement, Industrialization, the Progressive Era, World War I, the Twenties, the New Deal, and World War II. Also covered are domestic, social, and foreign policy issues of the post-World War II period from the 1950s through the 1990s, including reform movements, Vietnam, the Civil Rights and other ethnic movements, the Feminist Movement, popular culture, and post-Cold War foreign policy. Pass/No Pass Option

HIST 017BH HONORS UNITED STATES HISTORY 3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors HIST 017B is a survey of the political, economic, and social and cultural development of the United States from Reconstruction to the present. Topics covered include Reconstruction, Industrialization, the Progressive Era, World War I, the Twenties, the New Deal and foreign policy issues of the post-World War II period including the 1950s and 60s, Vietnam and Watergate. This course also highlights the development of California State and local governments.

HIST 020 HISTORY & GEOGRAPHY OF CALIFORNIA 3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course examines historical qualities that make California geographically and historically unique, including race and ethnicity, class and gender conflict, state and local politics, and economics from the pre-Spanish missionization period up to the present day.

HIST 034 HISTORY OF THE MIDDLE EAST 3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is designed to serve as an introduction to the History of the Middle East. The course offers a combination of chronological and topical approaches including the rise of Islam, the Caliphate, the Arab conquests, the Ottoman and Safavid Empires through Western colonialism, the nationalist response to western influence and the rise of fundamentalisms. Pass/No Pass Option

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

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

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The West Valley College Honors University Transfer Program is one of the institution's primary instruments for advanced academic excellence and scholastic training within a critical-thinking mode. The program's primary mission is to create and maintain an alternative curriculum model which, by virtue of its interdisciplinary structure, ensures course enrichment and accelerates the intellectual and creative development of high-ability students.

Program Description
Honors Program courses require a higher level of analysis in order to benefit from an innovative curriculum model called a transdisciplinary unit, which expands the concept of team-teaching and interdisciplinary instruction. An Honors Program team consists of three to four instructors who coordinate their course content and methods. The Honors Program concentrates on three instructional themes (two per semester): Civilizations of the World, Science: Inquiry and Applications, and Thought and Politics. Each transdisciplinary unit offers an integrated curriculum without sacrificing the integrity and rigor of the content of the specific disciplines. Students have the option of enrolling in one, two, or three courses depending on prerequisites, the number and type of general education courses already completed, and the requirements of their majors.

By design both our Honors Program instruction and counseling services challenge students to be involved, communicate better and meet academic standards and expectations. As a team, both counseling faculty and program coordinator work effectively to support students and address any personal, academic, family-related concerns they may experience in pursuit of their academic and transfer goals.

Most students are aware of the Transfer Alliance Program (TAP) with UCLA. Honors students who wish to transfer under the terms of the transfer alliances with selected universities receive priority consideration.

To qualify for the TAP agreement, Honors Program students must complete six or more Honors courses (18 units) with a 3.25 or higher GPA (specific to majors) by the time they complete 60 or more transferable units. Additional transfer opportunities provide students with a competitive edge when applying to other colleges and universities throughout the country.

Course enrollment is limited to approximately 20 students. Because students often register for more than one course within a transdisciplinary unit, the Honors program encourages peer support study groups, and esprit de corps.

Course Content and Methodology
The difference between the Honors curriculum and the traditional curriculum is qualitative. The Honors curriculum allows for more individualized, interdisciplinary, experiential, and collaborative learning experiences. Students will participate in advanced seminars as well as independent projects. Knowledge will be demonstrated primarily through written assignments and oral presentations.

Courses in the Honors Program have been selected to fulfill University of California and California State University general education requirements.

Please refer to the following descriptions of each specific honors course listed in order to find course description, units and prerequisites.

ANTHR 003H HONORS INTRODUCTION TO CULTURAL ANTHROPOLOGY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University

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

ART 001AH HONORS SURVEY OF WESTERN ART I
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University

Honors Survey of Western Art I uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course is a general survey of painting, sculpture, and architecture in the western world from prehistoric times through the Gothic period, using art as a reflection of human interaction with events of the time, emphasizing aesthetic, cultural, and historical values. Pass/No Pass Option

ART 001BH HONORS SURVEY OF WESTERN ART II
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: Pre-approval into Honors Program.
Acceptable for credit: University of California, California State University

This course is a general survey of painting, sculpture, and architecture in the western world from the Renaissance to the present day, emphasizing the evolution of the changing attitudes toward form and content. Honors Survey of Art II uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit.

ART 001DH HONORS ART OF THE 20TH CENTURY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University

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

ART 004H HONORS ART APPRECIATION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University

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

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• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
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ASTRO 001H HONORS ASTRONOMY
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
Honors Astronomy uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This is a course in descriptive Astronomy, covering the entire panorama of evolution: the birth, life, and death cycle of stars, the birth, life, and death cycle of galaxies, the origin of the entire universe, the origin of planets, and the beginnings of life on earth. With that as a foundation, the possibility of communicating with distant technical civilizations is discussed.

ASTRO 002H HONORS ASTRONOMY LABORATORY
1 unit
Lecture 0 hours; lab 1 hour
Corequisite: Must be taken concurrently with ASTRO 001H
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
Honors Astronomy Laboratory uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This lab uses a hands-on approach to learning astronomical data-collecting methods, reinforcing concepts learned in Astronomy 1. Methods include use of the planetarium, celestial globes, “homemade” instruments such as sundials, and astronomical photographic plates of stars and galaxies.

BIO 011H HONORS HUMAN BIOLOGY
4 units
Lecture 3 hours; lab 1 hour
Acceptable for credit: University of California, California State University
Honors Human Biology uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This is an introductory biology course that uses humans as the model for understanding and applying the principles and concepts of biology. Emphasis is placed on using critical thinking skill to find solutions to everyday problems. Topics include the scientific method, cell structure and function, the physiology of human nutrition, circulation, excretion, reproduction, heredity, and how humans are related and adapted to their environment. Laboratory work includes hands-on application of concepts discussed in lectures. This course will be of particular interest to students considering careers in health. This course meets the same general education requirements as Bio 010. Biology 011 is not open to students who have completed Biology 010 with a grade of C or better.

COMM 010H HONORS PERSUASIVE SPEAKING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 905
Recommended preparation: ESL 65GW
Acceptable for credit: University of California, California State University
Honors Persuasive Speaking uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. In this course attention is given to developing the ability to prepare and present persuasive messages and the ability to listen critically and evaluate persuasive messages.

COMM 020H HONORS ARGUMENTATION & DEBATE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 905
Recommended preparation: ESL 65L strongly recommended for ESL students
Acceptable for credit: University of California, California State University
In Argumentation and Debate, students will learn the means of discovering and supporting intelligent decisions and effectively presenting them orally. The study of rhetorical theory and practice will be adapted to the content presented in the Honors Program units Thought and Politics and Science Inquiry and Application. Students will be expected to present arguments which demonstrate a higher level of analysis and breadth acquired by the Corequisite courses and supported by Dialogue searches.

ECON 001AH HONORS PRINCIPLES OF MACROECONOMICS
3 units
Lecture 3 hours; lab 0 hours
Corequisite: Course required to be taken concurrently ECON 002A
Acceptable for credit: University of California, California State University
An introduction to macroeconomic analysis and Honors Principles of Macroeconomics uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course is an introduction to macroeconomic analysis and principles. It provides an analysis of the economy as a whole including: determinants of the level of income, employment, and price; money and banking; economic fluctuations; economic development. It also covers the study and analysis of the institutions and processes of the economy as a whole. This class must be taken concurrently with online laboratory Econ 2A.

ECON 001BH HONORS PRINCIPLES OF MICROECONOMICS
3 units
Lecture 3 hours; lab 0 hours
Corequisite: Course required to be taken concurrently ECON 002B
Acceptable for credit: University of California, California State University
Honors Principles of Microeconomics uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course provides an introduction to microeconomics. The class analyzes the allocation of resources and the distribution of income through a price system, economic theory related to demand, production, competitive and non-competitive product markets. The course analyzes the role of public policy in the economy.

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 05S. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

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ENGL 001CH HONORS CLEAR THINKING &WRITING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
Honors Critical Thinking and Writing uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course offers instruction and practice in methods of critical thinking and formal argument writing, emphasizing the following: the principles of classical argument structure and methods of reasoning; analysis and evaluation of rhetorical argument; identification of the assumptions underlying a given argument; identification and critique of fallacies in arguments; and analysis of language use and its implications in argument writing. Students in this course practice critical thinking by writing substantive arguments, essays, and a documented research paper.

ENGL 001CH HONORS CRITICAL THINKING &WRITING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
Honors Critical Thinking and Writing uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course offers instruction and practice in methods of critical thinking and formal argument writing, emphasizing the following: the principles of classical argument structure and methods of reasoning; analysis and evaluation of rhetorical argument; identification of the assumptions underlying a given argument; identification and critique of fallacies in arguments; and analysis of language use and its implications in argument writing. Students in this course practice critical thinking by writing substantive arguments, essays, and a documented research paper.

ENGL 006AH HONORS WORLD LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A.
Acceptable for credit: University of California, California State University
Honors World Literature uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course surveys literature from around the world produced from the beginnings of oral history up to the year 1650. This course emphasizes literature outside the Anglo-American tradition. Students analyze and compare texts representing various genres from different cultural regions, including Africa, Asia, Europe, the Middle East, Latin America, and the Pacific Islands. Through this cross-cultural study of literature, students engage in thinking critically about cultural diversity and related issues such as global migrations, international power dynamics, and transnational patterns of inequality in a world context. Pass/No Pass Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
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ENGL 006BH HONORS WORLD LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
Honors World Literature uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course surveys literature from around the world produced between 1650 and the present. This course emphasizes literature outside the Anglo-American tradition. Students analyze and compare texts representing various genres from different cultural regions, including Africa, Asia, Europe, the Middle East, Latin America, Australia, and the Pacific Islands. Through this cross-cultural study of literature, students engage in thinking critically about cultural diversity and related issues such as global migrations, international power dynamics, and transnational patterns of inequality in a world context. Pass/No Pass Option

ENGL 043H HONORS CLASSICAL MYTHOLOGY
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
Honors Classical Mythology uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. Using translations of epic, poetic, and dramatic texts of classical writers and philosophers, this course examines the meaning and function of myth in the literature of Ancient Greece and Rome as well as its recurrence and significance in modern works. Pass/No Pass Option

ENGL 048H HONORS INTRODUCTION TO SHAKESPEARE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
Honors Introduction to Shakespeare is being created to provide a unique course outline for the Honors course version of an existing course. The content remains the same, but the delivery methods include a higher standard of rigor based on more individualized and experiential instruction. In this course students read, view, and critically analyze a selection of Shakespeare’s major plays and poetry. The course provides overviews of the historical and political events of Shakespeare’s age, the religious and philosophical ideas of the Early Modern period, and modern critical approaches to Shakespeare’s works. In addition, the course gives students opportunities to evaluate productions of Shakespeare’s plays. Pass/No Pass Option

ENGL 049H HONORS MODERN FICTION
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
Honors Modern Fiction uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course focuses on reading and analyzing fiction from the Modern Period (1895-1945). It also covers Pre-modern literary movements and Postmodern texts. It fulfills general education requirement for literature.

GEOL 002H HONORS INTRODUCTION TO CULTURAL GEOGRAPHY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
The study of systems of human technologies and cultural practices as developed in particular regions of the earth through time by human populations. People’s relationship to the land is observed through the description and explanation of changes and/or lack of changes made on the earth’s surface by human cultures.

GEOL 001AH HONORS PHYSICAL GEOLOGY
4 units
Lecture 3 hours; lab 1 hour
Recommended preparation: MATH 902 or 902P
Acceptable for credit: University of California, California State University
Honors Physical Geology uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course provides an introduction to the field of science as applied to the study of the nature, properties, and distribution of earth materials; how the material forms, changes, and moves throughout the earth; and how landscapes develop. It is designed to serve both the non-science major and those students intending to major in the earth sciences.
HIST 004A HONORS HISTORY OF WESTERN CIVILIZATION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors HIST 004A is a survey of the political, social, economic, and cultural development of western civilization from 1600 to the present. It is an interdisciplinary approach to the important themes in the western tradition. Special emphasis is given to religious, political, and intellectual achievements.

HIST 004B HONORS HISTORY OF WESTERN CIVILIZATION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors HIST 004B is a survey of the political, social, economic, and cultural development of western civilization from 1600 to the present. It is an interdisciplinary approach to the important themes in the western tradition. Special emphasis is given to religious, political, and intellectual achievements.

HUMAN 001B HONORS HUMAN VALUES IN & FROM THE ARTS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors HUMAN 001B is a continuation of Humanities 1A from Renaissance, to the present. It is an interdisciplinary approach to cultural epochs through the use of thematic materials, ideas and values.

MUSIC 002H HONORS MUSIC HISTORY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors Music History uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course is a chronological study of music from 1750 to the present, with emphasis on stylistic considerations as demonstrated by significant composers and their representative works.

PHIL 004H HONORS PATTERNS IN COMPARATIVE RELIGION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the critical, comparative study of religion. The student will be introduced to the responses offered by the major Western and non-Western religions to perennial problems of human life. Major topics include: characterization of the religious vs. the secular point of view; arguments in favor of the religious stance; arguments in opposition to the religious stance; the relationship of religion to science, ethics, and philosophy; the nature and validity of religious knowledge; the beliefs of major world religions and how these beliefs are expressed; how different religious beliefs affect the culture and history of European, Arabic, and Oriental peoples.

POLIT 001H HONORS AMERICAN GOVERNMENT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors American Government uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course examines democracy as a cultural expression in the USA. The course explores and analyzes indigenous dance forms including the social, political, economic, and religious significance.
POLIT 003H HONORS INTRODUCTION TO POLITICAL SCIENCE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University

Honors Introduction to Political Science uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course is an introduction to political theory analyzing the ideological origins of nation-states from direct democracy to totalitarian forms of government. This course may be used to meet Social Science Area D requirements in the General Education pattern for transfer to the California State University System.

PSYCH 002H HONORS EXPERIMENTAL PSYCHOLOGY WITH LAB
4 units
Lecture 3 hours; lab 3 hours
Prerequisite: PSYCH 1
Corequisite: MATH 10
Recommended preparation: MATH 106/106R
Acceptable for credit: University of California, California State University

The course introduces the student to the theory and application of the scientific method with particular emphasis in the area of physiology and behavior. A computerized psychophysiology laboratory will be used to introduce students to (1) experimental design and analysis, and (2) theoretical and methodological concepts in psychophysiological research, which investigates the relationship between physiological events and behavior. General areas covered include: philosophy of science, research design, experimental procedures, data analysis, synthesis, evaluation, and summary. Elementary statistics will be incorporated into the course using actual data collected from experiments conducted during laboratory sessions. Computer modeling will be compared and contrasted with empirical research as a problem solving method. Primary references used for experimental write-ups and the final research project will require data base searching on Dialog.

SOC 002H HONORS SOCIAL PROBLEMS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University

Honors Social Problems uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course offers an introduction to the sociological perspective in dealing with contemporary social problems. Drug addiction, poverty, violence, mental illness, the environment, aging and other areas of societal concerns are examined. Available community resources to help deal with and arrive at solutions to these problems are also explored. Pass/No Pass Option

THEAR 010H HONORS THEATRE APPRECIATION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University

Honors Theatre Appreciation uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course presents an overview of the world of theatre, including dramatic literature, technical theatre, production techniques and the critical evaluation of productions.

THEAR 015H HONORS INTRODUCTION TO FILM
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University

This course is intended as a critical analysis of the film media from an audience perspective. Elements of film production from cinematic structure, style and historical perspective 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. Pass/No Pass Option
HUMANITIES

DIVISION: Social Science
DIVISION CHAIR: Stephen Juarez
DEPARTMENT CHAIR: Nichola Gutierrez
PHONE: 408-741-2557
EMAIL: nichola.gutierrez@westvalley.edu
COUNSELING: 408-741-2009

Learning Outcomes
After completing courses in Humanities, a student will be able to:

- Analyze major cultural attributes such as literary, musical, artistic and religious representing a variety of civilizations;
- Evaluate changes in humanistic traditions using cross-cultural and historical comparisons.

HUMANITIES: For transfer information see assist.org and/or consult with a counselor.

HUMAN 001A HUMAN VALUES IN & FROM THE ARTS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is designed to show integration of the visual, literary and musical arts within a historical context from the ancient world to the Early Renaissance. It is an interdisciplinary approach to cultural epochs through the use of thematic materials, ideas and values. Pass/No Pass Option

HUMAN 001BH HONORS HUMAN VALUES IN & FROM THE ARTS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors HUMAN 001BH 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.

HUMAN 002 INTRODUCTION TO HUMANITIES IN AMERICA
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This class is an historical survey of the arts and culture of the United States from the earliest civilizations to the present. It includes, but is not limited to, the contributions to art, music, literature, dance and theater of African Americans, Native Americans, Asian Americans, Hispanic Americans, and Jewish Americans.

HUMAN 003 LATIN AMERICAN ARTS & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is designed to show integration of the visual, literary and musical arts within a historical context from the earliest civilizations to the present. It includes, but is not limited to, the contributions to art, music, literature, dance and theater of African Americans, Native Americans, Asian Americans, Hispanic Americans, and Jewish Americans.

HUMAN 004 INTRODUCTION TO HUMANITIES IN AMERICA
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is designed to show integration of the visual, literary and musical arts within a historical context from the ancient world to the Modern Age. This course is an interdisciplinary approach to cultural epochs through the use of thematic materials, ideas and values. This course is designed to illustrate the integration of visual, literary, and musical arts and cultural values from Western and Asian perspectives.

Information Competency
(See Library & Info. Studies: Library 004)

Interdisciplinary Studies

DIVISION: Student Services
DIVISION CHAIR: Carol Pavan
DEPARTMENT CHAIR: Melissa Salcido
PHONE: 408-741-2102
EMAIL: melissa.salcido@westvalley.edu
COUNSELING: 408-741-2009

IS 040 TUTOR TRAINING
0.5 units
Lecture 1.5 hours; lab 0 hours
Prerequisite: A or B in appropriate academic course and recommendation from a faculty member in the appropriate discipline.
Acceptable for credit: California State University
The purpose of this course is to train tutors to help students as peers to maximize their learning potential. However this course is also suitable for any college student whether or not he/she intends to become a tutor. In a class/lecture discussion format, we will explore topics such as communication skills, tutoring techniques, study skills, test taking skills (which will reduce anxiety), stress management, campus resources, cross-cultural communication, and problem solving skills and learning disabilities. Directly beneficial to tutors as well as other students, the communications skills learned in this course will be transferred to other students in order to help them become more successful as well. Peer tutors teach.

IS 040E TUTOR TRAINING
1 unit
Lecture 1 hour; lab 0 hours
Prerequisite: A or B in appropriate academic course and recommendation from a faculty member in the appropriate discipline.
This course is designed to train students to be peer writing tutors. However, skills covered in this course are also applicable to academic and personal success in settings other than peer tutoring. Topics include communication skills, tutoring techniques, the writing process, study skills, learning styles, essay exam strategies, problem solving skills, and student support services. Students who enroll in this course are eligible to apply to be hired as peer writing tutors; however, course enrollment or completion does not guarantee employment. Pass/No Pass Only
**Interior Design**

**DIVISION** Applied Arts & Sciences  
**DIVISION CHAIR** Diane Hurd  
**DEPARTMENT CHAIR** Christopher Wright  
**PHONE** 408-741-2049  
**EMAIL** christopher.wright@westvalley.edu  
**COUNSELING** 408-741-2096

**FACULTY ADVISORS**  
Cogdill Bulut (A-F) 408-741-4638  
Diane Hurd (G-L) 408-741-2406  
Jane Lily (M-Re) 408-741-2081  
Christopher Wright (R-Z) 408-741-2049

**The Program**

The Interior Design Program has a comprehensive, professional curriculum that provides courses focusing on the vital and basic aspects of interior design. Throughout the program, emphasis is placed on the fundamental relationship of interior design and the visual and decorative arts.

In addition to interior design certificates, the program offers specialty certificates that promote professional development in terms of successful course completion, alternative basic skills, and enhanced workforce development. These certificates provide alternative paths, and at the same time answer critical industry needs.

When available and appropriate, students may be required to participate in design-related competitions to reinforce the classroom learning experience.

**National Kitchen and Bath Association Accreditation**

The Interior Design program has worked with the National Kitchen and Bath Association (NKBA) to develop the kitchen and bath specialty within the interior design curriculum. The collaboration with NKBA provided support in developing the Kitchen and Bath Certificate, which is accredited by NKBA. Students who graduate from this program are eligible to sit for the academic portion of the kitchen and bath specialty.

**Learning Outcomes**

After completing a certificate or A.S. degree in Interior Design, a student will be able to:

- Identify, research, and creatively solve problems pertaining to the function and quality of the interior environment;
- Perform services relative to interior spaces, including design analysis, programming, space planning, and aesthetics;
- Use specialized knowledge of interior construction, building codes, equipment, materials, and furnishings;
- Prepare drawings and documents relative to the design of interior spaces in order to enhance and protect the health, safety, and welfare of the public.

**Career Options**

- Commercial Design
- Computer-Aided Design and Drafting
- Education and Research
- Facilities Management
- Furniture Design
- Health Care Design
- Historic Preservation
- Hospitality Design
- Kitchen and Bath Design
- Lighting Design
- Residential Design
- Restaurant Design
- Retail Design
- Space Planning
- Textile Design
- Green Design / Sustainable Design

**Degree**

**A.S., Interior Design**

**Certificates**

Interior Design  
Interior Design Advanced  
Computer Aided Drafting and Design  
Facilities Planning and Design

**Interior Restoration and Preservation**

**COURSE SUBSTITUTIONS AND WAIVERS**

Course substitutions and waivers are approved by the department upon review of transcripts, course descriptions and evidence of proficiency in the subject matter.

**INTERIOR DESIGN (A.S. Degree)**

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

1. All the Interior Design Certificate requirements  
2. Additional units to meet the college graduation requirements for an associate degree.

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

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 001B</td>
<td>Survey of Art</td>
</tr>
<tr>
<td>ART 033A</td>
<td>Basic Design</td>
</tr>
<tr>
<td>ID 005</td>
<td>Intro. to Interior Design</td>
</tr>
<tr>
<td>ID 010</td>
<td>Elements and Principles of Interior Design</td>
</tr>
<tr>
<td>ID 015</td>
<td>Interior Architectural Drafting</td>
</tr>
<tr>
<td>ID 020</td>
<td>Color Theory and Application</td>
</tr>
<tr>
<td>ID 025</td>
<td>Interior Finish Materials</td>
</tr>
<tr>
<td>ID 028</td>
<td>Interior Construction and Building Systems</td>
</tr>
<tr>
<td>D 030</td>
<td>Graphic Techniques</td>
</tr>
<tr>
<td>ID 035A</td>
<td>History of Furniture and Interiors</td>
</tr>
<tr>
<td>ID 035B</td>
<td>History of Furniture and Interiors</td>
</tr>
<tr>
<td>ID 035C</td>
<td>Design of Historic Interiors</td>
</tr>
<tr>
<td>ID 040</td>
<td>Residential Design</td>
</tr>
<tr>
<td>ID 045</td>
<td>Professional Practice</td>
</tr>
<tr>
<td>ID 050</td>
<td>Kitchen and Bath</td>
</tr>
<tr>
<td>ID 055</td>
<td>Estimating and Costing</td>
</tr>
<tr>
<td>ID 060</td>
<td>Commercial Design</td>
</tr>
<tr>
<td>ID 065</td>
<td>Intro to Computer-Aided Design and Drafting: AutoCAD</td>
</tr>
<tr>
<td>ID 070</td>
<td>Advanced Graphic Techniques</td>
</tr>
<tr>
<td>ID 075</td>
<td>Lighting Design</td>
</tr>
</tbody>
</table>

**Total Units: 61**

**INTERIOR DESIGN ADVANCED (Certificate of Achievement)**

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

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART 001B</td>
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<td>ART 033A</td>
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<td>Intro. to Interior Design</td>
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<tr>
<td>ID 010</td>
<td>Elements and Principles of Interior Design</td>
</tr>
<tr>
<td>ID 015</td>
<td>Interior Architectural Drafting</td>
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<tr>
<td>ID 020</td>
<td>Color Theory and Application</td>
</tr>
<tr>
<td>ID 025</td>
<td>Interior Finish Materials</td>
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<td>ID 028</td>
<td>Interior Construction and Building Systems</td>
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<tr>
<td>D 030</td>
<td>Graphic Techniques</td>
</tr>
<tr>
<td>ID 035A</td>
<td>History of Furniture and Interiors</td>
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<tr>
<td>ID 035B</td>
<td>History of Furniture and Interiors</td>
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<tr>
<td>ID 045</td>
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<td>ID 065</td>
<td>Intro to Computer-Aided Design and Drafting: AutoCAD</td>
</tr>
<tr>
<td>ID 070</td>
<td>Advanced Graphic Techniques</td>
</tr>
<tr>
<td>ID 075</td>
<td>Lighting Design</td>
</tr>
</tbody>
</table>

**Total Units: 61**

**Additional 3 Units Required From Recommended Electives Below:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 050</td>
<td>Accounting for Small Business</td>
</tr>
<tr>
<td>ARCH 046</td>
<td>History of Architectural</td>
</tr>
<tr>
<td>ARCH 047</td>
<td>History of Modern Architecture</td>
</tr>
<tr>
<td>ARCH 053</td>
<td>Introduction to Architectural &amp; Environmental Design</td>
</tr>
<tr>
<td>ARCH 056</td>
<td>Basic Architectural Design</td>
</tr>
<tr>
<td>ART 031A</td>
<td>Basic Drawing</td>
</tr>
</tbody>
</table>

**Total Units: 61**

**Recommended Preparations in Basic Skills:**

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

**NOTE:** Course hours per week stated in the catalog are based on a 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 028 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 078 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 086 Portfolio Planning/Review</td>
<td>3</td>
</tr>
<tr>
<td>ID 029 Principles of Green Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 066 Advanced Computer Aided Design and Drafting: AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>ID 090 Advanced Commercial Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 080B Advanced Residential Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 085 Design Detailing</td>
<td>3</td>
</tr>
<tr>
<td>ID 090B Internship</td>
<td>4</td>
</tr>
<tr>
<td>Electives from recommended list</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>31</td>
</tr>
</tbody>
</table>

**INTERIOR RESTORATION AND PRESERVATION (Certificate of Achievement)**

After completing the Interior Design Advanced Certificate, a student will be able to demonstrate the learning outcomes of the Interior Design Certificate and A.S. Degree in Interior Design on projects related to interior restoration and preservation.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 035A History of Furniture &amp; Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ID 035B History of Furniture &amp; Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ID 035C, Design of Historic Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ID 085, Design Detailing</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 046 or 047 History of Architecture</td>
<td>2</td>
</tr>
<tr>
<td>Electives:</td>
<td></td>
</tr>
<tr>
<td>Choose one of the following:</td>
<td></td>
</tr>
<tr>
<td>HIST 004B, History of Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HIST 020, History and Geography of California</td>
<td>3</td>
</tr>
<tr>
<td>ID 093 Directed Studies</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>17</td>
</tr>
</tbody>
</table>

**COMPUTER AIDED DRAFTING & DESIGN (Certificate of Achievement)**

After completing this certificate the student will be able to:
- Under direction, and at an entry level, use AutoCAD and other digital media to prepare of interior design construction drawings.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 015 Interior Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ID 065 AutoCAD-Introduction to Computer Aided Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 066 Advanced AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>12</td>
</tr>
</tbody>
</table>

**KITCHEN AND BATH DESIGN (Certificate of Achievement)**

After completing the Kitchen and Bath Certificate, a student will be able to demonstrate the learning outcomes of the Interior Design Certificate and A.S. Degree in Interior Design on projects of greater depth and complexity in the area of kitchen and bathroom design.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 095 Portfolio Development and Presentation</td>
<td>3</td>
</tr>
<tr>
<td>PKMG 016A Introduction to GIS and GPS</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 010C Digital Image Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>Or other department approved 3 unit elective</td>
<td></td>
</tr>
<tr>
<td>Total Units</td>
<td>15</td>
</tr>
</tbody>
</table>

**FACILITIES PLANNING AND DESIGN (Certificate of Achievement)**

After completing the Facilities Planning and Design Certificate, a student will be able to demonstrate the learning outcomes of the Interior Design Certificate and A.S. Degree in Interior Design on projects of greater depth and complexity with a focus on commercial facilities.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 060 Commercial Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 065 AutoCAD-Introduction to Computer Aided Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 066 Advanced AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>ID 080 Advanced Commercial Design</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>12</td>
</tr>
</tbody>
</table>

**RECOMMENDED**

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

**ID 025 INTERIOR FINISH MATERIALS**

3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course addresses the study and implementation of interior design materials and finishes including characteristics, processes and applicable codes and standards. Pass/No Pass Option

**ID 028 INTERIOR CONSTRUCTION & BUILDING SYSTEMS**

3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course is an overview of systems used in the construction of interior environments. This includes such building systems as floors, ceilings, and doors as well as systems developed for providing safety and comfort (plumbing, HVAC, lighting, and acoustics). Students have the opportunity to practice research techniques regarding the subject matter. In-depth information is addressed in other Interior Design courses. Pass/No Pass Option

**ID 029 PRINCIPLES OF GREEN DESIGN**

3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ID 005
Recommended preparation: ID 025, ID 028, MATH 902
Acceptable for credit: California State University
This course introduces students to the history and the philosophical and practical principles of Green Design. Environmental issues, sustainable materials and methods, and application in professional practice are explored. The course provides a foundation for evaluation of materials, processes, and applications of design components related to the principles of sustainability and environmentally responsible design. By researching local, national, and international examples of Green Design, students study the implications of design decisions on the environment. Research on sustainable products, sustainable design and related construction methods are conducted. Students develop a Green Design File to organize information about products and processes associated with ecological and sustainable design practices. Pass/No Pass Option

**ID 029A INTRODUCTION TO SUSTAINABLE DESIGN**

1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
This course is an overview of the concepts and strategies involved in sustainable building. The course covers the history of Sustainable Design, LEED categories, Build It Green, USGBC, and local and federal agencies overseeing and mandating green design. Also included are discussions of Green Point Ratings, LEED AP, and additional certification opportunities along with market advantages and greening your business. Pass/No Pass Option
ID 029B SUSTAINABLE DESIGN MATERIALS & RESOURCES

1 unit
Lecture 1 hour; lab 0 hours

Recommended preparation: ID 029 or ID 029A
Acceptable for credit: California State University

This course provides an in-depth look at finish materials and specifications, waste management, reuse, recycle, renovation, historical preservation techniques, local product selection, and job site management. Pass/No Pass Option

ID 029C SUSTAINABLE DESIGN FOR RESIDENTIAL PROJECTS

1 unit
Lecture 1 hour; lab 0 hours

Recommended preparation: ID 029 or ID 029A and ID 040
Acceptable for credit: California State University

This course provides an in depth look at all aspects of sustainable residential design, remodeling, kitchen and bath, furnishings, window treatments, finish materials, and lighting, and covers holistic sustainable categories such as, site, energy efficiency, energy efficiency, materials and resources, waste management, and interior environmental quality. Pass/No Pass Option

ID 030 GRAPHIC TECHNIQUES

3 units
Lecture 2 hours; lab 3 hours

Recommended preparation: MATH 902
Acceptable for credit: California State University

This course covers sketching and rendering techniques in relation to interior spaces. One-point perspective drawing, an introduction to two-point perspective drawing, and sketching and rendering techniques in black and white, with an introduction to color media, will be explored. Pass/No Pass Option

ID 035A HISTORY OF FURNITURE & INTERIORS

3 units
Lecture 3 hours; lab 0 hours

Acceptable for credit: California State University

This course covers the principal styles of furniture, interiors, and related decorative arts from antiquity through the French period. Pass/No Pass Option

ID 035B HISTORY OF FURNITURE & INTERIORS

3 units
Lecture 3 hours; lab 0 hours

Prerequisite: ID 035A
Acceptable for credit: California State University

This course covers the principal styles of furniture, interiors, and related decorative arts from the English Period to the present. Pass/No Pass Option

ID 035C DESIGN OF HISTORIC INTERIORS

3 units
Lecture 2 hours; lab 3 hours

Prerequisites: ID 010, ID 015, ID 020, ID 035A, ID 035B
Recommended preparation: MATH 902, ID 025, ID 028, ID 030, ID 075
Acceptable for credit: California State University

This course examines the processes, laws and regulations, categories, qualification criteria, and financial incentives for the interior design of historic buildings. In addition, rehabilitation of a building is explored in detail. Pass/No Pass Option

ID 040 RESIDENTIAL DESIGN

3 units
Lecture 2 hours; lab 1 hours

Prerequisite: ID 005, ID 010, ID 015, ID 020, ID 025, ID 030, ID 035A, ID 035B, ID 050, ID 075
Recommended Preparation: MATH 902
Acceptable for credit: California State University

This course covers planning and design for interior spaces, with emphasis on the residential environment. Projects include design theory research, design concept development, and implementation in residential spaces. Students produce design documents including scaled drawings and renderings, specifications, and design models.

ID 045 PROFESSIONAL PRACTICE

3 units
Lecture 3 hours; lab 0 hours

Recommended preparation: ID 040, ID 055
Acceptable for credit: California State University

This course covers business principles and practices in the field of interior design for both residential and commercial interiors. Students are introduced to proper business practices with an emphasis on operating a design business. Pass/No Pass Option

ID 050 KITCHEN & BATH

3 units
Lecture 2 hours; lab 1 hours

Recommended preparation: MATH 902
Prerequisite: ID 005, ID 010, ID 015, ID 020, ID 025, ID 028, ID 030, ID 035A, ID 035B, ID 065, ID 075
Acceptable for credit: California State University

This course covers the process of design for kitchens and bathrooms with emphasis on construction, working drawings, presentation drawings, finish selection and specifications. The National Kitchen and Bath Association guidelines for kitchen and bathroom design are studied and implemented.

ID 055 ESTIMATING & COSTING

3 units
Lecture 3 hours; lab 0 hours

Prerequisite: ID 025
Recommended preparation: MATH 902, MATH 902P
Acceptable for credit: California State University

This course covers the processes and techniques of estimating and specifying materials related to finishing and furnishings of interior spaces, including window treatments, wall treatments, floor treatments, upholstery, furniture and other architectural surfaces. Pass/No Pass Option

ID 060 COMMERCIAL DESIGN

3 units
Lecture 2 hours; lab 1 hours

Prerequisite: ID 040.
Recommended preparation: MATH 902
Acceptable for credit: California State University

This course emphasizes the planning and design for interior spaces related to commercial projects and space planning for offices and public buildings with case work detailing.

ID 065 AUTO CAD - INTRO TO COMPUTER-AIDED

3 units
Lecture 2 hours; lab 1 hours

Recommended preparation: MATH 902 or MATH 902P
Acceptable for credit: University of California, California State University

This course is an introduction to 2 dimensional and isometric computer-aided drafting using AutoCAD on the PC. It is designed for students with no computer experience and dual listed with DRAFT 073.

ID 066 ADVANCED AUTOCAD

3 units
Lecture 2 hours; lab 1 hour

Prerequisites: DRAFT 073 or ID 065
Recommended Preparation: MATH 902 or MATH 902P
Acceptable for credit: California State University

This course provides an opportunity for students to use concepts acquired in ID 65 or Draft 73 in a more complex way. Advanced topics in the construction of two and three dimensional drawing and solid modeling are addressed. This course is dual listed with DRAFT 75.

ID 070 ADVANCED GRAPHIC TECHNIQUES

3 units
Lecture 2 hours; lab 3 hours

Prerequisite: ID 030
Recommended preparation: ID 040, MATH 902
Acceptable for credit: California State University

This course covers advanced sketching and rendering techniques in relation to interior spaces. Two-point perspective drawing, sketching and rendering techniques in different media and presentation materials will be explored. Pass/No Pass Option

ID 075 LIGHTING DESIGN

3 units
Lecture 3 hours; lab 0 hours

Prerequisite: ID 015
Recommended preparation: ID 020, MATH 902, MATH 902P
Acceptable for credit: California State University

This course covers the theory and practice of lighting design and development of drawings with lighting specifications. Pass/No Pass Option
ID 080 ADVANCED COMMERCIAL DESIGN  
3 units  
Lecture 2 hours; lab 1 hours  
Prerequisite: ID 040, ID 045  
Recommended preparation: MATH 902, ID 070, ID 045  
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.

ID 080B ADVANCED RESIDENTIAL DESIGN  
3 units  
Lecture 2 hours; lab 1 hours  
Prerequisite: ID 040, ID 045  
Recommended preparation: MATH 902  
Acceptable for credit: California State University  
This course covers advanced planning and design of the residential environment with an emphasis on kitchen and bathroom design. The course involves the study of advanced residential interior design via projects of increased size, detail, and complexity and addressing diverse needs.

ID 080C ADVANCED KITCHEN & BATHROOM DESIGN  
3 units  
Lecture 2 hours; lab 3 hours  
Prerequisites: ID 050  
Recommended preparation: MATH 902, ID 045  
Acceptable for credit: California State University  
This course covers the design of kitchens and bathrooms, with advanced study of the design process, design concept development, design phases, interior construction, building systems, materials and furnishings selections, and design documentation. Pass/No Pass Option

ID 085 DESIGN DETAILING  
3 units  
Lecture 2 hours; lab 1 hours  
Prerequisites: ID 028  
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 detailing and furniture design.

ID 090A INTERIOR DESIGN INTERNSHIP  
3 units  
Lecture 0 hours; lab 0 hours  
Prerequisites: ID 005, ID 010, ID 015, and ID 020  
Recommended preparation: MATH 902  
Acceptable for credit: California State University  
This course provides students an in-the-field experience, working directly under the supervision of an interior designer or interior design-related professional. Students are able to apply knowledge and skills learned in the core interior design courses, further enhancing the learning process. Opportunities and encouragement to continue to research career possibilities are provided. Students may apply this 3-unit internship toward the elective in the Interior Design Certificate and A.S. Degree programs. Pass/No Pass Only

ID 090B INTERIOR DESIGN INTERNSHIP  
4 units  
Lecture 0 hours; lab 0 hours  
Prerequisites: ID 040, ID 045, ID 050, and ID 060  
Recommended preparation: MATH 902  
Acceptable for credit: California State University  
This course provides students with in-the-field experience, working directly under the supervision of an interior designer or interior design-related professional. Students are able to apply knowledge and skills learned in the Interior Design Certificate courses, further enhancing the learning process. Opportunities and encouragement to continue to research career possibilities are provided. This 4 unit internship course is required for completion of the Interior Design Advanced Certificate. Pass/No Pass Only

ID 090C KITCHEN & BATH DESIGN INTERNSHIP  
4 units  
Lecture 0 hours; lab 0 hours  
Work Experience Units: 4  
Prerequisite: ID 050  
Recommended preparation: MATH 902 or MATH 902P: Pre-Algebra  
Acceptable for credit: California State University  
This course is intended to provide students with experience working in the interior design profession with an emphasis on kitchen and bathroom design and related areas. Pass/No Pass Only

ID 090D SUSTAINABLE DESIGN INTERNSHIP  
3 units  
Lecture 0 hours; lab 0 hours  
Work Experience Units: 3  
Prerequisite: ID 029A, ID 029B, ID 029C and/or ID 029D  
Recommended preparation: MATH 902 or MATH 902P: Pre-Algebra  
Acceptable for credit: California State University  
This course provides students with in-the-field experience specific to sustainable design, while working directly under the supervision of an interior designer or interior design-related professional with appropriate sustainable design credentials. Pass/No Pass Only

ID 091, 092, 093 DIRECTED STUDIES  
1-3 units (See department for schedule)  
91 - Lecture 0 hours; lab 0 hours  
92 - Lecture 0 hours; lab 0 hours  
93 - Lecture 0 hours; lab 0 hours  
Prerequisite: Interview with instructor to determine objectives and write a contract  
Recommended preparation: MATH 103/103R  
Acceptable for credit: California State University  
Independent work of special interest to the student related to but not included in regular Interior Design courses offered by the college. Pass/No Pass Option

Italian  
(See World Languages)

Japanese  
(See World Languages)

Kitchen and Bathroom Design  
(See Interior Design)

Landscape Architecture  
(See Architecture)

Languages  
(See World Languages)

Latin  
(See World Languages)

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

THE FACULTY
Kim Aufhauser

DIVISION Applied Arts and Sciences
DIVISION CHAIR Diane Hurd
DEPARTMENT CHAIR Kim Aufhauser
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COUNSELING 408-741-2009

Learning Outcomes
After completing courses in Leadership, a student will be able to:
• Determine a personal leadership style and employ effective leadership strategies within a group;
• Demonstrate skills in establishing consensus within a group and use effective leadership strategies to resolve conflicts;
• Explain service leadership and employ this concept in leadership situations

LEAD 020A INTRO TO DEVELOP LEADERSHIP
2 units
Lecture 1 hour; lab 3 hours
Acceptable for credit: California State University
This innovative course is the foundation to an interdisciplinary program intended to provide students with the opportunity to develop leadership skills by first learning more about themselves and secondly working within a small team. In this course the student will be challenged emotionally, intellectually and physically in a wilderness environment. The student will discover the need for a strong self and learn the dynamics that make teams work. Pass/No Pass Only

LEAD 030A TRANSITION TO LEADERSHIP
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course studies and challenges the conventional view of leadership which emphasizes positional power and conspicuous accomplishment. It examines the application of ethics to leadership - articulating a vision, initiating change, and leading by serving.

Liberal Arts

TRANSFER AND NON-TRANSFER ASSOCIATE DEGREES

Learning Outcomes
Upon completion of this interdisciplinary degree, students will be able to:
I. Critical Thinking and Information Literacy
   A. Differentiate facts, influences, assumptions, and opinions to draw reasoned conclusions.
   B. Identify critical issues and apply investigative and analytical thinking to develop supporting arguments and a conclusion.
II. Quantitative and Qualitative Reasoning
   A. Utilize quantitative and qualitative models to make predictions, draw conclusions, and make decisions that are logical and feasible.
   B. Collect, organize, analyze, and process research data in a clear, synthesized format.
III. Effective Communication
   A. Articulate well-organized thoughts, ideas, and opinions in coherent form demonstrating standard written English or the target language.
   B. Articulate well-organized thoughts, ideas, and opinions in coherent form demonstrating oral proficiency.
IV. Technological Competency
   A. Identify, use or describe contemporary technologies specific to academic and/or workplace settings.
V. Personal Responsibility
   A. Assess his or her knowledge, skills, and abilities to set achievable goals.
   B. Manage personal health and/or well-being.
   C. Demonstrate dependability, reliability, and accountability.
VI. Social Responsibility
   A. Demonstrate an awareness of civic, political, and/or social issues and explain the role of the individual in addressing these issues.
   B. Apply ethical principles to personal, academic, professional and/or community issues.
VII. Global Awareness and Diversity
   A. Explain the sensitivity and skills needed to live and work in diverse local and global communities.
   B. Explain how one or more of the following affects life experiences and social responsibilities: ability, race, ethnicity, class, gender, sexuality, and other markers of social identity.
VIII. Creative Problem Solving
   A. Produce an original creative response that synthesizes research, planning, and practice.

ASSOCIATE OF ARTS DEGREE WITH NON-TRANSFER REQUIREMENTS

The A.A. in Liberal Arts: Non-Transfer degree is designed for students who wish a broad knowledge of liberal arts and sciences plus additional coursework in an “Area of Emphasis.” The Liberal Arts degree with an area of emphasis is designed to prepare students for life in the global community by developing a core of knowledge, skills, and attitudes essential for personal and professional success. A student can earn only one A.A. in Liberal Arts (Transfer or Non-transfer) with a single area of emphasis.

Students must fulfill the following requirements in order to earn the Liberal Arts Non-transfer degree:
1. A student can earn only one A.A. in Liberal Arts (Non-Transfer or Transfer) with a single area of emphasis. Complete at least 18 units with a “C” grade or better in one of the following areas of emphasis:
   I. Arts and Humanities
   II. Communications and Media
   III. Social and Behavioral Sciences
   IV. Science and Math
   V. Cultural and Global Studies
2. Fulfill the graduation requirements in general education of at least 25 units.
3. Meet proficiency requirements in Reading, Writing, Mathematics, and Information Competency. Where appropriate, courses completed in an area of emphasis may also be used to complete a GE area.
4. Complete additional elective units as needed to meet the minimum 60 total units for the degree.

ASSOCIATES OF ARTS DEGREE WITH TRANSFER REQUIREMENTS

The A.A. in Liberal Arts: Transfer degree is designed for students who wish a broad knowledge of liberal arts and sciences plus additional coursework in an “Area of Emphasis.” The Liberal Arts degree with an area of emphasis is designed to prepare students for life in the global community by developing a core of knowledge, skills, and attitudes essential for personal and professional success. A student can earn only one A.A. in Liberal Arts (Transfer or Non-transfer) with a single area of emphasis.

Students must fulfill the following requirements in order to earn the Liberal Arts Transfer degree:
1. Complete at least 18 units with a “C” grade or better in one of the following Areas of Emphasis:
   I. Arts and Humanities
   II. Communications and Media
   III. Social and Behavioral Sciences
   IV. Science and Math
   V. Cultural and Global Studies
2. Complete CSU GE with a minimum of 39 units or IGETC requirements with a minimum of 37-39 units in full at the time of the degree.
3. Complete additional graduation requirements including the a) Reading proficiency requirement; b) Completion of Library 004 with a C or better; c) Completion of a Cultural Diversity course which can be double-counted in CSUGE or IGETC pattern; and, d) Completion of one semester unit of a PE activity course (PE 1.02-11.10). Courses completed in an area of emphasis may be double-counted in a GE area.
4. Complete UC or CSU additional elective units as needed to meet the minimum 60 total units for the degree.

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
I. ARTS & HUMANITIES: Select a minimum of 18 units from the following Arts and Humanities courses. For breadth, include at least two disciplines in your selection. Courses can be counted toward completion of General Education requirements. (Honors courses also meet emphasis requirements.) The courses in this area emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

COURSES FOR AA TRANSFER DEGREE:
- ARCHITECTURE
- ART (STUDIO)
- ART (HISTORY)
- ENGLISH
- HISTORY
- PHOTOGRAPHY
- PHILOSOPHY
- THEATRE ARTS
- PHOTOGRAPHY
- ART (STUDIO)
- ART (HISTORY)
- ENGLISH
- HISTORY
- PHOTOGRAPHY
- PHILOSOPHY
- THEATRE ARTS
- PHOTOGRAPHY
- ART (STUDIO)
- ART (HISTORY)
- ENGLISH
- HISTORY
- PHOTOGRAPHY
- PHILOSOPHY
- THEATRE ARTS

II. COMMUNICATIONS AND MEDIA: Select a minimum of 18 units from the following Communications and Media courses. For breadth, include at least two disciplines in your selection. Courses can be counted toward completion of General Education requirements. (Honors courses also meet emphasis requirements.) The courses in this area emphasize the form and content of communication, the myriad ways that we deliver information (verbally and visually), and provide an understanding of the psychological basis, social significance, and impact of communication and media in our society.

COURSES FOR AA TRANSFER DEGREE:
- ADMINISTRATION OF JUSTICE
- BUSINESS
- COMMUNICATION STUDIES
- COUNSELING
- ENGLISH
- PARK MANAGEMENT
- PHOTOGRAPHY
- PHILOSOPHY
- THEATRE ARTS

III. SOCIAL AND BEHAVIORAL SCIENCES: Select a minimum of 18 units from the following Social & Behavioral Science courses. For breadth, include at least two disciplines in your selection. Courses can be counted toward completion of General Education requirements. (Honors courses also meet emphasis requirements.) The courses in this area emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the variety of disciplines that comprise study in the social and behavioral sciences. Students study about themselves and others as members of a larger society in order to gain a basic knowledge of the cultural and social organizations in which they exist as well as the behavioral and social organizations of other human societies.

COURSES FOR AA TRANSFER DEGREE:
- ADMINISTRATION OF JUSTICE
- BUSINESS
- COMMUNICATION STUDIES
- COUNSELING
- ENGLISH
- PARK MANAGEMENT
- PHOTOGRAPHY
- PHILOSOPHY
- THEATRE ARTS

WEST VALLEY COLLEGE 2013 • 2014 CATALOG
COURSES FOR AA NON-TRANSFER DEGREE:

ANTHROPOLOGY 1
ASTRONOMY 1, 2 (lab), 10, 11, 14 add: 20, 20H, 21, 21H, 30
BIOLOGY 2, 10, 11, 12, 13, 14, 15, 18, 22, 23, 24, 34, 35, 36, 41, 42, 43, 45A, 45, 47, 48, 55, 56, 57
CHEMISTRY 1, 1B, 2, 12A, 12B, 30A, 30B
COMP INFORMATION SYSTEMS 2, 4A, 4A1, 4B, 4B1
ECONOMICS 10
ENGINEERING 10, 20, 21, 22, 25, 99
GEOL 1A, 1B, 2B, 15, 20
HEALTH CARE TECHNOLOGIES 4
MATH 104, 106, 106R, 107, D, G, 1, 2, 3A, 3B, 4A, 4B, 4C, 8, 10, 12, 14, 19
NUTRITION STUDIES 15, 22
OCEANOGRAFY 10
PARK MANAGEMENT 14, 17
PHYSICS 1, 2A, 2B, 4A, 4B, 4C, 4D 10
PSYCHOLOGY 2, 7

V. CULTURAL AND GLOBAL STUDIES: Select a minimum of 18 units from the following Cultural and Global Studies courses. For breadth, include at least two disciplines in your selection. Courses cannot be counted toward completion of General Education requirements. (Honors courses also meet emphasis requirements.) Note: A maximum of 10 units of foreign language (world language) credit can be applied to this area of emphasis. The courses in this area emphasize how we function effectively and live harmoniously in a pluralistic society in an increasingly global environment. The focus of this area is to foster a sense of inquiry about cultural differences and similarities. With this as a focus, the courses further acknowledge the experience, scholarship, and accomplishments of the many cultures in our society and in the world.

COURSES FOR AA TRANSFER DEGREE:

ANTHROPOLOGY 1, 2, 3, 4, 55
ART 7, 10, 12A, 12B, 13, 14
ARABIC 1A
CHILD STUDIES 5, 53
CHINESE 1A
COMMUNICATION STUDIES 12
COUNSELING 50
ENGLISH 12, 13, 18, 46
FRENCH 1A, 1B, 2A, 2B
GEOL 1A, 1B, 2A, 2B
GERMAN 1A, 1B, 2A, 2B
HISTORY 3, 5A, 5B, 8A, 8B, 12, 14, 16
ITALIAN 1A, 1B, 2A, 2B
JAPANESE 1A, 1B, 2A, 2B
MUSIC 55
NUTRITION STUDIES 20
PHILOSOPHY 4, 21
PHYSICAL EDUCATION THEORY 51
POLITICAL SCIENCE 4
PORTUGUESE 1A, 1B
PSYCHOLOGY 9
RUSSIAN 1A, 1B
SIGN LANGUAGE (AMERICAN) 60A, 60B
SOCIOLOGY 20
SPANISH 1A, 1B, 2A, 2B
WOMEN'S AND GENDER STUDIES 1, 2

Library and Information Studies

THE FACULTY
Yanghee Kim
Maryanne Mills
Betsy Sandford
Rachel Sandoval

DIVISION Library
DIVISION CHAIR Fred Chow
DEPARTMENT CHAIR Yanghee Kim
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EMAIL yanghee.kim@westvalley.edu
COUNSELING 408-741-2009

Learning Outcomes
After completing courses, orientations, and/or workshops, a student will be able to:
• Gather, evaluate, organize and use information in order to successfully complete research projects;
• Properly cite sources according to established formats such as MLA and APA;
• Explain the legal and ethical aspects of research, including copyright and plagiarism.

LIBR 004 INFORMATION COMPETENCY

1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: University of California, California State University
This course provides students with the opportunity to develop and strengthen research skills and to learn the core concepts of information retrieval. Students are introduced to the essential techniques for finding, evaluating, analyzing and presenting information - key skills for a successful college career. The class covers in-depth use of electronic resources, how to create research strategies to retrieve relevant information, how to critically evaluate information, and how and when to use the Internet as a research tool. The class also reviews the legal and ethical issues surrounding information and its use. This course fulfills one-half the information competency requirement for Associate Degree.
Pass/No Pass Option

LIBR 006 STOP SURFING - START RESEARCHING

1 unit
Lecture 1 hour; lab 0 hours
Students have the opportunity to improve their existing web searching skills by learning to focus searches, to access the large portion of the web that a search engine ignores and to distinguish the highest quality sources. Students practice planning, executing, evaluating and documenting a successful search for information. This course is West Valley College Degree applicable. Pass/No Pass Only

Literature
(See English)
Management and Supervision
(See Business)

Marketing and Sales
(Also see BUSINESS ADMINISTRATION/REAL ESTATE)

THE FACULTY
Heidi Diamond
Jim Henderson
Lance Shoemaker

DIVISION Business
DIVISION CHAIR Heidi Diamond
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COUNSELING 408-741-2009

BUS 040 SALES STRATEGIES
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course includes the nature and concept of sales principles and strategies; careers in selling including manufacturer’s representatives, wholesale salespersons, retail salespersons, specialty salespersons and sales engineers; each category is explored in depth; issues on how to approach a prospect, how to prospect, qualify, make an effective sales presentation by using the stimulus-response method, the formula method, and the needs-satisfaction method are explored. Motivation of the customer, handling customer objections and complaints, closing the sale, and follow up procedures are explored in depth. Pass/No Pass Option

BUS 056 MARKETING PRINCIPLES
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
The student enrolling in this course will study the areas and various activities involved in the transfer of goods from producer to the customer. Retail, wholesale and industrial marketing channels and institutions are investigated. Discussion of marketing concepts, promotional strategies, pricing policies, and international marketing are incorporated. Pass/No Pass Option

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

Mathematics

THE FACULTY
Greg Allen
Alyson Butcher
Brad Chin
Chris Dyer
Gretchen Ehlers
Larry Handa
Faun Maddux
Kim Pham
Amy Vu
Betty Weiss
Rebecca Wong

DIVISION Science & Mathematics
DIVISION CHAIR Rebecca Wong
DEPARTMENT CHAIR Amy Vu
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COUNSELING 408-741-2009

Mathematics is a multifaceted subject of great beauty and application. The study of math explores some of the deepest questions and puzzles that have ever been encountered and equips the student with a universal language used to study quantities and relationships in all fields. Through the study of mathematics, the student develops both the ability to think logically and abstractly as well as the problem-solving and computational skills necessary for success in any field of study.

Highlights
• A professional and innovative staff committed to providing the best possible mathematics education, including the use of computers and multimedia presentations in the teaching of mathematics.
• A comprehensive mathematics curriculum addressing the needs of both the transfer student and the non-transfer student.
• A math resource center providing free tutoring and alternative modes of instruction and support for students
• A technology-mediated alternative for students in arithmetic and algebra.

Learning Outcomes
After completing an Associate of Arts degree in Mathematics, a student will be able to:
• Solve problems using mathematical symbols, operations, and techniques appropriate to the course content and level of study;
• Apply appropriate technology including calculators and computers to the solution of mathematical problems;
• Demonstrate computational, estimation, and problem-solving skills;
• Construct mathematical models of physical problems, draw conclusions from these models, and communicate their conclusions;
• Formulate and test mathematical conjectures;
• Adapt general mathematical techniques to course-specific problems.

Career Options
• Actuary
• Appraiser
• Assessor
• Auditor

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog.
MATH 000D TRIGONOMETRY
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: MATH 104 AND MATH 106 (or 106R); or qualifying score on Placement Test and proof of Geometry and Algebra II.
Acceptable for credit: California State University
This course covers trigonometric functions including applications to right triangles, circular functions, radian measure, graphs, trigonometric identities, inverse trigonometric functions, vectors & complex numbers.

MATH 000G MATHEMATICS FOR THE LIBERAL ARTS STUDENT
4 units
Lecture 4 hours; lab 0 hours
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II.
Acceptable for credit: California State University
This course introduces students to creative mathematical thinking and problem solving. Topics include logic, geometry, applications of exponential and logarithmic functions, and the mathematics of probability and statistics. It is intended to provide a survey of current mathematical techniques for the non-specialist.

MATH 001 PRE-CALCULUS ALGEBRA
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II.
Acceptable for credit: California State University
This course is designed to adequately prepare students for the calculus sequence. Its contents include real and complex number systems, polynomials, algebraic fractions, exponents and radicals, linear and quadratic equations, and polynomials with proofs of Geometry and Algebra II.

MATH 002 PRE-CALCULUS ALGEBRA & TRIGONOMETRY
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: MATH 106 or MATH 106R AND MATH 104 or qualifying score on Placement Test and proof of Geometry and Algebra II.
Acceptable for credit: University of California, California State University
This is an intensive course covering those topics traditionally found in the separate courses of pre-calculus algebra and trigonometry. This course is a preparation for calculus covering polynomial, absolute value, radical, rational, exponential, logarithmic, trigonometric functions and their graphs as well as additional topics in analytic geometry.

MATH 003A CALCULUS & ANALYTICAL GEOMETRY
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: MATH 001 AND MATH 000D or MATH 002 or qualifying score on Placement Test and proof of Pre-Calculus and Trigonometry.
Acceptable for credit: University of California, California State University
This is a first course in differential and integral calculus of a single variable: functions; limits and continuity; techniques and applications of differentiation and integration; Fundamental Theorem of Calculus. It is designed primarily for Science, Technology, and Engineering & Math Majors.

MATH 003B CALCULUS & ANALYTICAL GEOMETRY
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: MATH 003A or qualifying score on Placement Test and proof of Calculus I.
Acceptable for credit: University of California, California State University
This is a second course in differential and integral calculus of a single variable: integration, techniques of integration, infinite sequences and series, polar and parametric equations, and applications of integration. This course is primarily for science, technology, engineering & math majors.

MATH 004A INTERMEDIATE CALCULUS
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: MATH 003B or qualifying score on Placement Test and proof of Calculus II.
Acceptable for credit: University of California, California State University
This course covers vector-valued functions, calculus of functions of more than one variable, partial derivatives, multiple integration, Green's Theorem, Stokes' Theorem, and the divergence theorem.

MATH 004B DIFFERENTIAL EQUATIONS
4 units
Lecture 4 hours; lab 0 hours
Prerequisite: MATH 003B or qualifying score on Placement Test and proof of Calculus II.
Recommended Preparation: MATH 004A
Acceptable for credit: University of California, California State University
The course is an introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. It introduces the theoretical aspects of differential equations, including establishing when solution(s) exist, and techniques for obtaining solutions, including, series solutions, singular points, Laplace transforms and linear systems.
This course covers linear equations and systems of equations and inequalities, linear programming, set theory, elements of probability, mathematics of finance, and Markov chains. Particular emphasis is placed on applications. This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. It investigates the properties of vectors in two and three dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra are included.

MATH 008 FINITE MATHEMATICS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II.
Acceptable for credit: University of California, California State University
This course covers linear equations, systems of equations and inequalities, linear programming, set theory, elements of probability, mathematics of finance, and Markov chains. Particular emphasis is placed on applications.

MATH 010 ELEMENTARY STATISTICS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II.
Acceptable for credit: University of California, California State University
This course covers descriptive and inferential statistics including data analysis, correlation, linear regression, probability, probability distributions, parameter estimation and hypothesis testing. Particular emphasis will be placed on applications.

MATH 010H HONORS ELEMENTARY STATISTICS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II.
Acceptable for credit: University of California, California State University
Honors Elementary Statistics uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course covers descriptive and inferential statistics including data analysis, correlation, linear regression, probability, probability distributions, parameter estimation and hypothesis testing. Particular emphasis is placed on applications.

MATH 012 APPLIED CALCULUS
4 units
Lecture 4 hours; lab 0 hours
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II.
Acceptable for credit: University of California, California State University
This course covers simple techniques of differential and integral calculus and their most common applications. This course also handles the limit concept intuitively and is suitable for business, social science and life science majors. It is not equivalent to MATH 003A.

MATH 014 MATH FOR ELEMENTARY SCHOOL TEACHERS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II.
Acceptable for credit: California State University
This course covers the real number system, numeration system, elementary number theory, and problem solving. Technology and hands-on experiences are integrated throughout this course. It is designed to fulfill the lower division mathematics requirement for students planning to enter a multiple subject teaching credential program.

MATH 019 DISCRETE MATHEMATICS
4 units
Lecture 4 hours; lab 0 hours
Prerequisite: MATH 001 or MATH 002 or qualifying score on Placement Test and proof of Pre-Calculus.
Acceptable for credit: University of California, California State University
This course covers discrete mathematics appropriate for computer applications. Topics are drawn from graphs and trees, sets, logic, mathematical induction, functions and relations, recursion, sequences and series, matrices, combinatorics, probability theory and Boolean algebra.

MATH 103 ELEMENTARY ALGEBRA
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II.
This course covers the basic operations and properties of real numbers, polynomials, radicals, rational and exponential expressions. Other topics include first-degree equations and inequalities, simultaneous systems of linear equations, quadratic equations, and graphing. The course is designed for students who have no previous instruction in algebra or who have difficulty with algebra or who need a review of elementary algebra.

MATH 104 PLANE GEOMETRY
4 units
Lecture 4 hours; lab 0 hours
Prerequisite: MATH 103 or 103R or qualifying score on Placement Test.
This course covers the basic concepts of plane geometry with an emphasis on deductive reasoning. The topics include lines, angles, polygons, circles, congruence, similarity, parallelism, perpendicularity, lengths, areas and volumes.

MATH 106 INTERMEDIATE ALGEBRA
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: MATH 103 (or 103R); or qualifying score on Placement Test.
This course reviews topics from elementary algebra and also covers functions, including logarithmic and exponential, and complex numbers.

MATH 106P PREPARATION FOR INTERMEDIATE ALGEBRA
0.5 unit
Lecture 0 hours; lab 1.5 hours
This course covers elementary algebra. It is designed to prepare students for Math 106/106R.

MATH 106R INTERMEDIATE ALGEBRA
4 units
Lecture 4 hours; lab 0 hours
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test.
In this course students are given the opportunity to develop the appropriate entry-level math skills needed to succeed in Intermediate Algebra by using a web-based computer algebra system. Pass/No Pass Only.

MATH 106R INTERMEDIATE ALGEBRA
4 units
Lecture 4 hours; lab 0 hours
Prerequisite: MATH 103 (or 103R); or qualifying score on Placement Test.
This accelerated course reviews topics from elementary algebra and also covers functions, including logarithmic and exponential, and complex numbers. This course is designed for students who have had previous instruction in intermediate algebra.

MATH 109 DISCRETE MATHEMATICS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II.
Acceptable for credit: University of California, California State University
This course covers discrete mathematics appropriate for computer applications. Topics are drawn from graphs and trees, sets, logic, mathematical induction, functions and relations, recursion, sequences and series, matrices, combinatorics, probability theory and Boolean algebra.

MATH 902 ARITHMETIC FUNCTIONS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: MATH 103 (or 103R); or qualifying score on Placement Test.
This course reviews topics from elementary algebra and also covers functions, including logarithmic and exponential, and complex numbers. This course is designed for students who have had previous instruction in intermediate algebra.

MATH 902 ARITHMETIC FUNCTIONS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: MATH 103 (or 103R); or qualifying score on Placement Test.
This accelerated course reviews topics from elementary algebra and also covers functions, including logarithmic and exponential, and complex numbers. This course is designed for students who have had previous instruction in intermediate algebra.

MATH 103 ELEMENTARY ALGEBRA
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II.
This course covers the basic operations and properties of real numbers, polynomials, radicals, rational and exponential expressions. Other topics include first-degree equations and inequalities, simultaneous systems of linear equations, quadratic equations, and graphing. The course is designed for students who have no previous instruction in algebra or who have difficulty with algebra or who need a review of elementary algebra.

MATH 103R ELEMENTARY ALGEBRA
3 units
Lecture 3 hours; lab 0 hours
The content of this course is identical to that of Math 103. However, this course should be taken by students who have previously completed elementary algebra, but who need a review before taking intermediate algebra.
MATH 902P PRE-ALGEBRA
3 units
Lecture 3 hours; lab 0 hours
This course is designed for students who have a solid foundation in arithmetic skills but who need to develop further skills before taking elementary algebra. This course is intended to serve as a bridge between arithmetic functions and elementary algebra. Topics include operations with signed numbers, evaluating algebraic expressions, operations with polynomials, solving and graphing linear equations, and developing problem-solving skills with an emphasis on concrete representations for abstract algebraic concepts. Pass/No Pass Option

MATH 903P PREPARATION FOR ELEMENTARY ALGEBRA
0.5 unit
Lecture 0 hours; lab 1.5 hours
This course is a preparation for Math 103. In this course, students have the opportunity to develop the appropriate entry-level math and study skills needed in Elementary Algebra by using a web-based computer algebra system. Pass/No Pass Only

MATH 091 DIRECTED STUDIES
1 unit (See department for schedule)
Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: California State University
*UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information
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)

Music

THE FACULTY
Robert Cornejo
Louis De La Rosa
Jeff Forehan
Gus Kambeitz

DIVISION
Fine Arts

DIVISION CHAIR
Chris Cryer

DEPARTMENT CHAIR
Robert Cornejo

PHONE 408-741-2464

EMAIL robert.cornejo@westvalley.edu

COUNSELING
408-741-2009

The West Valley College Music Department offers a comprehensive curriculum of courses including music theory, music appreciation, music history and literature, instrumental music, and voice. Music Department curriculum accommodates students with various goals and levels of experience. The Music Department faculty facilitates a supportive, creative learning environment where all students may explore their creative interests. Instructional emphasis is placed on:

- music fundamentals, practices, and techniques;
- skill building in piano, guitar, jazz ensembles, symphonic band, and vocal choirs;
- performance opportunities; and
- exploring creativity and self-expression.

Highlights
- All Steinway pianos
- Digital Music Center
- Musical Theater Collaborative - MTC
- Performance opportunities in choral, and instrumental ensembles
- Integrated learning opportunities in Fine Arts – Music, Art, Theater Arts, Film.
- Professional teaching faculty
- A variety of music courses available online
- Focused workshops with music professionals

Learning Outcomes
After completing an Associate of Arts degree in Music, a student will be able to:
- Critique musical performances;
- Work independently and collaboratively;
- Read and write music notation for a specific instrument;
- Demonstrate performance proficiency as related to historical eras and diverse musical styles.

Commercial Music Certificate
After completing a certificate in Commercial Music, a student will be able to:
- Demonstrate digital audio workstation skills specific to multi-track recording, mixing, sound design, sequencing, and composition.

Career Options
- Accompanist
- Arranger
- Choir Director
- Composer
- Conductor
- Copyist
- Guitar Performance
- Instrumental Instructor
- Music Criticism
- Music Director
- Music Instructor
- Music Librarian
- Music Publishing
- Music Therapy
- Opera
- Piano Performance
- Private Teaching
- Producer
- Public Teaching
- Soloist
- Studio Performer
- Vocal Instructor
- Vocal Performance

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

Degree
A.A. degree, Music

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

MUSIC (A.A. Degree)

Major Requirements (24 units):

Course Courses Units
MUSIC 003A Music Theory Level 1 4
MUSIC 003B Music Theory Level 2 4
MUSIC 004A Music Theory Level 3 4
MUSIC 004B Music Theory Level 4 4
MUSIC 030AB Beginning Piano 1-1
MUSIC 031AB Intermediate Piano 1-1
MUSIC 039 Applied Music (4 sem.) 1-1-1-1

Ensemble Courses (4 semesters required)
MUSIC 040ABC Chamber Singers 2
MUSIC 048ABC Symphony Orchestra 1
MUSIC 049 Symphonic Band 1
MUSIC 051A Jazz Ensemble 2
MUSIC 060ABC Masterworks Chorale 1
MUSIC 061 Vocal Jazz Ensemble 2

Electives (5 units required)
MUSIC 001 Music History 3
MUSIC 002 Music History 3
MUSIC 006 Intro to Music Education 2
MUSIC 009 Jazz-Past and Present 3
MUSIC 010 Music Appreciation 3
MUSIC 020 Ear Training 1
MUSIC 022 College Chamber Ensemble1-5
MUSIC 026 Tech. of Jazz-Rock Guitar 2
MUSIC 027 Introduction to Jazz Piano 1
MUSIC 032ABC Beginning Voice 1
MUSIC 033AB Intermediate Voice 1
MUSIC 036 Guitar 1
MUSIC 036B Intermediate Guitar 1
MUSIC 038A Advanced Piano 1
MUSIC 042 College Chorale 1
MUSIC 043AB Tech. of Jazz Improvisation1
MUSIC 044 Music Thea. & Opera Scenes1
MUSIC 052A Ensemble Perf.-Jazz & Pop 2
MUSIC 054 History of Rock & Roll 3
MUSIC 055 World Music 3
MUSIC 056 Afro-Latin Percussion 1
MUSIC 062A Solo Perf. - Jazz & Pop 1
MUSIC 063A Intro. Music Prod./Rec. 3
MUSIC 064 Sound Design 3
MUSIC 067A Music for Film, TV & Gaming 3

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
MUSIC 002H HONORS MUSIC HISTORY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors Music History uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course is a chronological study of music from 1750 to the present, with emphasis on stylistic considerations as demonstrated by significant composers and their representative works.

MUSIC 003A MUSIC THEORY LEVEL 1
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: MUSIC 003A: Music Theory Level 1
This course incorporates the following concepts, through guided composition and analysis: rhythm and meter; major properties of sound; intervals; diatonic scales and triads; diatonic chords; basic cadential formulas and phrase structure; dominant seventh; figured bass symbols; and non-harmonic tones. Development of skills in handwritten notation is expected. Music majors are required to take MUS 020A concurrent with this course. Non-majors are encouraged but not required to take MUS 020A concurrent with this course. Pass/No Pass Option

MUSIC 003B MUSIC THEORY LEVEL 2
4 units
Lecture 3.5 hours; lab 1.5 hour
Prerequisite: MUSIC 003A: Music Theory Level 1 and MUSIC 002A: Music Theory Level I. Through guided composition and analysis, the course includes: an introduction to two-part counterpoint; voice leading involving four-part chorale writing; diatonic harmony; and an introduction to secondary/applied chords and modulation. The musicianship lab component applies and develops the rhythmic, melodic, and harmonic materials of Music Theory II through ear training, sight singing, analysis, and dictation. Concurrent enrollment in MUS 030AB Beginning Piano or 31A/B Intermediate Piano is strongly recommended. Pass/No Pass Option

MUSIC 004A MUSIC THEORY LEVEL 3
4 units
Lecture 3.5 hours; lab 1.5 hour
Prerequisite: MUSIC 003B: Music Theory Level 2
Concurrent enrollment in MUS 30A/B Beginning Piano or 31A/B Intermediate Piano is strongly recommended.
Acceptable for credit: University of California, California State University
This course incorporates the study of advanced harmonic, rhythmic, and melodic materials, with emphasis on chromatic harmony, survey and analysis of musical styles and period techniques, with four-part writing of diatonic and chromatic chords. The lab focuses on performance skills in advanced sight singing and rhythmic exercises, one and two parts, and dictation of advanced melodic and harmonic elements. Concurrent enrollment in MUS 30A/B Beginning Piano or 31A/B Intermediate Piano is strongly recommended. Pass/No Pass Option

MUSIC 004B MUSIC THEORY LEVEL 4
4 units
Lecture 3.5 hours; lab 1.5 hour
Prerequisite: MUSIC 004A: Music Theory Level 3
Concurrent enrollment in MUS 30A/B Beginning Piano or 31A/B Intermediate Piano is strongly recommended.
Acceptable for credit: University of California, California State University
This course incorporates further study of advanced harmonic, rhythmic and melodic materials, with emphasis on chromatic harmony, modulation, survey and analysis of musical styles and period techniques, including the 20th century, and four-part writing using secondary dominants, the Neapolitan, French, German and Italian sixths. The lab focuses on advanced sight singing in one and two parts, and melodic and harmonic dictation using advanced chromatic materials. Concurrent enrollment in MUS 30A/B Beginning Piano or 31A/B Intermediate Piano is strongly recommended. Pass/No Pass Option

MUSIC 005 FUNDAMENTALS OF MUSIC
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is designed for the student who wants a beginning background in the theory of music. The course includes: basic musical notation, rhythm and meter, major and minor scales, major and minor key signatures, intervals and inversions, triads (major, minor, diminished and augmented), some seventh chords, inversions of triads and seventh chords, elementary formal and harmonic analysis, and ear training for all of the above, plus some sight singing and melodic dictation. This is NOT a music major course. Pass/No Pass Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
MUSIC 006 INTRODUCTION TO MUSIC EDUCATION
2 units
Lecture 2 hours; lab 0 hours
Acceptable for credit: California State University
This course covers the basics of teaching music in the public schools. The topics covered include pedagogical methods, classroom control and lesson planning. Pass/No Pass Option

MUSIC 009 JAZZ - PAST & PRESENT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course introduces the development and evolution of jazz in the United States. Analysis of the elements of jazz with attention to stylistic differences throughout its history (1890 to present).

MUSIC 010 MUSIC APPRECIATION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This is a basic introductory course for the student without previous training in music listening or performance. The students are given an opportunity for development of enjoyment and appreciation through active and guided listening to such musical forms as symphony, opera, tone poem, ballet, and concerto from early times to the present. The periods of Pre-Baroque (to 1600); Baroque (1600-1750); Classic (1750-1829); Romantic age (1825-1900); Nationalism; Modern (Jazz, Rock, Electronic Music) are covered. The hours by arrangement per week is for extra performances given.

MUSIC 020 EAR TRAINING FUNDAMENTALS
1 unit
Lecture 1 hour; lab 1 hour
Acceptable for credit: University of California, California State University
A laboratory in ear training for those whose background in music has not included systematic training of the ability to hear pitches, intervals, triads, progressions, rhythmic patterns, etc. Correlated with, and supplementary to, MUSIC 003AB and 004AB, this laboratory will provide much more time to concentrate on the difficulties many students experience at this stage in music study, apart from the written and keyboard aspects of their formal study. Pass/No Pass Option

MUSIC 020A MUSICIANSHP LEVEL 1
1 unit
Lecture 0 hour; lab 3 hour
Recommended Preparation: MUSIC 005: Fundamentals of Music
Music majors are required to take MUSIC 003A concurrent with this course. Non-majors are encouraged but not required to take MUSIC 003A concurrent with this course. Concurrent enrollment in MUSIC 30A/B Beginning Piano or 31A/B Intermediate Piano is strongly encouraged for all students.
Required for music majors, this course is a laboratory in ear training and sight-singing correlated with MUSIC 003A. This class provides a systematic training in the ability to hear music elements of melody, harmony and rhythm, and to perform melodic, harmonic and rhythmic elements. Pass/No Pass Option

MUSIC 022 COLLEGE CHAMBER ENSEMBLE
1.5 units
Lecture 1 hour; lab 2 hours
Prerequisite: MUSIC 042
Acceptable for credit: University of California, California State University
A vocal-instrument ensemble performing the literature of Renaissance and Baroque periods and other chamber music. Enrollment in the ensemble by audition. Pass/No Pass Option

MUSIC 026 TECHNIQUES OF JAZZ-ROCK GUITAR
1 unit
Lecture 1 hour; lab 1 hour
Recommended preparation: MUSIC 005
Acceptable for credit: University of California, California State University
Students will have the opportunity to study, analyze, and perform chord progressions, chord substitutions, scales and modes, guitar picking, improvising, position playing, and chord-solo playing. Pass/No Pass Option

MUSIC 027 INTRODUCTION TO JAZZ PIANO
1 unit
Lecture 1 hour; lab 1 hour
Recommended preparation: MUSIC 030A or 030B
Acceptable for credit: University of California, California State University
A study of basic harmonies and voicings at the keyboard as applied to jazz and “popular music.” An in-depth analysis of chord progressions, substitutions, “comping” techniques and solo improvisational playing. Pass/No Pass Option

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
MUSIC 030A BEGINNING PIANO
1 unit
Lecture 1 hour; lab 1 hour
Acceptable for credit: University of California, California State University
A beginning keyboard study for students with no previous training in piano. Study of note reading, the clefs, simple pieces, scales, arpeggios and exercises. Pass/No Pass Option

MUSIC 030B BEGINNING PIANO
1 unit
Lecture 1 hour; lab 1 hour
Prerequisite: MUSIC 030A or demonstrated skills
Acceptable for credit: University of California, California State University
This is a beginning keyboard study for students with no previous training in piano. Study of note reading, the clefs, simple pieces, scales, arpeggios, exercises and articulation, and common vocal problems. Pass/No Pass Option

MUSIC 031A, B INTERMEDIATE PIANO
1 unit each
Lecture 1 hour; lab 1 hour
Recommended preparation: MUSIC 030B before 031A; 031A or 030B before 031B
Acceptable for credit: University of California, California State University
A continuation of 030A and 030B. Designed for those who wish to continue to improve their keyboard skills through the study of scales, arpeggios, exercises, and exciting keyboard works of different periods and styles. Class activities include duets and class ensemble playing.

MUSIC 032A BEGINNING VOICE: CLASSICAL MUSIC
1 unit
Lecture 1 hour; lab 1 hour
Acceptable for credit: University of California, California State University
This course offers group instruction in vocal technique using classical solo literature. Topics covered include posture, breath support, articulation, and common vocal problems. Pass/No Pass Option

MUSIC 032B BEGINNING VOICE: FOLK MUSIC
1 unit
Lecture 1 hour; lab 1 hour
Prerequisite: MUSIC 032A
Acceptable for credit: University of California, California State University
This course offers group instruction in vocal technique using solo and small ensemble folk literature from around the world. Topics covered include posture, breath support, articulation, and common vocal problems. Pass/No Pass Option

MUSIC 032C BEGINNING VOICE: MUSICAL THEATER
1 unit
Lecture 1 hour; lab 1 hour
Acceptable for credit: University of California, California State University
This course offers group instruction in vocal technique using Musical Theater solo literature. Topics covered include posture, breath support, articulation, and common vocal problems. Pass/No Pass Option

MUSIC 033A, B INTERMEDIATE VOICE
1 unit each
Lecture 1 hour; lab 1 hour
Recommended preparation: MUSIC 032A or 032B before 033A; 033A is recommended before 033B
Acceptable for credit: University of California, California State University
Elements of vocal production, song interpretation, voice placement, and basic music theory for singers; learning art song repertoire, vowel and consonant use; overcoming nervousness in singing; vocal exercises.

MUSIC 036 INTERMEDIATE GUITAR
1 unit
Lecture 0.5 hours; lab 1.5 hours
Recommended preparation: MUSIC 036A
Acceptable for credit: University of California, California State University
This course offers a survey of advanced music for the piano and other keyboard instruments from the Baroque Period. Assignments include preparation and performances of selected Baroque piano repertoire. Discussions and projects are related to well-known repertoire, literature and appropriate performance practices. Students are assigned new musical works from the vast amount of repertoire that is available, allowing the student to continue the development of his/her technical abilities. Pass/No Pass Option

MUSIC 039 APPLIED MUSIC
1 unit
Lecture 1 hour; lab 0 hours
Prerequisite: Permission to register for credit and placement examination by the college MUSIC staff to determine level of competence in performing a musical instrument or voice. One private per week; periodic examination given by MUSIC staff
Acceptable for credit: University of California, California State University
Applied Music, intended for music majors, provides the opportunity for individual instruction in voice, piano, or instrument with an approved private teacher. The West Valley College Music Department will provide a list of approved private teachers. A minimum of 16 music lessons per semester must be verified. Beginning placement, mid-term and final recital will be administered and evaluated by the West Valley College Music Department faculty.

MUSIC 040A CHAMBER SINGERS - EARLY MUSIC
2 units
Lecture 1 hour; lab 1 hour
Acceptable for credit: University of California, California State University
Chamber Singers is a choral ensemble open to all students by audition. The ensemble performs a wide range of music in concerts and choral festivals throughout the region. The literature performed in this class is primarily from the early eras of music history (Medieval, Renaissance, Baroque), encompassing cultures of Eurasia and the Americas, though literature of other eras may also be programmed.

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- RECOMMENDED preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
MUSIC 040B CHAMBER SINGERS - CLASSICAL MUSIC
2 units
Lecture 1 hour; lab 1 hour
Acceptable for credit: University of California, California State University
Chamber Singers is a choral ensemble open to all students by audition. The Chamber Singers perform a wide range of music in concerts and choral festivals throughout the region. The literature performed in this class is primarily from the classical eras of music history (Classical, Romantic), though other literature may also be programmed.

MUSIC 040C CHAMBER SINGERS - MODERN MUSIC
2 units
Lecture 1 hour; lab 1 hour
Acceptable for credit: University of California, California State University
Chamber Singers is a choral ensemble open to all students by audition. The Chamber Singers perform a wide range of music in concerts and choral festivals throughout the region. The literature performed in this class is primarily from the recent eras of music history (Impressionist, 20th Century, 21st Century), though other literature may also be programmed. Pass/No Pass Option

MUSIC 042 COLLEGE CHORALE
1 unit
Lecture 0 hour; lab 3 hours
Acceptable for credit: University of California, California State University
This course is for the study, rehearsal, and public performance of choral literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Study includes the creation of a beautiful tone, aesthetic awareness, the ability to read music, the building of technical skills, and responsible rehearsal habits. Audition is required. Pass/No Pass Option

MUSIC 043A, B TECHNIQUES OF JAZZ IMPROVISATION
2 units each
Lecture 2 hours; lab 2 hours
Recommended preparation: MUSIC 043A before 043B.
Acceptable for credit: University of California, California State University
A study of jazz harmony, melody and rhythm, found in contemporary jazz music, designed to provide knowledge of basic materials and practices necessary for performing in the jazz idiom. Pass/No Pass Option

MUSIC 044 MUSICAL THEATER & OPERA SCENES
2 Units
Lecture 1 hour; lab 3 hours
Recommended preparation: Music 032C and or Music 033A and or Music 033B and or THEA 040A
Acceptable for credit: California State University
This course provides students the opportunity to apply vocal and theatrical skills necessary for a staged performance in the opera and musical theater genres. Audition required. Pass/No Pass Option

MUSIC 045A SYMPHONY ORCHESTRA
1 unit
Lecture 1 hour; lab 2 hours
Recommended preparation: Ability to read music and play an orchestral instrument at an intermediate to advanced level
Acceptable for credit: University of California, California State University
This course includes the study and performance of symphony orchestra literature focusing on the Romantic era. The emphasis is on group participation and public performance. Attendance at all scheduled performances is required. Pass/No Pass Option

MUSIC 045B SYMPHONY ORCHESTRA: ROMANTIC
1 unit
Lecture 1 hour; lab 2 hours
Recommended preparation: Ability to read music and play an orchestral instrument at an intermediate to advanced level
Acceptable for credit: University of California, California State University
This course includes the study and performance of symphony orchestra literature focusing on the Romantic era. The emphasis is on group participation and public performance. Attendance at all scheduled performances is required. The ability to read music and to play an orchestral instrument is also required. Admission to the class is by audition only. Pass/No Pass Option

MUSIC 045C SYMPHONY ORCHESTRA: 20TH CENTURY
1 unit
Lecture 1 hour; lab 2 hours
Recommended preparation: Ability to read music and play an orchestral instrument at an intermediate to advanced level
Acceptable for credit: University of California, California State University
This course includes the study and performance of symphony orchestra literature focusing on the Twentieth Century. Attendance at all scheduled performances is required. The ability to read music and to play an orchestral instrument is required. Admission to the class is by audition only. Pass/No Pass Option

MUSIC 045D SYMPHONY ORCHESTRA: AMERICAN COMPOSERS
1 unit
Lecture 1 hour; lab 2 hours
Recommended preparation: Ability to read music and play an orchestral instrument at an intermediate to advanced level
Acceptable for credit: University of California, California State University
This course includes the study and performance of symphony orchestra literature focusing on American composers. Attendance at all scheduled performances is required. The ability to read music and to play an orchestral instrument is required. Admission to the class is by audition only. Pass/No Pass Option

MUSIC 049 SYMPHONIC BAND
1 unit
Lecture 1 hour; lab 2 hours
Acceptable for credit: University of California, California State University
This course is the study and performance of symphonic band repertoire of all styles and periods. The emphasis is on group participation and public performance. Attendance at all scheduled performances is required.

MUSIC 051A JAZZ ENSEMBLE
2 units
Lecture 1 hour; lab 1 hour
Acceptable for credit: University of California, California State University
This course includes the study and performance of American Jazz literature, focusing on the Big Band era. There is an emphasis on group participation and public performance. Attendance at all scheduled performances is required.

MUSIC 052A ENSEMBLE PERFORMANCE IN JAZZ & POPULAR MUSIC
2 units
Lecture 1 hour; lab 3 hours
Recommended preparation: MUSIC 051A and MUSIC 039
Acceptable for credit: University of California, California State University
This course focuses on small group playing. Styles include Be-Bop, Hard Bop, Soul Jazz, Fusion, swing, and early Dixieland styles. Each group is expected to perform tunes from each of the mentioned styles.

MUSIC 054 HISTORY OF ROCK & ROLL MUSIC
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course covers the history of Rock and Roll music from its inception in the mid 40’s through the punk movement of the late 70’s and beyond. This course examines the relationship between music, musicians, and society during this period. This course is West Valley College AA/AS degree applicable under area C. Humanities. Pass/No Pass Option

MUSIC 055 WORLD MUSIC
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course covers the developments in music from a non-western perspective. The course includes the influence of various cultures (African drumming, Japanese Gamelan, South American hand percussion) on the music of today. Pass/No Pass Option
MUSIC 066 AFRO-LATIN PERCUSSION
1 unit
Lecture 1 hour; lab 1 hour
Acceptable for credit: California State University
This is a beginning drum and Afro-Latin percussion class, open to all interested students. This course covers indigenous rhythms from Africa, Cuba, Haiti, and Brazil. The performance of these rhythms involves traditional as well as non-traditional instruments such as drum set and electronic percussion.

MUSIC 060A MASTERWORKS CHORALE - EARLY MUSIC
1 unit
Lecture 1 hour; lab 2 hours
Recommended preparation: A reasonably developed singing voice, the ability to READ MUSIC at the beginning level and to sing an assigned part in an ensemble
Acceptable for credit: University of California, California State University
Masterworks Chorale is a choral ensemble open to all students by audition. The ensemble performs major choral works, frequently collaborating with other choral and instrumental ensembles. The literature performed in this class is primarily from the classical era of music history (Medieval, Renaissance, Baroque), though other literature may also be programmed. Pass/No Pass Option

MUSIC 060B MASTERWORKS CHORALE - CLASSICAL MUSIC
1 unit
Lecture 1 hour; lab 2 hours
Recommended preparation: A reasonably developed singing voice, the ability to READ MUSIC at the beginning level and to sing an assigned part in an ensemble
Acceptable for credit: University of California, California State University
Masterworks Chorale is a choral ensemble open to all students by audition. The ensemble performs major choral works, frequently collaborating with other choral and instrumental ensembles. The literature performed in this class is primarily from the classical era of music history (Classical, Romantic), though other literature may also be programmed. Pass/No Pass Option

MUSIC 060C MASTERWORKS CHORALE - MODERN MUSIC
1 unit
Lecture 1 hour; lab 2 hours
Recommended preparation: A reasonably developed singing voice, the ability to READ MUSIC at the beginning level and to sing an assigned part in an ensemble
Acceptable for credit: University of California, California State University
Masterworks Chorale is a choral ensemble open to all students by audition. The ensemble performs major choral works, frequently collaborating with other choral and instrumental ensembles. The literature performed in this class is primarily from the more recent eras of music history (Impressionist, 20th Century, 21st Century), though other literature may also be programmed. Pass/No Pass Option

MUSIC 061 VOCAL JAZZ ENSEMBLE
2 units
Lecture 1 hour; lab 3 hours
Recommended preparation: Previous choral experience; ability to sing in a choral group
Acceptable for credit: University of California, California State University
Study and performance of vocal jazz and popular music literature. Performances are given for a wide variety of events: service organizations, civic groups, on-campus concerts, festivals and participation in annual concert tour. Attendance required at all rehearsals and performances. Admission by audition.

MUSIC 062A SOLO PERFORMANCE IN JAZZ & POPULAR MUSIC
1 unit
Lecture 0 hours; lab 3 hours
Recommended preparation: Previous Singing experience and ability to match pitch
Acceptable for credit: University of California, California State University
Students study and perform songs in the popular and jazz idioms. Proper vocal technique, stage presence, phrasing and styling, and the use of microphone are explored. Pass/No Pass Option

MUSIC 063A INTRODUCTION TO MUSIC PRODUCTION & MULTI-TRACK RECORDING
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: MUSIC 005, 003A or 003B
Acceptable for credit: California State University
A project based course providing specific training in MIDI performance techniques. The course covers computer based sequencing, signal processing, recording and score editing with computer-related instruments in a standard MIDI environment. Pass/No Pass Option

MUSIC 063B ADVANCED MUSIC PRODUCTION & MULTI-TRACK RECORDING
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: MUSIC 063A
Acceptable for credit: California State University
A project based course providing appropriate training in intermediate-advanced MIDI performance techniques. The course covers intermediate-advanced computer based sequencing, original processing, recording and score editing with computer-related instruments in an intermediate-advanced MIDI environment. Pass/No Pass Option

MUSIC 064 SOUND DESIGN
3 units
Lecture 2 hours; lab 3 hours
Acceptable for credit: California State University
This course is an introductory survey of sound types, techniques and the methods of their application for appropriate accomplishment to computer animation and multi-media presentations. This course is West Valley College certificate applicable. Pass/No Pass Option

MUSIC 065A RECORDING ARTS I
3 units
Lecture 3 hours; lab 1 hour
Acceptable for credit: California State University
This course is a 4-part series of recording arts classes that will be the core of the Commercial Music Certificate. It is an introductory class to the audio recording arts. It covers basic recording studio skills including analog audio theory, signal flow, gain staging, microphones, mic placement and tracking.

MUSIC 065B RECORDING ARTS II
3 units
Lecture 3 hours; lab 1 hour
Recommended preparation: MUSIC 065A
Acceptable for credit: California State University
This is a 4-part series of recording arts classes that will be the core of the Commercial Music Certificate. It is an intermediate class in the audio recording arts. It covers multi-track recording & overdubbing, outboard and on board signal processing, use of patch bays, mixing, automation and commercial music production.

MUSIC 065C RECORDING ARTS III
3 units
Lecture 3 hours; lab 1 hour
Acceptable for credit: California State University
This course is the final course in a three part series of recording arts courses. An advanced course in the audio recording arts, it covers mixing, signal processing, comp tracks and mastering.

MUSIC 067A MUSIC FOR FILM, TV, & GAMING
3 unit
Lecture 2 hours; lab 3 hours
Recommended preparation: MUSIC 005
Acceptable for credit: California State University
Using tools of the modern MIDI studio, this course provides an introductory level of learning to write music for TV, film, and games. Topics include the anatomy of a media score, linear and layering scoring techniques, and the business relationship with clients.

MUSIC 068 SYNTHESTRATION, CG ORCHESTRA
3 unit
Lecture 2 hours; lab 3 hours
Recommended preparation: MUSIC 005
Acceptable for credit: California State University
This course offers the basics of orchestration, as well as an introduction to the world of computers, samples, and MIDI related to creating effective virtual orchestrations for media and composition. This course also covers studio requirements and considerations, such as computer choices, sequencing software, sample libraries, electronic orchestration techniques, and mixing techniques, all with the primary objective of producing facsimiles of acoustic instrument performances.
MUSIC 069 COMMERCIAL MUSIC THEORY/SONGWRITING I
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: MUSIC 005
Acceptable for credit: California State University
This class is designed to teach students the theory and techniques relevant to composing in a commercial song format. Pass/No Pass Option

MUSIC 070 MUSIC TECHNOLOGY LABORATORY
1 unit
Lecture 0 hours; lab 0 hours
Recommended preparation: Simultaneous enrollment in piano, music theory, ear-training, and/or commercial music courses.
This is a one unit lab recommended for Music Technology, Music Theory, Piano, and Music Fundamentals students. It is designed to give students hands on access to the technology that facilitates skills development specific to their concentration. Pass/No Pass Option

MUSIC 091, 092, 093 DIRECTED STUDIES
1-3 units (See department for schedule)
91 - Lecture 0 hours; lab 0 hours
92 - Lecture 0 hours; lab 0 hours
93 - Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: California State University,
Individual work on special topics in music by arrangement. Pass/No Pass Option

MUSIC 099 PRACTICE LAB
1 unit
Lecture 0 hours; lab 0 hours
Recommended preparation: Simultaneous enrollment in any ensemble and/or applied music course.
This is a weekly hours by arrangement lab that guides students in practicing for music courses which require skill building. Practica Musica, a software program is utilized and practice logs are turned in.

Nutrition Studies

THE FACULTY
Wendy Bowers-Gachesa

DIVISION
Physical Education

DEPARTMENT CHAIR
Wendy Bowers-Gachesa

PHONE 408-741-4003

EMAIL wendy.bowers-gachesa@westvalley.edu

COUNSELING 408-741-2009

Learning Outcomes
After completing courses in Nutrition Studies, a student will be able to:
- Explain the scientific basis for nutrition;
- Apply nutrition concepts to regular and therapeutic diets

NUTRITION STUDIES: For transfer information see assist.org and/or consult with a counselor.

NS 015 HUMAN NUTRITION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Basic scientific principles as they apply to human nutrition in maintaining health and preventing disease are discussed. Concentration is on the nutrient requirements of the human body throughout life. Biochemical functions and interrelationships of nutrients are examined. Current nutritional controversies are evaluated. Students gain practical experience in evaluating nutritional data by completing a self-study project. This course is designed for the student who has no science background. This course meets the nutrition requirement for nursing majors at San Jose State University. Pass/No Pass Option

NS 020 WORLD FOOD CUSTOMS & NUTRITION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course examines food intake patterns, food customs and nutritional status of people from various racial, regional and religious backgrounds of the world from an evolutionary and ecological perspective. In addition, this course looks at food as a source of nutrients as well as an integral part of people’s cultures. This course explores contemporary health problems related to food and nutrition, and discusses different approaches to dealing with these challenges through community development and other intervention strategies. Pass/No Pass Option

NS 022 SPORTS NUTRITION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is designed specifically for the fitness specialist or enthusiast who wants a basic understanding of nutritional principles as they relate to exercise and sports. Emphasis will be placed on understanding the role of nutrients in physical performance. Body composition, precompetition meals and the efficiency of ergogenic aids will also be discussed. Pass/No Pass Option

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

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

THE FACULTY
Robert Lopez

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

Oceanography is for explorers, for people interested in the ocean environment and in the physical processes that affect the coasts, seafloor, and water column. Oceanographers study volcanoes and sediments, water chemistry and atmospheric gases, glacial ice and global warming, marine ecology and habitat, earth and life through time, and the origins of the universe. At West Valley College, students can take the multidisciplinary course Oceanography 001, offered through the Department of Oceanography, and can choose from a variety of earth science and biological sciences courses offered through the Department of Geology and the Department of Biology.

Oceanography is a multidisciplinary science that applies the concepts of biology, chemistry, physics, mathematics, and engineering to the ocean world. Fields of study include physical oceanography, meteorology, geophysics, geochemistry, glaciology, volcanology, marine biology, environmental geology, and more. The multidisciplinary approach is what makes oceanography exciting and challenging for students with broad scientific interests and curiosity of how the ocean system works.

The exploration of oceanography is a hands-on discipline that is best realized by seeing the ocean environment through field experience.

Learning Outcomes
After completing courses in Oceanography, a student will be able to:

• Describe and explain some of the fundamental insights to the world oceans;
• Solve oceanographic problems quantitatively;
• Describe and explain a number of marine-related environmental issues.

Career Options
Most job opportunities available to oceanography graduates are in physical oceanography: marine geology, ocean engineering, marine chemistry, and marine physics. Most marine geologists work for oil and mineral companies. Marine engineers are needed to design, construct, and maintain offshore oil rigs, ships, and harbor structures. Marine chemists work to figure out ways to stop marine corrosion and to extract chemicals from seawater. Marine biologists have fewer job opportunities. They can be employed at museums, aquariums, and marine theme parks.

OCEAN 010 INTRODUCTION TO OCEANOGRAPHY
4 units
Lecture 3 hours; lab 3 hours
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
This course presents some of the more important phenomena of oceanography with emphasis on seafloor plate tectonics, marine geology, ocean chemistry, ocean physics, and marine ecology. The laboratory section complements the lecture with hands-on experience through lab exercises, demonstrations, and field trips.

Paralegal

THE FACULTY
Peggy Mathieson
Stacy Hopkins

DIVISION Applied Arts and Sciences
DIVISION CHAIR Diane Hurd
DEPARTMENT CHAIR Peggy Mathieson
PHONE 408-741-4635
EMAIL peggy.mathieson@wvm.edu
COUNSELING 408-741-2098

The primary goal of the Paralegal Studies Program is to prepare students for positions as paralegals as a means of improving the accessibility, quality, and affordability of legal services. West Valley’s Paralegal Studies Program is responsive to the needs of the State of California and contributes to the advancement of legal professionals.

Learning Outcomes
Students who successfully complete a certificate or Associate of Science degree will be able to:

• Describe the American legal system;
• Describe the practice of law and the paralegal’s role in the legal profession;
• Demonstrate the skills and knowledge needed to work in civil litigation;
• Conduct legal research;
• Demonstrate strong written and oral communication skills;
• Apply the ethical rules and regulations applicable to paralegals and other legal professionals to given situations.

Degree
A.S., Paralegal

Certificate
Paralegal
“A Paralegal is a trained specialist who, under the supervision of an attorney, performs a wide variety of legal tasks. These include legal research, law office management and preparation of legal documents. Only an attorney may provide legal services directly to the public.”

PARALEGAL (A.S. Degree)
To be awarded an A.S. Degree, a student must:
1. Complete all major requirements, which may include no more than 12 units for transfer of legal specialty courses from another paralegal program.
2. Complete additional units to meet the College graduation requirements and the requirements of the American Bar Association for general education courses.
3. Achieve a grade of “C” or better in the major requirements.

The purpose of the A.S. degree program is to provide an education meeting the standards of the American Bar Association that will prepare students for careers as paralegals as a means of improving the accessibility, quality, and affordability of legal services.

PARALEGAL (Certificate of Achievement)
To receive a Certificate, a student must have a minimum of an Associate Degree and must:

PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
RECOMMENDED preparations are ADVISORY.
This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
1. Complete all major requirements, which may include no more than 12 units for transfer of legal specialty courses from another paralegal program.
2. Achieve a grade of "C" or better in the major requirements.

The purpose of the certificate program is to provide an education meeting the standards of the American Bar Association that will prepare students for careers as paralegals as a means of improving the accessibility, quality, and affordability of legal services.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td><strong>Total Paralegal Course Units</strong></td>
<td>40.5</td>
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<tr>
<td><strong>Major Required Courses (28.5 units)</strong></td>
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</tr>
<tr>
<td>PARA 018 Legal Analysis</td>
<td>3</td>
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<tr>
<td>PARA 019 Introduction to Paralegal Studies</td>
<td>3</td>
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<tr>
<td>PARA 021 Introduction to American Law</td>
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</tr>
<tr>
<td>PARA 022 Civil Litigation Procedures</td>
<td>3</td>
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<tr>
<td>PARA 023 Legal Research and Writing</td>
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<tr>
<td>PARA 024 Advanced Legal Research and Writing</td>
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<tr>
<td>PARA 025 Legal Ethics</td>
<td>1.5</td>
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<tr>
<td>PARA 029 Internship</td>
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<tr>
<td>PARA 040 Advanced Civil Litigation</td>
<td>3</td>
</tr>
<tr>
<td>PARA 065B Microsoft Word for the Law Office</td>
<td>3</td>
</tr>
<tr>
<td><strong>Electives from Recommended List (12 units)</strong></td>
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<tr>
<td>PARA 026 Technology in the Law Office</td>
<td>3</td>
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<tr>
<td>PARA 027 Corporate Law</td>
<td>3</td>
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<tr>
<td>PARA 030 Business Contract Law</td>
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<tr>
<td>PARA 032 Family Law</td>
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<tr>
<td>PARA 033 Paralegal Procedures in Real Estate Law</td>
<td>3</td>
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<tr>
<td>PARA 034 Bankruptcy Law and Procedures</td>
<td>3</td>
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<tr>
<td>PARA 035A Practical Procedures in Probate 1.5</td>
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<tr>
<td>PARA 036 Will Drafting and Basic Estate Planning</td>
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<tr>
<td>PARA 037 Intellectual Property Law</td>
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<tr>
<td>PARA 038 Constitutional Law</td>
<td>3</td>
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<tr>
<td>PARA 039 Paralegal Interviewing and Investigating</td>
<td>3</td>
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<td>PARA 041 Torts</td>
<td>3</td>
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<tr>
<td>PARA 042 Criminal Trial Techniques for the Paralegal</td>
<td>3</td>
</tr>
<tr>
<td>PARA 043 Law Office Management</td>
<td>3</td>
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<tr>
<td>PARA 047 Trademark Law</td>
<td>3</td>
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<tr>
<td>PARA 048 Copyright</td>
<td>3</td>
</tr>
<tr>
<td>PARA 049 Securities Regulations</td>
<td>3</td>
</tr>
<tr>
<td>PARA 050A Paralegal Field Experience 1.5</td>
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<tr>
<td>PARA 066 Legal Research on the Internet 0.5</td>
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<tr>
<td>PARA 067 Intro to Legal Database Services</td>
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<tr>
<td>PARA 070 Employment Law</td>
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<tr>
<td>PARA 076 Immigration and Naturalization Law For Paralegals</td>
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<tr>
<td><strong>PARA 081C CLT: Legal Drafting/Correspondence</strong></td>
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<tr>
<td><strong>PARA 083A CLT: Evidence and Trial Prep</strong></td>
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<tr>
<td><strong>PARA 083B Electronic Evidence Discovery</strong></td>
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<tr>
<td><strong>PARA 083C CLT: Patent Administration for Paralegals</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>PARA 083D Patent Litigation and Advanced Case Management Techniques</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>PARA 091 Directed Studies</strong></td>
<td>1</td>
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<tr>
<td><strong>PARA 092 Directed Studies</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>PARA 093 Directed Studies</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>CA 046B Presentation, Powerpoint</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>CA 062B Beg Spreadsheets: MS Excel</strong></td>
<td>1</td>
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</tbody>
</table>

**Recommended Preparations in Basic Skills:**

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

**NOTE:** Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
PARA 025 LEGAL ETHICS & PROFESSIONAL RESPONSIBILITY
3 units
Lecture 1.5 hours; lab 0 hours
Acceptable for credit: California State University
This course provides an in-depth study of the ethical rules and regulations that govern all personnel in the legal profession.

PARA 026 TECHNOLOGY IN THE LAW OFFICE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course introduces the student to the computer hardware and software used in a law office. The course includes hands-on training in office management, case management, and litigation support software. The impact of legal ethics and court rules on the use of technology is also explored. Pass/No Pass Option

PARA 027 CORPORATE LAW
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course offers an overview of the substantive law regarding corporations and other business entities. The course also provides an introduction to the requirements for compliance with regulations of the SEC and various state agencies and to tax issues as they relate to different business entities.

PARA 029 INTERNSHIP
3 units
Lecture 1 hour; lab 0 hours
Prerequisite: PARA 022 and PARA 023; ENGL 001A
Acceptable for credit: California State University
The internship provides students with the opportunity to apply the knowledge and skills learned in the program in a law office or legal department under the supervision of a member of the California State Bar. The course provides a forum to discuss various aspects of paralegal employment and practical experience with other students.

PARA 030 BUSINESS CONTRACT LAW
1.5 units
Lecture 1.5 hours; lab 0 hours
Acceptable for credit: California State University
This course introduces the student to the fundamentals of contract law. The student is introduced to issues of contract formation, breach of contract, and contractual remedies. The course also provides experience in the drafting of agreements.

PARA 032 FAMILY LAW
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course introduces basic will drafting and estate planning procedures. Other topics include the terminology, statutes, and case law on marital dissolution, annulment, legal separation as well as custody and support disputes. Students prepare various family law documents including petitions, applications and declarations.

PARA 033 PARALEGAL PROCEDURES IN REAL ESTATE LAW
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course introduces the procedures commonly performed by the paralegal in real property practice. It covers the substantive law of real property and landlord-tenant relationships and the rights and duties of landlords and tenants. The course includes instructions in contracts and agency as applicable to real property transactions and related matters including recordation and promises.

PARA 034 BANKRUPTCY LAW & PROCEDURES
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course provides an introduction to bankruptcy law and procedure, office procedures and interviewing skills, and preparation of bankruptcy forms for court and trustee filing.

PARA 035A PRACTICAL PROCEDURES FOR PROBATE
1.5 units
Lecture 1.5 hours; lab 0 hours
Acceptable for credit: California State University
This course provides the student with knowledge of the procedures and forms required to process a will through probate. Pass/No Pass Option

PARA 036 WILL DRAFTING & BASIC ESTATE PLANNING
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course introduces basic will drafting and estate planning procedures. Other topics include the terminology, statutes, and case law applicable to this area of law and drafting wills and other documents related to dispositions of property. Pass/No Pass Option

PARA 037 INTELLECTUAL PROPERTY LAW
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course introduces the student to the law of copyright, patent, trademark and trade secrets. It provides an in-depth study of procedural and substantive laws involved in intellectual property.

PARA 038 CONSTITUTIONAL LAW
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course examines the United States' Constitution and Supreme Court cases involving free speech, civil rights, freedom of religion and rights to privacy.

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

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

**RECOMMENDED** preparations are ADVISORY.

This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
PARA 039 PARALEGAL INTERVIEWING & INVESTIGATION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course provides an in-depth study of principles, methods and investigative techniques utilized to locate, gather, document and disseminate information in a law office. The emphasis is on developing interviewing and investigating skills intended to prepare paralegals to communicate effectively while recognizing ethical problems.

PARA 040 ADVANCED CIVIL LITIGATION
3 units
Lecture 3 hours; lab 0 hours
Prequisite: PARA 022
Acceptable for credit: California State University
This course is an advanced course on the litigation process. It provides a more in-depth and hands-on study of litigation focusing on the discovery process, drafting of motions, trial preparation, case management, and post-trial issues.

PARA 041 TORTS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
An in-depth study of the law of torts and personal injury.

PARA 042 CRIMINAL TRIAL TECHNIQUES FOR THE PARALEGAL
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is designed to introduce the student to the composition of and the functions performed in a law office on a day to day basis. It will include an in-depth review of various time keeping, accounting and records management systems. In addition it will explore 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 will include a study of the ethical and professional regulations that drive the need for these systems.

PARA 043 LAW OFFICE MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is designed to introduce the student to the composition of and the functions performed in a law office on a day to day basis. It will include an in-depth review of various time keeping, accounting and records management systems. In addition it will explore 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 will include a study of the ethical and professional regulations that drive the need for these systems.

PARA 047 TRADEMARK LAW
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: PARA 037
Acceptable for credit: California State University
This course offers a practical approach to Trademark Law for paralegals. The procedures by which an applicant secures federal trademark registration are covered. The Lanham Act, as modified by the Trademark law Revision Act of 1988, is explored in detail. An overview of certification, collective and service marks are included in this course. Trademark infringement and remedies for infringement are covered.

PARA 048 COPYRIGHT LAW
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: PARA 037
Acceptable for credit: California State University
This course introduces the foundations of copyright protection. Topics include the subject matter of copyright, fair use and ownership. The United States Copyright Act and the Berne Convention for the Protection of Literary and Artsitic Works are introduced. The concept of originality and the originality requirement are explored. The formal requirements of registration and notice are explained and practiced.

PARA 049 SECURITIES REGULATION
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: PARA 027
Acceptable for credit: California State University
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.

PARA 050A PARALEGAL FIELD EXPERIENCE
1.5 units
Lecture 1.5 hours; lab 0 hours
This course introduces students to a variety of venues where paralegals work, including the civil and criminal courts, government offices, and law firms. Classroom lectures and discussions are supplemented with field trips. Pass/No Pass Option

PARA 056A MICROSOFT WORD FOR THE LAW OFFICE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: CA 032B
Acceptable for credit: California State University
This course provides students with the opportunity to learn to prepare documents, such as contracts, wills, and pleadings, using Microsoft Word features that apply to the law office. Pass/No Pass Only

PARA 065B MICROSOFT WORD FOR THE INTERNET
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: PARA 037
Acceptable for credit: California State University
This course introduces the student to the various search engines and websites that can be used to perform legal research on the World Wide Web. Students are given hands-on training in accessing search engines, web sites, various legal libraries, and government sites. Pass/No Pass Only

PARA 066 LEGAL RESEARCH ON THE INTERNET
0.5 unit
Lecture 1 hour (over 9 weeks); lab 0 hours
This course introduces the student to the various search engines and websites that can be used to perform legal research on the World Wide Web. Students are given hands-on training in accessing search engines, web sites, various legal libraries, and government sites. Pass/No Pass Only

PARA 067 INTRODUCTION TO LEGAL DATABASE SERVICES
1 unit
Lecture 1 hour; lab 0 hours
This course provides students with the opportunity to build skills needed to use an on-line legal research service, such as Westlaw or LEXIS. Pass/No Pass Only

PARA 070 EMPLOYMENT LAW
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course introduces the student to the major substantive areas of employment law, including employment discrimination, wage and hour regulations, wrongful discharge, family and medical leave, employee privacy rights, and safety regulations. The role of the paralegal in substantive and procedural employment law practice is also covered.

PARA 076 IMMIGRATION & NATURALIZATION LAW FOR PARALEGALS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course provides an overview of Immigration and Naturalization laws, with emphases on the history of immigration in the United States, the evolution of laws and policies toward aliens, and the interfacing of the administrative agencies responsible for enforcing the law. Practical exercises will build the skills required for case assessment and document preparation. Pass/No Pass Option

PARA 077 ELDER LAW FOR PARALEGALS
1.5 units
Lecture 1.5 hours; lab 0 hours
Acceptable for credit: California State University
This course introduces students to the elder law issues of estate planning, Medicare, Social Security, and guardianship.

PARA 081 CURRENT LEGAL TOPIC: LEGAL DRAFTING/CORRESPONDENCE
1 unit
Lecture 1 hour; lab 0 hours
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, Shepherds, Unlawful Detainer, Small Claims Court, Legislation Tracking, and Government Tort Liability. Please see the class schedule for specific topic being offered. Pass/No Pass Option

PARA 083A EVIDENCE & TRIAL PREPARATION
3 units
Lecture 3 hours; lab 0 hours
This course provides an overview of evidence. Topics include: relevance, witnesses and competency, impeachment, lay and expert opinions, hearsay and constitutional evidentiary issues. Pass/No Pass Option

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
PARA 083B ELECTRONIC EVIDENCE DISCOVERY
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: PARA 022
This course introduces and instructs the student in the fundamental skills necessary to the collection, preservation, and production of discoverable evidence in electronic form. Emphasis is on the critical differences between discovery of paper documents and discovery of electronic evidence and metadata. The course is designed for students who want to learn how to comply with discovery rules and document requests while avoiding the common errors that may lead to court sanctions. Pass/No Pass Option

PARA 083C PATENT ADMINISTRATION FOR THE PARALEGAL
3 unit
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
Students are introduced to the patent administration process. They are provided with a step-by-step approach to the role paralegals play in the administration of patents.

PARA 083D PATENT LITIGATION & ADVANCED CASE MANAGEMENT TECHNIQUES
3 unit
Lecture 3 hours; lab 0 hours
Prerequisite: PARA 022
Recommended preparation: PARA 037
Acceptable for credit: California State University
This course introduces patent litigation procedures, including background investigation on companies, inventors, and technology; docketing; organizing pleadings, documents, discovery, correspondence and technical materials; and organizing materials for hearings and trial. Pass/No Pass Option

PARA 091, 092, 093 DIRECTED STUDIES
1-3 units (See department for schedule)
91 - Lecture 0 hours; lab 0 hours
92 - Lecture 0 hours; lab 0 hours
93 - Lecture 0 hours; lab 0 hours
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. Pass/No Pass Option These classes can be repeated for a maximum of six units.

Park Management

THE FACULTY
Christopher Cruz
DIVISION Applied Arts and Sciences
DIVISION CHAIR Diane Hurd
DEPARTMENT CHAIR Chris Cruz
PHONE 408-741-2022
EMAIL chris_cruz@westvalley.edu
COUNSELING 408-741-2009

Learning Outcomes
After completing a certificate or Associate of Science degree in Park Management, a student will be able to:
• Plan, design, and complete a maintenance project;
• Design, develop, and complete projects in the following four areas: resources management, visitor services, maintenance, and interpretation;
• Plan and implement backcountry overnight experiences;
• Use wildland fire and emergency medical response techniques;
• Develop plans and designs for park facilities;
• Develop GIS mapping projects and demonstrate the use of GPS.

PARK MANAGEMENT
(A.S. Degree)
To be awarded an A.S. degree, a student must complete:
1. All the Park Management Certificate of Achievement requirements
2. Additional units to meet the college graduation requirements for an associate degree.
A certificate or degree will be awarded to those students achieving a grade of C or better in the major requirements listed above.

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>PKMGT 010</td>
<td>3</td>
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<tr>
<td>PKMGT 011</td>
<td>2</td>
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<tr>
<td>PKMGT 012A</td>
<td>3</td>
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<td>PKMGT 012B</td>
<td>3</td>
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<td>PKMGT 013</td>
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<td>PKMGT 014</td>
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<td>PKMGT 015B</td>
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<tr>
<td>PKMGT 015C</td>
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PARK MANAGEMENT  

(Certificate of Achievement)  

Major Requirements  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>PKMGT 010 Introduction to Park Management</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 011 Park Communications</td>
<td>2</td>
</tr>
<tr>
<td>PKMGT 012A Basic Outdoor Skills</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 012B Intermediate Outdoor Skills for the Park Ranger</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 013 Fire Suppression and Use</td>
<td>2</td>
</tr>
<tr>
<td>PKMGT 014 Conservation of Natural Resources</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 015A Duties of the Ranger</td>
<td>2</td>
</tr>
<tr>
<td>PKMGT 015B Natural and Cultural Resource Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 015C Introduction to Park Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016A Intro to GIS &amp; GPS</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 017 Basic Horticulture for Parks</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 018 Park Planning and Design</td>
<td>2</td>
</tr>
<tr>
<td>PKMGT 019 Wilderness First Responder</td>
<td>5</td>
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<tr>
<td>PKMGT 020A Park Internship Seminar</td>
<td>3</td>
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<tr>
<td>PKMGT 020B Park Internship Seminar</td>
<td>3</td>
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<tr>
<td>PKMGT 021 Park Operations Lab</td>
<td>1</td>
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<tr>
<td>BIO 014 California Plants and Animals</td>
<td>3</td>
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<tr>
<td>GEOL 001A Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 015 Geology of California</td>
<td>3</td>
</tr>
<tr>
<td>AJ 1603-PC 832 Laws of Arrest, Search and Seizure</td>
<td>3</td>
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</table>

Recommended Electives:  

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PKMGT 012C Adv. Outdoor Skills</td>
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<tr>
<td>PKMGT 023 Powersaws</td>
<td>1.5</td>
</tr>
<tr>
<td>PKMGT 024 Wilderness Navigation</td>
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</tbody>
</table>

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

Total Units: 58

GEOGRAPHIC INFORMATION SCIENCE  

(Certificate)  

Required courses:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>PKMGT 016A Introduction to GIS and GPS</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016B Intermediate to Desktop GIS</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016C Spatial Analysis for GIS</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016D Cartographic Design for GIS</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016E Database Design and Management For GIS</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016F GIS Internship</td>
<td>3</td>
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<tr>
<td>PKMGT 016H Autocad: Introduction to</td>
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</tbody>
</table>

Computer Aided:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 001 Intro. to Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 002 Intro. to Cultural Geography</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 27

PKMGT 010 INTRODUCTION TO PARK MANAGEMENT  

3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: California State University

This course provides an introduction to public land management and the history of environmental thought. The student has the opportunity to learn about the variety of city, county, state, regional open space, and federal land management agencies. The student also has the opportunity to learn about jobs in this career field.

PKMGT 011 PARK COMMUNICATIONS  

2 units  
Lecture 2 hours; lab 0 hours  
Acceptable for credit: California State University

This specialized course explores techniques for improving communication skills with the public, colleagues, and other agencies and organizations. Emphasis is placed on developing strong interpersonal, oral, and written communication skills within the context of natural and cultural resource agencies.

PKMGT 012A 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, backpacking first aid and those skills necessary for the back-country traveler. Two-day and three-day backpacking trip required.

PKMGT 012B INTERMEDIATE OUTDOOR SKILLS FOR THE PARK RANGER  

3 units  
Lecture 2 hours; lab 4.5 hours  
Acceptable for credit: California State University

This course is divided into two different skill areas. The first half is designed to provide the student with the basic skills needed to travel safely in the backcountry in winter. These skills include choosing appropriate methods of travel, using various techniques to stay warm and dry, constructing snow shelters, and assessing avalanche risk. The second half of the course provides the student with the basic skills necessary to rock climb and perform a basic rescue. Skills include understanding how to use climbing and rescue equipment, establishing anchors, rock climbing, and rappelling. Special fees and equipment are required.

PKMGT 012C ADVANCED OUTDOOR SKILLS FOR THE PARK RANGER  

3 units  
Lecture 2 hours; lab 3 hours  
Acceptable for credit: California State University

This course is designed to review and then advance existing outdoor skills typical of those needed by rangers working in undeveloped and remote settings. Emphasis will be placed on self-savior skills, technical rescue, extended medical care, independent critical thinking and teamwork. Special fees and equipment will be required.

PKMGT 013 WILDLAND FIRE SUPPRESSION  

2 units  
Lecture 2 hours; lab 0 hours  
Acceptable for credit: California State University

This course provides the training necessary for the federal Interagency "RED" card for wildland firefighter. Subjects include ignition, behavior, and spread of forest fires, influence and role of topography and fuels, philosophy behind prescribed fire, fire suppression equipment, methods of fire prevention and suppression, Incident Command System, and the national wildland fire control organizations.

PKMGT 014 CONSERVATION OF OUR NATURAL RESOURCES  

3 units  
Lecture 3 hours; lab 0 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 BIO 015.

PKMGT 015A DUTIES OF THE RANGER  

3 units  
Lecture 2 hours; lab 3 hours  
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 material management, search and rescue management, media relations, agency liability, visitor safety and ranger safety.

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 05S. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
PKMGT 015B NATURAL & CULTURAL RESOURCE INTERPRETATION
3 units
Lecture 2 hours; lab 3 hours
Prerequisite: PKMGT 010
Recommended preparation: PKMGT 013
Acceptable for credit: California State University
Students will increase confidence in their public speaking abilities as they explore the interpretive approach to communication. In this hands-on learning environment, students will gain the knowledge and skills necessary to develop and conduct guided walks, children’s programs and campfire presentations. Students will also learn the fundamentals of creating interpretive media such as brochures, displays, and exhibits. Field trips and professional presentations will provide students with exemplary interpretive experiences.

PKMGT 015C INTRODUCTION TO PARK MAINTENANCE
3 units
Lecture 1 hour; lab 6 hours
Acceptable for credit: California State University
This course will provide an introduction to park maintenance skills and management. The student will have the opportunity to learn basic skills in the following subjects: carpentry, plumbing, electrical, concrete, painting, and drywall construction. Students will learn about the materials, tools and techniques used in park maintenance. Students will learn how to integrate safety into park maintenance operations. Students will learn the basic principles of managing a park maintenance operation.

PKMGT 016A INTRODUCTION TO GIS & GPS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course will examine the theory behind 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 ARCGIS GIS software. Upon completion, student will receive ESRI ARCGIS I Certificate. Pass/No Pass Option

PKMGT 016B INTERMEDIATE DESKTOP GEOGRAPHIC INFORMATION SYSTEMS (GIS)
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: PKMGT 016A
Acceptable for credit: California State University
This course builds on the material presented in PKMGT 16A using state of the art desktop GIS software. This course introduces the student to spatial analysis/queries. The student refines data acquisition, data conversion and cartographic presentation skills. It provides the opportunity to utilize the GIS software’s advanced querying capabilities in analyzing relationships in GIS. Pass/No Pass Option

PKMGT 016C SPATIAL ANALYSIS FOR GEOGRAPHIC INFORMATION SYSTEMS (GIS)
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: PKMGT 016A
Acceptable for credit: California State University
This course provides a detailed examination of spatial information systems and a survey of quantitative techniques applicable to spatial data. This course focuses on the functionality of GIS as an effective tool for modeling and analyzing complex spatial relationships. Quantitative methods to be studied include measures of central tendency, dispersion, and density. These methods are presented using empirical data.

PKMGT 016D CARTOGRAPHIC DESIGN FOR GIS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: PKMGT 016A
Applicable for credit: California State University
This course provides a comprehensive study of GIS applicable cartography including cartographic principles, data acquisition methods used in map production, and methods of base map development. This course includes the history, principles of cartography map projections, map scale, types of thematic maps and map accuracy. Techniques used in GIS base map development are introduced using hands-on exercises. This course includes the production of professional quality maps. This course includes hands-on work in computer assisted mapping projects. Pass/No Pass Option

PKMGT 016E DATABASE DESIGN & MANAGEMENT IN GIS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: PKMGT 016A
Acceptable for credit: California State University
This course examines the principles of database management and design including conversion fundamentals, modeling techniques and strategic planning. The needs, alternatives and pitfalls of database development and conversion are discussed. Students examine various types of data applicable to GIS and their hardware and software requirements. Students learn the appropriate methodology for developing a conversion plan and data quality assurance. This course includes hands-on practical exercises in data management skills. Pass/No Pass Option

PKMGT 016F GIS INTERNSHIP
3 units
Lecture 1 hour; lab 0 hours
Prerequisite: PKMGT 016B
Acceptable for credit: California State University
This course is a directed field study program providing students with an opportunity to apply classroom instruction in geographic information systems to real-world GIS projects in their community. Students work under the supervision of a field-based expert while completing their internship. Pass/No Pass Option

PKMGT 016G INTRODUCTION TO REMOTE SENSING
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course introduces the concepts of remote sensing. This includes the physical basis for remote sensing, traditional aerial photography, photo interpretation, photogrammetry, satellite data and software-based image classification. Pass/No Pass Option

PKMGT 017 BASIC HORTICULTURE FOR PARKS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: PKMGT 010, PKMGT 013, PKMGT 014
Acceptable for credit: California State University
A course designed for Park Management majors containing studies in horticulture. The course is such that the student will receive a familiarity with various aspects of producing and tending lawns, shrubs and trees as it applies to recreational facilities.

PKMGT 018 PARK PLANNING & DESIGN
2 units
Lecture 2 hours; lab 0 hours
Acceptable for credit: California State University
This course will provide an introduction to park planning and design. The student will have the opportunity to learn about how to design facilities within a park environment. Students will learn 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.

PKMGT 019 WILDERNESS FIRST RESPONDER
5 units
Lecture 5 hours; lab 0 hours
This 90-hour course of lecture and supervised practical exercises provides public land agency personnel, outdoor leaders, guides, and wilderness travelers with a thorough understanding of the basic principles of emergency medical care for both urban and wilderness environments. This certification course consists of the Federal DOT First Responder curriculum with modifications and additional protocols to meet the specific needs of emergency medical care in remote environments. Certification upon successful course completion includes WVC-PM’s “First Responder” and “Wilderness First Responder” and American Heart Association’s “CPR for the Healthcare Provider” or American Red Cross’ “CPR for the Professional Rescuer.” Pass/No Pass Option

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• RECOMMENDED preparations are ADVISORY
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
**Philosophy**

**THE FACULTY**
Don Ciraulo
Barbara Upton

**DIVISION**
Social Science

**DIVISION CHAIR**
Stephen Juarez

**DEPARTMENT CHAIR**
Don Ciraulo

**PHONE**
408-741-2637

**EMAIL**
don.ciraulo@westvalley.edu

**COUNSELING**
408-741-2009

The West Valley College Philosophy Department offers courses in philosophy and introductory religious studies. The Philosophy program challenges the students to think and write well, ponder their most basic assumptions, and see themselves as participants in the vital world of the history of ideas. All philosophy classes meet transfer requirements, and philosophy skills—clear thinking, careful reasoning, and excellent argumentative writing—apply across all disciplines.

**Learning Outcomes**
By successfully completing an Associate of Arts degree, a student will be able to:

- Demonstrate clarity and rigor of thought and expression;
- Evaluate reasoning in order to develop precise and persuasive arguments and resistance to incorrect arguments;
- Apply philosophy’s analytical approach to people’s most basic assumptions about the world and human experience;
- Analyze the vitality and relevance of classical philosophical debates to contemporary life;
- Identify and describe characteristics of diverse multicultural traditions.

**Career Options**
Philosophy courses meet general education and transfer requirements in critical thinking, humanities, and cultural diversity. See the course listings below for specific transfer information about each philosophy class.

Philosophy graduates regularly score above students in all other disciplines on admission tests for professional and graduate schools. Because of their training in logic and clear writing, philosophy graduates are often found in the computer industry; they work as technical writers, programmers, quality assurance engineers, marketing communications specialists, and hardware designers. Because philosophers are trained to make effective arguments, philosophy is a very desirable undergraduate major for law school. Professional academic philosophers usually teach at the college level. Such positions require at least a master's degree in philosophy; most require a doctorate (Ph.D).

**PHILOSOPHY:** For transfer information see assist.org and/or consult with a counselor.

**PHILOSOPHY: A.A. Degree**
The A.A in Philosophy will provide students with the ability to think logically, critically, and philosophically. In developing these skills, students will be introduced to a wide range of philosophical topics. After earning this degree, students will

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**PKMGT 019B WILDERNESS FIRST RESPONDER REFRESHER**
2 units
Lecture 2 hours; lab 0 hours
This refresher course is intended to give students an update on changes and improvements in techniques and methodologies for the Wilderness First Responder. This course with updated standards and protocols offers students an opportunity to work and practice the most current diagnostic and treatment skills. The student must possess a valid Professional Rescue CPR with AED certificate prior to the start of class. Pass/No Pass Option

**PKMGT 020A PARK INTERNSHIP SEMINAR**
3 units
Lecture 1 hour; lab 0 hours
Prerequisites: PKMGT 010, 014
Recommended preparation: PKMGT 015B, PKMGT 015C
Acceptable for credit: California State University

**PKMGT 020B PARK INTERNSHIP SEMINAR**
3 units
Lecture 1 hour; lab 0 hours
Prerequisites: PKMGT 010, PKMGT 013, PKMGT 014
Recommended preparation: PKMGT 015B, PKMGT 015C
Acceptable for credit: California State University

**PKMGT 021 PARK OPERATIONS LAB**
1 unit
Lecture 0 hours; lab 4 hours
Prerequisites: PKMGT 010, 014
Recommended preparation: PKMGT 013
Acceptable for credit: California State University

This course in park operations will take place in county parks, such as Sanborn/Skyline and Stevens Creek. Under supervision, students will experience ranger, maintenance and interpretive specializations from county park personnel. Special term assignments and self-instructional units are required.

**PKMGT 023 POWERSAWS**
1.5 units
Lecture 1 hours; lab 0.5 hours
Acceptable for credit: California State University
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. For students who have also taken PKMGT 013 (or possess a current Basic Red Card), they will receive the S-212 Wildfire Powersaw certificate.

**PKMGT 024 WILDERNESS NAVIGATION**
1 unit
Lecture 4.5 hours; lab 13.5 hours (over 2 weeks)
Acceptable for credit: California State University
This land navigation course is intended to give the student a thorough understanding and skills in reading and using topographic maps, the compass, terrain reading, and interpretation, and putting it altogether to navigate in the wilderness. This course will also cover using Global Positioning System (GPS) receiver and basic computer mapping programs. Pass/No Pass Option

**PKMGT 025 RECIPE REFRESHER**
2 units
Lecture 0 hours; lab 0 hours

**PKMGT 092 DIRECTED STUDIES**
2 unit (See department for schedule)
Lecture 0 hours; lab 0 hours
Acceptable for credit: California State University
This course provides the opportunity to engage in independent work of special interest to the student related to but not included in regular park management program offered by the college. Pass/No Pass Option

**PKMGT 093 DIRECTED STUDIES**
3 unit (See department for schedule)
Lecture 0 hours; lab 0 hours
Acceptable for credit: California State University
This course provides the opportunity to engage in independent work of special interest to the student related to but not included in regular park management program offered by the college. Pass/No Pass Option

**PKMGT 150G BASIC RESPONSE TO A MAJOR INCIDENT-SEMS**
0.5 units
Lecture 1 hour (over 9 weeks); lab 0 hours
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. Pass/No Pass Option

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**NOTE:** Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
PHIL 001 INTRODUCTION TO PHILOSOPHY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University.

This course is an introduction to philosophical problems and the various approaches to their solutions. The student will be exposed to selected systems of Western philosophy with emphasis on how these systems are relevant to solving the problems of contemporary existence. The course will explore answers to such questions as: What is reality? What, if anything, makes an act right or wrong? Pass/No Pass Option

PHIL 002 INTRODUCTION TO LOGIC
3 units
Lecture 3 hours; lab 0 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. Pass/No Pass Option

PHIL 003 INTRODUCTION TO ETHICS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University.

This course critically analyzes questions of value (what’s good and bad) and obligation (what’s right and wrong). It explores the ethical systems of Plato, Aristotle, Christianity, Kant, the utilitarians, and the intuitionists. These ethical systems are applied to contemporary ethical problems and social issues, such as abortion, capital punishment, feminism, euthanasia, animal rights, and racism. Much of the course is devoted to critical thinking and writing skills. The course requires the student to write a sequence of ethical "position papers", which are evaluated for both quality of analysis and English composition skills. This course satisfies the IGETC requirement for Critical Thinking/English composition.

PHIL 004 PATTERNS IN COMPARATIVE RELIGIONS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University.

This course is an introduction to the critical, comparative study of religion. The student will be introduced to the responses offered by the major Western and non-Western religions to perennial problems of human life. Major topics include: characterization of the religious vs the secular point of view; arguments in favor of the religious stance; arguments in opposition to the religious stance; the relationship of religion to science, ethics, and philosophy; the nature and validity of religious knowledge; the beliefs of major world religions and how these beliefs are expressed; how different religious beliefs affect the culture and history of European, Arabic, and Asian peoples. Pass/No Pass Option

PHIL 004H HONORS PATTERNS IN COMPARATIVE RELIGION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University.

This course is an introduction to the critical, comparative study of religion. The student will be introduced to the responses offered by the major Western and non-Western religions to perennial problems of human life. Major topics include: characterization of the religious vs the secular point of view; arguments in favor of the religious stance; arguments in opposition to the religious stance; the relationship of religion to science, ethics, and philosophy; the nature and validity of religious knowledge; the beliefs of major world religions and how these beliefs are expressed; how different religious beliefs affect the culture and history of European, Arabic, and Oriental peoples.

PHIL 005 INTRODUCTION TO SOCIAL & POLITICAL PHILOSOPHY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University.

This course is designed to introduce the student to the major theories in political and social philosophy and their practical application to relevant issues. How for instance, do we adjudicate the rights of the individual against the rights of the state and its authority? What constitutes the just state? And what effects do certain political ideologies (liberalism, Fascism and Communism) have on social relations? This course will trace the history of these ideas from Plato to what is currently being called the Postmodern condition. Pass/No Pass Option

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

PHIL 006 INTRODUCTION TO THE PHILOSOPHY OF THE PERSON
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course explores modern and contemporary philosophical views on human nature and institutions. It is particularly concerned with philosophical questions arising as a result of modern movements such as Marxism, psychoanalysis, behaviorism, sociobiology, feminism, Third World liberation movements, environmentalism, the sexual revolution, and the “global village” phenomenon. Writings by 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. Pass/No Pass Option

PHIL 012 INTRODUCTION TO ENVIRONMENTAL ETHICS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is a philosophical survey of the moral issues that arise as a result of human interaction with, and exploitation of, nature. The views of traditional and contemporary Western and Eastern philosophers will be examined. The student will be invited to explore such questions as: What is the relationship of human beings to the rest of nature? What does it mean to live in harmony with nature? Are humans more valuable than animals? Do animals have rights? If so, to what extent? What, if anything, is the value of wilderness and wild animals? To what extent are we morally bound to use technology in an ecologically responsible manner? The answers to such questions will be related to specific contemporary issues such as abortion, contraception, genetic engineering, famine, animal experimentation, hunting and trapping, nuclear technology, and pollution. Pass/No Pass Option

PHIL 017 LOGIC & CRITICAL REASONING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
This course is an introduction to critical thinking and critical writing. The students will have the opportunity to learn techniques of practical reasoning and argumentation, with emphasis on the application of these techniques in the writing of a sequence of argumentative essays. Topics include: critical reading, argument analysis, recognizing propaganda and stereotypes, clarifying ambiguity, meaning and definition, evaluating evidence, logical correctness vs factual correctness, and common mistakes in reasoning (formal and informal fallacies). The class emphasizes critical writing strategies. Sample arguments from philosophy and from culturally diverse sources in other disciplines are analyzed. This course fulfills the IGETC Critical Thinking/English Composition requirement.

PHIL 021 WORLD PHILOSOPHERS ON DEATH
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course explores major philosophical questions about death and the meaning of life from an American multi-cultural perspective. The effects of class, gender, and ethnicity on conceptions of death and death rituals will be analyzed. The following issues will also be explored: the possibility of disembodied existence, the nature of consciousness, 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. Pass/No Pass Option

PHIL 022 PHILOSOPHY OF RELIGION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
What is the relation between faith and reason? Does God exist, and if so, what (if anything) can be said about God? Can we reconcile the goodness of God with human and animal suffering? What human experiences (if any) are religious experiences? Religions provide answers to these and many other fundamental questions. In PHIL 022, we conduct a systematic inquiry into the philosophical foundations of the religious viewpoint. Pass/No Pass Option

PHIL 091, 092, 093 DIRECTED STUDIES
1-3 units (See department for schedule)
91 - Lecture 0 hours; lab 0 hours
92 - Lecture 0 hours; lab 0 hours
93 - Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: California State University
UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.
Individual work on special topics in philosophy by arrangement.

PHOTOGRAPHY

PHOTO 001 Basic Photography (Lecture)
3 units
PHOTO 001LBasic Photography (Laboratory) 0 units
PHOTO 021A Studio Photography/Product Lighting 2 units
PHOTO 030 Basic Color Photography 4 units
PHOTO 045A Field Studies 1 unit
PHOTO 049A Darkroom Apparatus and Techniques 1 unit
PHOTO 060 Introduction to Electronic Imaging 3 units
PHOTO 061 Intermediate Electronic Imaging 2 units
PHOTO 062 Advanced Electronic Imaging 2 units
Recommended Electives
PHOTO 002 Intermediate Photography (Lecture) 3 units
PHOTO 002LIntermediate Photography (Laboratory) 0 units
PHOTO 020A Studio Photography/Portraiture 2 units
PHOTO 021B Intermediate Studio Photo/Product Lighting 2 units
PHOTO 045B Field Studies 1 unit
PHOTO 045C Field Studies 1 unit
PHOTO 049B Darkroom Apparatus and Techniques 1 unit
PHOTO 072 Environmental Portraits 1 unit
PHOTO 073 Photographing Your Art 1 unit

Learning Outcomes
After completing a certificate, or an Associate of Science degree in Electronic Imaging or Photography, a student will be able to:
- Describe technical and aesthetic qualities of successful photographers;
- Apply a variety of lighting techniques to the production of photographs;
- Produce photographs using a variety of camera, film and digital techniques;
- Produce photographs using a variety of photographic papers and digital output;
- Develop a personal visual style.

ELECTRONIC IMAGING
(A.S. Degree and Certificate of Achievement)

PHOTO 021 WORLD PHILOSOPHERS ON DEATH
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course explores major philosophical questions about death and the meaning of life from an American multi-cultural perspective. The effects of class, gender, and ethnicity on conceptions of death and death rituals will be analyzed. The following issues will also be explored: the possibility of disembodied existence, the nature of consciousness, 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. Pass/No Pass Option

PHIL 022 PHILOSOPHY OF RELIGION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
What is the relation between faith and reason? Does God exist, and if so, what (if anything) can be said about God? Can we reconcile the goodness of God with human and animal suffering? What human experiences (if any) are religious experiences? Religions provide answers to these and many other fundamental questions. In PHIL 022, we conduct a systematic inquiry into the philosophical foundations of the religious viewpoint. Pass/No Pass Option

PHIL 091, 092, 093 DIRECTED STUDIES
1-3 units (See department for schedule)
91 - Lecture 0 hours; lab 0 hours
92 - Lecture 0 hours; lab 0 hours
93 - Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: California State University
UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.
Individual work on special topics in philosophy by arrangement.

PHOTOGRAPHY

PHOTO 001 Basic Photography (Lecture)
3 units
PHOTO 001LBasic Photography (Laboratory) 0 units
PHOTO 021A Studio Photography/Product Lighting 2 units
PHOTO 030 Basic Color Photography 4 units
PHOTO 045A Field Studies 1 unit
PHOTO 049A Darkroom Apparatus and Techniques 1 unit
PHOTO 060 Introduction to Electronic Imaging 3 units
PHOTO 061 Intermediate Electronic Imaging 2 units
PHOTO 062 Advanced Electronic Imaging 2 units
Recommended Electives
PHOTO 002 Intermediate Photography (Lecture) 3 units
PHOTO 002LIntermediate Photography (Laboratory) 0 units
PHOTO 020A Studio Photography/Portraiture 2 units
PHOTO 021B Intermediate Studio Photo/Product Lighting 2 units
PHOTO 045B Field Studies 1 unit
PHOTO 045C Field Studies 1 unit
PHOTO 049B Darkroom Apparatus and Techniques 1 unit
PHOTO 072 Environmental Portraits 1 unit
PHOTO 073 Photographing Your Art 1 unit

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

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

#### (A.S. Degree and Certificate of Achievement)

**Course Units**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>PHOTO 001 Basic Photography Lecture</td>
<td>3</td>
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<tr>
<td>PHOTO 001L Basic Photography Laboratory</td>
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<tr>
<td>PHOTO 002 Intermediate Photography Lecture</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 002L Intermediate Photography Lab</td>
<td>0</td>
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<tr>
<td>PHOTO 045A Field Studies</td>
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</tr>
<tr>
<td>PHOTO 049A Darkroom Apparatus and Techniques</td>
<td>1</td>
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<tr>
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</table>

**Recommended Electives:**

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<tr>
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<th>Units</th>
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<tbody>
<tr>
<td>PHOTO 020B Intermediate Studio</td>
<td>2</td>
</tr>
<tr>
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<td>2</td>
</tr>
<tr>
<td>PHOTO 021B Intermediate Studio</td>
<td>2</td>
</tr>
<tr>
<td>PHOTO 045B Field Studies</td>
<td>1</td>
</tr>
<tr>
<td>PHOTO 045C Field Studies</td>
<td>1</td>
</tr>
<tr>
<td>PHOTO 060 Intro to Photoshop</td>
<td>1</td>
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<tr>
<td>PHOTO 061 Inter Photoshop</td>
<td>1</td>
</tr>
<tr>
<td>PHOTO 062 Advance Photoshop</td>
<td>1</td>
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<tr>
<td>PHOTO 072 Environmental Portraits</td>
<td>1</td>
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<tr>
<td>PHOTO 073 Photographing Your Art</td>
<td>1</td>
</tr>
<tr>
<td>PHOTO 074 Close-Up Photography</td>
<td>1</td>
</tr>
<tr>
<td>PHOTO 075 Photo Projects for the Instructor</td>
<td>1</td>
</tr>
<tr>
<td>PHOTO 091-093 Directed Studies (total maximum of)</td>
<td>3</td>
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<tr>
<td>ART 001A Survey of Western Art I</td>
<td>3</td>
</tr>
<tr>
<td>ART 001B Survey of Western Art II</td>
<td>3</td>
</tr>
<tr>
<td>ART 001D Art of the 20th Century</td>
<td>3</td>
</tr>
<tr>
<td>ART 004 Art Appreciation</td>
<td>3</td>
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</tbody>
</table>

To be awarded a certificate, a student must complete all the major courses plus a minimum of 9 units from the recommended elective list. Six units to be selected from photography electives.

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

1. All the major courses plus a minimum of 9 units from the recommended elective list. Six units to be selected from photography electives.
2. Additional units to complete the college graduation requirements.

#### PHOTO 010 NEW MEDIA & SOCIAL CHANGE

**3 units**

Lecture 3 hours; lab 0 hours

Acceptable for credit: California State University

This course investigates how web-based technologies, internet multi-media, and photography have assisted in causing social change around the world through images. Evidence of social change from significant historical photographic images from momentous photographers with a variety of diverse backgrounds are explored for social and political context. Critical analysis of shifting perceptions and expectations regarding race, gender, religion, sexual orientation, cultural identity and ethnicity in contemporary web-based visual media. The evaluation of major new media expressions from various cultures that have caused social change include a wide variety of genres from social documentary photography, multi-media documentaries, contemporary art photography, ethnographic photography, photojournalism, social media, and blogs.

#### PHOTO 020A STUDIO PHOTOGRAPHY-PORTRAITURE

**4 units**

Lecture 1 hour; lab 6 hours

Prerequisite: PHOTO 001 or PHOTO 101

Acceptable for credit: California State University

This studio portrait lighting course introduces the students to basic portrait lighting. Setups demonstrated are: one, two, and three light arrangements. This course also explores different kinds of light sources, as well as qualities and colors of light necessary to photographing people. The theory of color balance, filtration, and post production techniques are also explored.

#### PHOTO 020B INTERMEDIATE STUDIO PHOTOGRAPHY (PORTRAITURE)

**2 units**

Lecture 1 hour; lab 3 hours

Prerequisite: PHOTO 001 and 001L

Acceptable for credit: California State University

This course will build upon the skills and techniques taught in Photo 020A and will offer new concepts such as digital masking, drop-out backgrounds, and "floating" products. Larger light arrangements are explored with careful considerations to color, and quality of light. These larger sets require advanced light shaping techniques, and solutions to describe a variety of surfaces.

#### PHOTO 030D COLOR DIGITAL PHOTOGRAPHY

**2 units**

Lecture 2 hours; lab 6 hours

Prerequisite: PHOTO 001 or PHOTO 101

Acceptable for credit: California State University

This course continues the investigation of the historical and practical aspects of photography with a focus on the color digital photography. Students have the opportunity to examine not only their own work, but the work of masters in the field to gain a better understanding of the tools necessary to create more compelling compositions. Activities include critique, digital darkroom workflow and field work.

#### PHOTO 045A, B, C FIELD STUDIES

**1 unit each**

Lecture 1 hour; lab 0 hours

PHOTO 045A is a prerequisite for PHOTO 045B, and PHOTO 045B is a prerequisite for PHOTO 045C

Acceptable for credit: California State University

This course is offered in a field trip format with content varying depending on the destination. A preliminary on-campus meeting followed by an off-campus field trip and critique of photo work from the field trip completes the course. Subjects included are: camera techniques, exposure, composition, filter use, macro photography, artificial light, and special equipment. Digital and traditional film techniques will be explored. Students must supply their own photographic equipment, supplies, transportation, and lodging while on the trip. Pass/No Pass Option
PHOTO 060 INTRODUCTION TO PHOTOSHOP FOR DIGITAL PHOTOGRAPHY
3 units
Lecture 2 hours; lab 3 hours
Acceptable for credit: California State University
This introductory course provides the student with the practice and theory of Adobe’s Photoshop and how it is applied to digital photography. This course provides the student with the opportunity to manipulate and optimize original and stock photographic images. This course explores the use of images and how they can be utilized in combination with text and graphics to create collateral necessary in today’s workforce.

PHOTO 061 INTERMEDIATE PHOTOSHOP FOR DIGITAL PHOTOGRAPHY
2 units
Lecture 1 hour; lab 3 hours
Prerequisite: PHOTO 060
Acceptable for credit: California State University
This course is the second course in a series of three to develop the electronic imaging branch in a degree or certificate in photography. Using advanced techniques from Photo 060, Photoshop software will be utilized to manipulate scanned images, stock images and output of digital imagery to digital end-products. Image manipulation will use advanced portions of Photoshop, including masking, color correction and sharpening and diffusing filters including textural effects. The theory of the photo CD and other input materials will be covered in lecture.

PHOTO 062 ADVANCED PHOTOSHOP FOR DIGITAL PHOTOGRAPHY
2 units
Lecture 1 hour; lab 3 hours
Prerequisite: PHOTO 061
Acceptable for credit: California State University
This course is the third course in a series of three to develop the electronic imaging branch in a degree or certificate in photography. Theory of the different types of electronic cameras and other input devices will be discussed in lecture. Laboratory assignments will create digital images, manipulate and output these images to either digital or silver end-products. Photo CSs will be produced and will be manipulated along with pre-manufactured CDs.

PHOTO 072 ENVIRONMENTAL PORTRAITS
1 unit
Lecture 3 hour; lab 0 hours
Prerequisite: PHOTO 001 and PHOTO 001L (day or night)
Acceptable for credit: California State University
This course will teach the use of natural light in producing beautiful portraits in outdoor settings. Techniques of posing, camera operation and accessories and the use of light control equipment will be a part of the information provided. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Pass/No Pass Option

PHOTO 073 PHOTOGRAPHING YOUR ART
1 unit
Lecture 3 hour; lab 0 hours
Prerequisite: PHOTO 001 and PHOTO 001L (day or night)
Acceptable for credit: California State University
This course will provide photographers with information on the simplest methods for photographing their artwork for either inventory records, portfolio presentations or publication. It will cover the different techniques required for drawings, paintings, sculpture and other media. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Pass/No Pass Option

PHOTO 074 CLOSE-UP PHOTOGRAPHY
1 unit
Lecture 3 hour; lab 0 hours
Prerequisite: PHOTO 001 and PHOTO 001L (day or night)
Acceptable for credit: California State University
This course is designed to introduce the principles of close-up photography for the 35mm photographer. It will explore the options for supplemental equipment, lighting and film. It will also explore the many possible areas of subject material from flowers and insects to printed circuits and silicon wafers. It will be highly non-technical with emphasis on the ease with which modern equipment will allow this application of the photographic medium. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Pass/No Pass Option

PHOTO 076 VISUAL COMMUNICATION
1 unit
Lecture 3 hour; lab 0 hours (over 6 weeks)
Acceptable for credit: California State University
This one-unit photography-based class is designed to provide visual communications skills directed to the needs of individuals working in the fields of public relations, multi-media, journalism and desktop publications. Students will be expected to provide their own 35 mm camera system for assignments to be completed on transparency (slide) film. Pass/No Pass Only

PHOTO 091, 92, 93 DIRECTIONS
1-3 units (See department for schedule)
91 - Lecture 0 hours; lab 0 hours
92 - Lecture 0 hours; lab 0 hours
93 - Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract for the course.
Acceptable for credit: California State University
Advanced work in a specialized field of Photography as selected by the student and approved by the instructor. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Pass/No Pass Option

PHOTO 101 INTERMEDIATE DIGITAL PHOTOGRAPHY
3 units
Lecture 2 hours; lab 3 hour
Prerequisite: PHOTO 001 or PHOTO 101
Acceptable for credit: California State University
This course continues the investigation of the historical and practical aspects of photography with a focus on the black and white image. Students have the opportunity to examine not only their own work, but the work of masters in the field to gain a better understanding of the tools necessary to create more compelling compositions. Activities include lecture, demonstrations, critique, digital darkroom work and field work.
Physical Education

THE FACULTY
Wendy Bowers-Gachesa
Heidi Davis
Scott Ettinger
Jennifer Kerwin
Carol Knight
Patricia Louderback
Julie Lowry
Steven McCann
Ann Multhom-Ohn
Diane Rudy
Gaspar Silva-Veira
Paul Starks
John Vlahos
Bruce Watson
James Winkler
Joan Worley

(Also see Health Education and Nutrition Studies)

DIVISION
Physical Education

DEPARTMENT CHAIR
Joan Worley

PHONE 408-741-4005

EMAIL steve.mccann@westvalley.edu

ATHLETIC DIRECTOR
Joan Worley

PHONE 408-741-2017

EMAIL joan.worley@westvalley.edu

COUNSELING 408-741-2009

The Physical Education/Kinesiology Department supports the mission of the college by preparing students along their pathways to reach degree, transfer and career goals in an environment of academic excellence. The Physical Education/ Kinesiology Department courses at West Valley College associate's degree requirements. The courses also meet the transfer degree requirement for a bachelor's degree at CSU and most other four-year institutions. The Department offers career certificates of achievements in Sports Medicine and Exercise Science. Physical Education/Kinesiology courses provide students the opportunity to prepare to transfer in degree programs in Physical Education/Kinesiology, Sports Management, Athletic Training, Coaching, Dance, and Fitness Management. Students can earn an associate’s degree in Physical Education/Kinesiology preparing them for advanced degrees at four-year institutions. The Department provides pathways for student-athletes to participate in intercollegiate sports. The Department promotes student access with distance learning options. Additionally, Adapted Physical Education serves the disabled population by offering a variety of classes for students with disabilities.

Learning Outcomes
After completing an Associate of Arts PE degree, a student will be able to:

- Demonstrate proficiency in human movement as it applies to physical education, health, and nutrition;
- Qualify for transfer to a four-year learning institution.

Career Options
- Athletic Trainers
- Sports Medicine Aide
- Coaching

Major Requirements
Course Units

**PE Major Courses**: 13

BIO 047* Human Anatomy 5
BIO 048* Human Physiology 5
CHEM 030A Fundamentals of Chemistry 3
HED 005 First Aid/Adult CPR/AED or Paramedic 1.5
HED 011.5 CPR/Basic Life Support .5
PE. TH 030 Intro to Physical Education 3
PE. Activity Courses** 6

**Adapted Courses**: 5

1.08 Adapted General Fitness
1.09 Adapted Functional Fitness
1.10 Adapted Perceptual Motor Learning
1.12 Adapted Rhythmic Exercise
1.13 Adapted Physical Education
1.16 Adapted Sports & Conditioning
1.18 Adapted PE - Stretching & Flexibility
1.24 Adapted Physical Education Water Exercise & Swim

Aquatic Sports

2.04 Swimming Beg
2.05 Swimming Int
2.06 Swimming Adv
2.07 Master's Swimming

Dance

3.02 Ballet Beg
3.04 Ballet Int
3.08 Flamenco Beg
3.12 Jazz Dance Beg
3.14 Jazz Dance Int
3.15 Modern Dance Beg
3.17 Modern Dance Int
3.20 Ballroom Dance Beg

Transfer:

- Physical Education/Kinesiology teachers
- Dance Specialist
- Marine Diving Leadership
- Marine Diving Science
- Sports Managers
- Physical Therapists
- Fitness Instructor
- Personal trainer

**Degrees**

A.A. Physical Education

**Certificates**:

- Certificate of Completion, Exercise Science/Sports Medicine Program

**PHYSICAL EDUCATION: Transfer**

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

**PHYSICAL EDUCATION (A.A. Degree)**

- **Major Requirements**
- **Adapted Courses**
- **Aquatic Sports**
- **Dance**
- **Transfer**

Fitness

4.03 Aerobics
4.05 Aqua Aerobics
4.07 Competitive Athlete
4.12 Stretching & Flexibility
4.13 Walking
4.14 Water Exercise
4.16 Weight Training
4.22 Step
4.24 Total - Men
4.25 Total - Women
4.28 Jogging
4.29 Body Sculpting
4.30 Functional Fitness
4.31 Core Training
4.32 Boot Camp
4.33 Cardio Cross Training
4.35 Trail Running

**Combatives and Martial Arts**

6.02 Karate Beg
6.03 Self-Defense
6.06 Karate Int
6.07 Kick Boxing
6.08 Fitness Boxing

**Lifet ime Sports**

7.02 Badminton Beg
7.03 Badminton Int
7.04 Intro to Sport Climbing/Rock Climbing
7.07 Fencing Beg
7.08 Fencing Int
7.09 Fencing Adv
7.10 Golf Beg
7.11 Golf Int
7.12 Golf Adv
7.13 Beg Tennis
7.20 Int Tennis
7.21 Adv Tennis
7.22 Scuba Diving
7.23 Scuba Diving Adv
7.24 Scuba Diving Int
7.26 Studio Cycling

**Team Sports**

8.03 Baseball Adv
8.04 Basketball, Men
8.07 Adv Techniques of Football
8.08 Soccer Beg Men
8.09 Soccer Adv Men
8.10 Soccer Women
8.12 Softball Beg
8.13 Softball Int
8.14 Track & Field Fundamentals Adv
8.15 Volleyball Beg Skills
8.16 Volleyball Int Skills
8.17 Volleyball Adv Skills

WEST VALLEY COLLEGE

2013 • 2014 CATALOG

135
Intercollegiate Athletics
9.01 Intercollegiate Baseball Men
9.02 Intercollegiate Basketball Men
9.06 Intercollegiate Football Men
9.07 Intercollegiate Soccer Men
9.08 Intercollegiate Soccer Women
9.09 Intercollegiate Softball Women
9.10 Intercollegiate Swimming Men
9.11 Intercollegiate Swimming Women
9.14 Intercollegiate Track Men
9.15 Intercollegiate Track Women
9.17 Intercollegiate Volleyball Women
9.18 Intercollegiate Water Polo Men
9.20 Intercollegiate Water Polo Women
9.30 Intercollegiate Pre-Season Conditioning I
9.41 Athletic Baseball Skills & Techniques
9.49 Athletic Softball Skills & Techniques

Recommended Electives:
PE.TH 038A Introduction to Sports Medicine
PE.TH 043 Sports Injuries
PE 3.05 Choreography
THEAR 022A Reh/Perf: Costume
THEAR 022B Reh/Perf: Costumes/Make-Up

Elective Courses – Complete 4 units from the following:

- PE 3.19 Rehearsal and Performance in Dance
- PE 3.29 Rehearsal and Performance in Dance
- PE 3.34 Studio Dance Production
- PE.TH 051 Dance in America
- PE.TH 042 Principles of Strength Training and Cond.
- THEAR 018A Introduction to Stage Lighting
- MUSIC 010 Music Appreciation

Total Units 17

DANCE SPECIALIST (Certificate of Achievement)

Required Courses (17 units)

Course Units

- PE.TH 052 Techniques of Teaching Dance 2
- PE.TH 043 Sports Injuries 1
- PE 3.05 Choreography 2
- THEAR 022A Reh/Perf: Costume 1
- THEAR 022B Reh/Perf: Costumes/Make-Up 2

Choose from 5 units of Intermediate level dance classes.

Adapted Physical Education

Adapted Physical Education courses are designed for students with a temporary or permanent verifiable disability. The courses may be repeated for credit.

PE 1.08 ADAPTED GENERAL FITNESS

1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University

Emphasis is for those with a temporary or permanent disability.

This adapted physical education course is designed to meet the needs of students with disabilities. This course provides instruction in basic exercise physiology and fitness concepts in the context of the student’s abilities and limitations. The course lab content includes cardiovascular, flexibility, and general weight training exercises. In addition, this course utilizes fitness bicycles, treadmills, weight training machines, and other various adapted equipment.

PE 1.09 ADAPTED FUNCTIONAL FITNESS

0.5 units
Lecture 0 hours; lab 1.5 hours
Acceptable for credit: University of California, California State University

This adapted physical education course is designed to meet the needs of students with disabilities. This course offers an in-depth study of activities that develop core strength, flexibility, and balance. Information is given regarding alternative equipment used for functional training. This course utilizes a variety of equipment such as, but not limited to, exercise bands, balance discs, cables and tubing. Pass/No Pass Option

PE 1.12 ADAPTED RHYTHMIC EXERCISE

1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University

This adapted physical education course is designed to meet the needs of students with disabilities. This course includes instruction in a variety of indoor and outdoor activities with an emphasis on rhythmic movement and cardiovascular activity. Activities include but are not limited to walking and jogging on the track or treadmill, stationary bicycle, and elliptical trainer. Pass/No Pass Option

PE 1.13 ADAPTED PHYSICAL EDUCATION RHYTHMIC AEROBICS

0.5 unit
Lecture 0 hours; lab 1.5 hours
Acceptable for credit: University of California, California State University

Emphasis is for those with a temporary or permanent disability.

This course is designed to teach skills needed for daily cardiovascular activity through the use of rhythmic aerobics. Exercises will develop the cardiovascular and muscular systems to enable students to function more efficiently and effectively within their own abilities.
PE 1.16 ADAPTED SPORTS & CONDITIONING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This adapted physical education course is designed to meet the needs of students with disabilities. Individualized programs are designed for students who want to develop a highly conditioned body in the areas of strength, flexibility, and endurance in order to compete in a variety of athletic events. Pass/No Pass Option

PE 1.18 ADAPTED PE - STRETCHING & FLEXIBILITY
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This adapted physical education course is designed to meet the needs of students with disabilities. This course includes instruction in a variety of stretching exercises to enable a student to attain optimal range of motion. Guided gentle muscle stretching is included with an emphasis on proper body alignment, breathing techniques, and relaxation. Pass/No Pass Option

PE 1.25 ADAPTED AQUATIC EXERCISE
0.5 unit
Lecture 0 hours; lab 1.5 hours
Acceptable for credit: University of California, California State University
This adapted physical education course is designed to meet the needs of students with disabilities. This class provides instruction in dynamic water exercises with a focus on the development of cardiovascular endurance, muscle strength, flexibility and balance. Individualized swimming programs and water safety are included. Pass/No Pass Option

PE 1.27 ADAPTED WEIGHT TRAINING
0.5 unit
Lecture 0 hours; lab 1.5 hours
Acceptable for credit: University of California, California State University
This adapted physical education course is designed to meet the needs of students with disabilities. Basic weight training and strength development concepts are applied in the context of the student’s abilities and limitations. Muscular strength, muscular endurance, range of motion exercises, and mobility activities are included. Pass/No Pass Option

Aquatic Sports

PE 2.01 WATER POLO
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is designed to provide the student with a competitive type of water game that will appeal to all students of various swimming abilities and endurance capacities. Advanced skills are taught to individuals as they progress to the next level of competition.

PE 2.02 LIFEGUARD TRAINING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course covers the knowledge and skills necessary to save patrons in and around aquatic facilities and in general emergency situations. Successful completion qualifies one for the American Red Cross Lifeguard Training, Title 22 First Aid, and CPR/PRO/AED certifications. Intermediate swimming proficiency is recommended. Pass/No Pass Option
PE 2.04 SWIMMING-BEGINNING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is designed to equip the individual with elementary swimming skills and knowledge in order to make him/her reasonably safe while in and around the water.

PE 2.05 SWIMMING-INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is designed to increase the watermanship of the individual by adding to the skills learned in Beginning Swimming. It prepares the student for additional stroke work by introducing him/her to a series of skills designed to improve stamina and basic coordination.

PE 2.06 SWIMMING-ADVANCED
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course provides the individual with additional strokes and other related water skills to become an all-around swimmer. Emphasis is on development of the individual's swimming endurance.

PE 2.07 MASTER'S SWIMMING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is formatted in a workout structure for competitive swimmers with emphasis on improving individual-stroke mechanics and conditioning.

Dance

PE 3.02 BALLET-BEGINNING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is designed to introduce the general college student to the discipline, aesthetics, traditions, and historical background of classical ballet at a beginning level.

PE 3.04 BALLET-INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours
Recommended preparation: PE 3.02
Acceptable for credit: University of California, California State University
This course is designed to introduce students to the discipline, aesthetic, traditions and historical backgrounds of classical ballet at the intermediate level.

PE 3.08 THE FLAMENCO DANCE OF SPAIN - BEGINNING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
The flamenco dance is the most popular of Spanish theatrical dance forms. Its folkloric influences include the dance cultures of the East Indians, the Moors and the Andalusians. This course is designed to introduce the student to the movement vocabulary of the Flamenco Dance, its music, and its origins. Pass/No Pass Option

PE 3.12 JAZZ DANCE-BEGINNING 1
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is designed to introduce the beginning student to the medium of jazz dance through exposure to jazz dance history, technique, style, improvisations, and composition.

PE 3.14 JAZZ DANCE-INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours
Recommended preparation: PE 3.12
Acceptable for credit: University of California, California State University
This intermediate level course is designed to increase the student's skill and understanding in the varied theories, styles and techniques of the jazz idiom.

PE 3.15 MODERN DANCE-BEGINNING 1
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This is a course for beginning students in modern dance. It will provide the knowledge and practice necessary for gaining personal skills and experience in technique and composition commensurate with the achievement level of beginning dance students.

PE 3.17 MODERN DANCE-INTERMEDIATE 1
1 unit
Lecture 0 hours; lab 3 hours
Recommended preparation: PE 3.15
Acceptable for credit: University of California, California State University
This intermediate level modern dance course is designed to increase the students skill, technique and composition. Students will gain increased insight into the creative process and further develop the body as an instrument for communication.

PE 3.20 BALLROOM & LATIN DANCE BEGINNING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course focuses on beginning Ballroom and Latin dance techniques and performance. Beginning level steps and performance techniques from Salsa, Swing, Tango, Waltz, Rumba, Cha-Cha, Foxtrot, Merengue, Night Club 2-Step, and other currently popular dances are covered. Pass/No Pass Option

PE 3.22 BALLROOM & LATIN DANCE - INTERMEDIATE 1
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course focuses on intermediate Ballroom and Latin dance techniques and performance. Intermediate level steps and performance techniques from the Salsa, Swing, Tango, Waltz, Rumba, Cha-Cha, Samba, Viennese Waltz, Fox trot, Night Club 2-Step, West Coast Swing and other currently popular dances are covered. Previous Ballroom and Latin Dance experience is recommended. Pass/No Pass Option

PE 3.23 TAP DANCE-BEGINNING 1
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is designed to teach the beginner basic tap dance skills as well as tap dance technique, style, structure, improvisation and composition.

PE 3.24 TAP DANCE-BEGINNING 2
1 unit
Lecture 0 hours; lab 3 hours
Recommended preparation: PE 3.23
Acceptable for credit: University of California, California State University
This course is designed to teach the advanced beginner tap dance skills as well as tap dance technique, style, structure, improvisation and composition.

PE 3.25 TAP DANCE-INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is designed to increase the skill level of intermediate tap dance students, and help them become more proficient in intermediate level tap dance technique, steps, style, structure and compositions. Pass/No Pass Option

PE 3.29 REHEARSAL & PERFORMANCE IN DANCE
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is designed to give the students an opportunity to rehearse and perform dances in an informal setting at the college and at various locations in the West Valley community. Emphasis will be on group participation in areas of dance productions. The course will include dance warm-ups and techniques, choreographies, group and solo rehearsals of finished dances, and class, college and community performances.
**PE 3.30 DANCE: BEGINNING HIPHOP**  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course provides an opportunity to learn and/or choreograph dances in hip hop. Students participate in class and col- 
lege performances. Pass/No Pass Option

**PE 3.32 BEGINNING LINDY HOP & SWING**  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
Swing and Lindy have their roots in African- 
American culture, Big Band music, and life during war time. This course will focus on steps, pat- 
tens, and style. Pass/No Pass Option

**PE 3.33 DANCE INTENSIVE**  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course is designed to provide interme- 
iate/advanced dance students an opportunity to expand and develop their technical skills, style, 
and performance technique in a specific area of 
dance. Pass/No Pass Only

**PE 3.34 STUDIO DANCE PRODUCTION**  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course is designed to provide dance 
students with an opportunity to develop the 
technical skills necessary to produce dance pro- 
grams in the West Valley College studio theatre. Students will learn and/or choreograph dances in 
their area of emphasis, then design costumes, 
makeup and lighting for a performance in the 
studio theatre. Pass/No Pass Option

**PE 3.36 CHOREOGRAPHY**  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course includes an overview of the field of 
choreography and interpretation of the elements of 
dance composition as related to a specific form of dance. Students participate in class and col- 
lege performances. Pass/No Pass Option

**PE 3.37 THE FLAMENCO DANCE OF SPAIN - INTERMEDIATE**  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course focuses on intermediate flamenco 
dance technique and the performance of fla- 
meno dance studies. The course also explores the 
intersection of flamenco dance with poetry and 
music. Previous Flamenco Dance experience 
recommended. Pass/No Pass Option

**Fitness**  
All fitness classes are designed to help the 
student develop positive attitudes and skills in 
one or more of the following aspects of fitness: 
- improved cardiovascular conditioning, increased 
muscular endurance, greater joint flexibility, and 
the ability to obtain total relaxation.

**PE 4.03 FITNESS, AEROBICS**  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course will introduce the student to the 
principles of stretching, and release body tensions which will increase cardiovascular efficiency; increase muscular strength and endurance and further develop joint flexibility through the use of continuous rhythmic movements and general overall exercises.

**PE 4.05 FITNESS, AQUA AEROBICS**  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course will explore the purposes and 
techniques of acquiring body flexibility through 
stretching exercise. Particular attention is 
devoted to back care and muscle relaxation techniques.

**PE 4.07 FITNESS, COMPETITIVE ATHLETE**  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course is designed to develop a highly 
conditioned body for strength, flexibility and 
endurance for the competing varsity athlete.

**PE 4.12 FITNESS, STRETCHING & FLEXIBILITY**  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course will introduce the student to the 
principles of stretching, and release body tensions which will increase cardiovascular efficiency; increase muscular strength and endurance, body flexibility, and methods to release body tensions. Emphasis on needs/skills of men

**PE 4.16 FITNESS WEIGHT TRAINING**  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course provides instruction in the various 
components of muscular strength and condition- 
ing for men and women utilizing a variety of 
equipment. Pass/No Pass Option

**PE 4.19 FITNESS APPRAISAL**  
1 unit  
Lecture 0.5 hour; lab 1.5 hour  
Acceptable for credit: California State University  
This course is designed to provide an increased 
self awareness of personal fitness levels and 
fitness concepts through pre and post fitness 
testing. It includes theories of fitness, lifestyle 
change, nutrition, weight management, and the 
development of a personal exercise program. Pass/No Pass Option

**PE 4.22 FITNESS, STEP**  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course will introduce the student to the 
principles of exercise which will increase cardiovascular condition, muscular strength and endurance, body flexibility, and methods to release body tensions. Emphasis on needs/skills of women

**PE 4.24 FITNESS, TOTAL - MEN**  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
Students are exposed to the principles of exer- 
cise which will increase cardiovascular condition, 
muscular strength and endurance, body flexibility, 
and methods to release body tensions. Emphasis 
on needs/skills of men

**PE 4.25 FITNESS, TOTAL - WOMEN**  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
Students are exposed to the principles of exer- 
cise which will increase cardiovascular condition, 
muscular strength and endurance, body flexibility, 
and methods to release body tensions. Emphasis 
on needs/skills of women

**PE 4.28 FITNESS JOGGING**  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
Students are exposed to the benefits of exercise 
through fitness jogging. The principles of exercise 
which will increase cardiovascular condition, 
endurance, flexibility and methods of releasing 
body tensions will be introduced.
Recommended Preparations in Basic Skills:

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

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

**PE 4.29 BODY SCULPTING**
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course will provide students with the opportunity to gain 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. Pass/No Pass Option

**PE 4.30 FUNCTIONAL FITNESS**
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course will provide students with the opportunity to gain muscular strength, balance, coordination, speed, power and agility by performing conditioning drills using plyometrics, medicine balls, agility 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. Pass/No Pass Only

**PE 4.31 CORE TRAINING**
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course will provide students with the opportunity to gain muscular strength for trunk stabilization. Movement patterns that strengthen the abdominals, obliques, hips and lower back will be emphasized. Increases in core strength will improve the student’s ability to function in daily activities with proper biomechanics and less risk of injury. Pass/No Pass Only

**PE 4.32 FITNESS: BOOT CAMP**
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course will provide students with the opportunity to gain improved fitness, muscle strength, and endurance. This course will utilize campus grounds and incorporate exercise stations such as obstacle courses, hurdles, and rope climbing. Other training activities will include running, calisthenics, and jumping rope.

**PE 4.33 CARDIO CROSS TRAINING**
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course will provide students with the opportunity to gain improved cardiorespiratory fitness, flexibility, and muscle strength. This course will utilize exercise equipment to improve cardiorespiratory fitness. Equipment will include the stair master, stationary bike, treadmill, seated rowing machine, and other apparatus.

**PE 4.35 TRAIL RUNNING**
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course will introduce students to the benefits of exercise through trail running. The principles of exercise, which will increase cardiovascular conditioning, endurance, flexibility and methods of releasing body tensions will be introduced.

**PE 4.36 EVERYDAY FOOD & FITNESS**
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: California State University
This course provides students with the opportunity to adopt a healthy, active lifestyle. The goals of the course are to educate students on the health risks associated with obesity, to promote an increase in students’ overall activity, to help students develop healthy body composition, to offer tools for students to modify health related behavior, and to improve their overall health and well being. Pass/No Pass Option
PE 4.40 CARDIO TENNIS
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course provides students with the opportunity to gain improved cardiorespiratory fitness, flexibility, and muscle strength while learning tennis skills. The course blends tennis techniques, drills, and training with aerobic movement, flexibility, and strengthening exercises. The emphasis is on movement. Pass/No Pass Option

Lifetime Sports
Lifetime sports classes are designed to teach skills in sports activities in which the student can experience lifelong participation.

PE 7.02 BADMINTON-BEGINNING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course will introduce the fundamentals of the game of badminton and the strategies of badminton to the student.

PE 7.03 BADMINTON-INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course provides students with the opportunity to master individual skills and strategies of badminton at the intermediate level.

PE 7.04 INTRO TO SPORT CLIMBING/ROCK CLIMBING
1 unit
Lecture 1 hour; lab 2 hours
Acceptable for credit: University of California, California State University
This course is designed to offer the novice/beginner student the opportunity to master specific fencing skills and techniques at the advanced level. Students must provide their own instructor-approved harnesses.

PE 7.07 FENCING-BEGINNING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is for the beginning fencer. Emphasis is placed on learning basic movement skills, officiating skills, and beginning bouting.

PE 7.08 FENCING-INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours
Prerequisite: PE 7.07
Acceptable for credit: University of California, California State University
This course provides students with the opportunity for mastery of fencing skills and techniques at the intermediate level. Students will gain a better understanding of the rules of fencing while practicing with an adversary. They will develop a personal technique of movement patterns. There will also be an opportunity for competition, and practice in judging, scoring and directing.

PE 7.09 FENCING-ADVANCED
1 unit
Lecture 0 hours; lab 3 hours
Prerequisite: PE 7.07 or 7.08
Acceptable for credit: University of California, California State University
This course provides the students with the opportunity to master specific fencing skills and techniques at the advanced level in standard and electrical foil.

Combatives and Martial Arts

PE 6.02 KARATE-BEGINNING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course introduces the student to the basic skills of Karate.

PE 6.03 SELF-DEFENSE
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
Students are instructed in methods and techniques of self-defense which will help them recognize and avoid dangerous situations. Techniques will be presented in the defense of oneself when under attack.

PE 6.05 KARATE-INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
Intermediate skills and techniques of the art of karate and other Japanese martial art forms are presented. Content includes analysis and application of movement; individual and group interaction and uses of karate.

PE 6.07 KICK BOXING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course will present the skills (kicks, punches, blocks, and stances) used in competitive kick boxing. Training will include conditioning and flexibility exercises. Sparring drills, bag work, timing and focus training will be presented. Self-defense techniques will also be introduced.

PE 6.08 FITNESS BOXING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course will provide cardiovascular fitness, strength, and flexibility through boxing techniques. Stances, punching, combinations, blocks, and sparring drills will be presented. The rules of sport boxing will be covered. Emphasis will be on training techniques. Non-contact sparring will be practiced.
PE 7.10 GOLF-BEGINNING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is designed to teach the novice beginning golf skills and knowledge needed to play golf.

PE 7.11 GOLF-INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours
Recommended preparation: PE 7.10
Acceptable for credit: University of California, California State University
This course is designed to help intermediate golfers develop more advanced skills in the game of golf. A greater emphasis is placed on the technical aspects of the swing.

PE 7.12 GOLF-ADVANCED
2 units
Lecture 0 hours; lab 6 hours
Recommended preparation: PE 7.11
Acceptable for credit: University of California, California State University
This 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 lifetime, leisure-time activity. Mastery of these skills will enable the student to progress to another level of tennis.

PE 7.18 BEGINNING TENNIS
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is designed to teach the basic fundamentals of tennis to the student to increase the student’s appreciation of the game’s value as a lifetime, leisure-time activity. Mastery of these skills will enable the student to progress to another level of tennis.

PE 7.20 INTERMEDIATE TENNIS
1 unit
Lecture 0 hours; lab 3 hours
Recommended preparation: PE 7.19
Acceptable for credit: University of California, California State University
This course 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 lifetime, leisure-time activity. Mastery of these skills will enable the student to progress to another level of tennis.

PE 7.21 ADVANCED TENNIS
1 unit
Lecture 0 hours; lab 3 hours
Recommended preparation: PE 7.20
Acceptable for credit: University of California, California State University
This course is designed to teach the basic skills, techniques, and knowledge of the game of men's basketball.

Team Sports

PE 8.03 BASEBALL-ADVANCED
1 unit
Lecture 0 hours; lab 3 hours
Recommended preparation: Prior participation in interscholastic competition or club baseball program
Acceptable for credit: University of California, California State University
This course is designed to help the student develop softball skills and provide an opportunity to participate on a softball team in a class setting.

PE 8.07 ADVANCED TECHNIQUES OF FOOTBALL
1 unit
Lecture 0 hours; lab 3 hours
Recommended preparation: Prior participation in interscholastic competition or club football program
Acceptable for credit: University of California, California State University
This course is designed to teach basic, individual skills and team play through active participation; a general approach to the origin, techniques, and rules of the game.

PE 8.08 SOCCER-BEGINNING, MEN
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is designed to teach basic skills, offenses and defenses of men's soccer at the beginning level.

PE 8.09 SOCCER-ADVANCED, MEN
2 units
Lecture 0 hours; lab 6 hours
Recommended preparation: PE 8.08
Acceptable for credit: University of California, California State University
This is an advanced course in soccer designed to develop advanced individual skills which can be incorporated into a relatively high level of team participation.

PE 8.10 SOCCER-WOMEN
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course emphasizes the development of a practical and working knowledge of the skills, strategy, and knowledge associated with the game of women’s soccer.

PE 8.12 SOFTBALL-BEGINNING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is designed to teach basic, individual skills and team play through active participation; a general approach to the origin, techniques, and rules of the game.

PE 8.13 SOFTBALL-INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours
Recommended preparation: PE 8.12
Acceptable for credit: University of California, California State University
This course emphasizes the development of intermediate softball skills, including competitive team-play opportunities.
PE 8.14 TRACK & FIELD FUNDAMENTALS—ADVANCED
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
A course designed to teach individual skills in track and field. Includes sprints, hurdles, middle and distance running, weight events, and jumping events.

PE 8.15 VOLLEYBALL-BEGINNING SKILLS
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is designed to teach the novice beginning volleyball skills for recreational pleasure and value as a worthy leisure-time activity.

PE 8.16 VOLLEYBALL-INTERMEDIATE SKILLS
1 unit
Lecture 0 hours; lab 3 hours
Recommended preparation: PE 8.15
Acceptable for credit: University of California, California State University
This course is designed to explore further the game of volleyball and help the student master intermediate volleyball skills.

PE 8.17 VOLLEYBALL-ADVANCED SKILLS
1 unit
Lecture 0 hours; lab 3 hours
Recommended preparation: PE 8.16
Acceptable for credit: University of California, California State University
This course provides the serious student of volleyball with the opportunity to master individual skills and team strategies at the advanced level.

PE 8.18 VOLLEYBALL-OUTDOOR SAND & GRASS DOUBLES
1 unit
Lecture 0 hours; lab 3 hours
Recommended preparation: PE 8.15
Acceptable for credit: University of California, California State University
This course is designed to teach the skills, strategies and techniques of doubles sand and grass volleyball.

Athletics
West Valley College is a member of the Coast Conference of the California Community and Junior College Association. The college competes in conference competition for both men and women. A materials fee is required in each sport.

PE 9.01 INTERCOLLEGIATE BASEBALL—MEN
2 units
Lecture 0 hours; lab 10 hours
Recommended preparation: PE 8.03 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition to meet needs and skills of men.

PE 9.02 INTERCOLLEGIATE BASKETBALL—MEN
1 unit
Lecture 0 hours; lab 10 hours (over 9 weeks)
Recommended preparation: Interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition to meet needs and skills of men.

PE 9.06 INTERCOLLEGIATE FOOTBALL—MEN
2 units
Lecture 0 hours; lab 10 hours
Recommended preparation: PE 8.07 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for men in football.

PE 9.07 INTERCOLLEGIATE SOCCER—MEN
2 units
Lecture 0 hours; lab 10 hours
Recommended preparation: PE 8.09 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition in soccer designed to meet needs and skills of men.

ATH 9.08 INTERCOLLEGIATE SOCCER—WOMEN
2 units
Lecture 0 hours; lab 6 hours
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition in soccer designed to meet needs and skills of women.

PE 9.09 INTERCOLLEGIATE SOFTBALL—WOMEN
2 units
Lecture 0 hours; lab 10 hours
Corequisite: PE 4.07
Recommended preparation: Interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
Intercollegiate competition in softball designed to meet needs and skills of women.

PE 9.10 INTERCOLLEGIATE SWIMMING—MEN
2 units
Lecture 0 hours; lab 10 hours
Recommended preparation: PE 2.06 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for men in swimming.

PE 9.11 INTERCOLLEGIATE SWIMMING—WOMEN
2 units
Lecture 0 hours; lab 10 hours
Recommended preparation: PE 2.06 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for women in swimming.

PE 9.14 INTERCOLLEGIATE TRACK—MEN
2 units
Lecture 0 hours; lab 10 hours
Recommended preparation: PE 8.14 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for men in track and field.

PE 9.15 INTERCOLLEGIATE TRACK—WOMEN
2 units
Lecture 0 hours; lab 10 hours
Recommended preparation: PE 8.14 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for women in track and field.

PE 9.17 INTERCOLLEGIATE VOLLEYBALL—WOMEN
2 units
Lecture 0 hours; lab 10 hours
Recommended preparation: PE 8.17 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition in volleyball designed to meet needs and skills of women.

ATH 9.18 INTERCOLLEGIATE WATER POLO—MEN
2 units
Lecture 0 hours; lab 10 hours
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for men in Water Polo. Students are given the opportunity to develop a high degree of water polo skills and demonstrate these skills in a match situation. These skills include offensive and defensive techniques, and rules of the game. Students are also given the opportunity to develop an increased level of cardiovascular fitness that will allow them to compete at the intercollegiate level. Pass/No Pass Option

PE 9.14 INTERCOLLEGIATE SWIMMING—WOMEN
2 units
Lecture 0 hours; lab 10 hours
Recommended preparation: PE 2.06 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for women in swimming.

PE 9.15 INTERCOLLEGIATE TRACK—WOMEN
2 units
Lecture 0 hours; lab 10 hours
Recommended preparation: PE 8.14 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for women in track and field.

PE 9.17 INTERCOLLEGIATE VOLLEYBALL—WOMEN
2 units
Lecture 0 hours; lab 10 hours
Recommended preparation: PE 8.17 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition in volleyball designed to meet needs and skills of women.

ATH 9.18 INTERCOLLEGIATE WATER POLO—MEN
2 units
Lecture 0 hours; lab 10 hours
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for men in Water Polo. Students are given the opportunity to develop a high degree of water polo skills and demonstrate these skills in a match situation. These skills include offensive and defensive techniques, and rules of the game. Students are also given the opportunity to develop an increased level of cardiovascular fitness that will allow them to compete at the intercollegiate level. Pass/No Pass Option
PE.ATH 9.20 WOMEN’S INTERCOLLEGIATE WATER POLO
3 units
Lecture 0 hours; lab 9 hours
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for women in Water Polo. Students are given the opportunity to develop a high degree of water polo skills and demonstrate these skills in match situations. These skills include offensive and defensive techniques, and rules of the game. Students are also given the opportunity to develop an increased level of cardiovascular fitness that will allow them to compete at the intercollegiate level. Pass/No Pass Option

PE.ATH 9.30 INTERCOLLEGIATE PRE-SEASON CONDITIONING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is for students competing in Inter-collegiate athletics. The course is designed to get the student athlete ready for the season of competition by improving fitness, strength, and flexibility to help minimize the potential of injury.

PE 9.41 ATHLETIC BASEBALL SKILLS & TECHNIQUES
2 units
Lecture 0 hours; lab 6 hours
Acceptable for credit: California State University
This is an advanced development of athletic baseball skills and techniques course. The course provides instruction in baseball specific rules, techniques, equipment and facilities management, etiquette, and safety. In addition, students are given the opportunity to apply nutrition, flexibility, and strength training concepts to improve their skills. Pass/No Pass Option

PE 9.49 ATHLETIC SOFTBALL - SKILLS & TECHNIQUES
2 units
Lecture 0 hours; lab 6 hours
Acceptable for credit: University of California
This is an advanced development of athletic softball skills and techniques course. This course provides instruction in softball specific rules, techniques, equipment and facilities management, etiquette, and safety. In addition, students are given the opportunity to apply nutrition, flexibility, and strength training concepts to improve their skill level. Pass/No Pass Option

Mind/Body/Wellness

PE 11.01 YOGA FOR HEALTH
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
The practice and study of Yoga helps to bring about a natural balance of body and mind. This course emphasizes the physical practice of yoga exercises which provide a gentle muscle stretching and range of motion around the joints along with breathing and relaxation techniques leading to total relaxation and the harmony of mind and body.

PE 11.01A YOGA FOR HEALTH
0.5 unit
Lecture 0 hours; lab 1.5 hours
Acceptable for credit: California State University
This course emphasizes the physical practice of yoga exercises which provide a gentle muscle stretching and range of motion around the joints along with breathing and relaxation techniques leading to total relaxation and the harmony of mind and body. Pass/No Pass Option

PE 11.02 INTERMEDIATE ASANA-MOVING DEEPER INTO HATHA YOGA
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course includes instruction in all classifications of yoga postures: neutral, standing, bends, twists, inversions, and relaxation. This course includes instruction in anatomy, physiology, and pranayama techniques. Intermediate Asana moves deeper into the spirit of Hatha Yoga and explores how the virtues of yogic philosophy can be Integrated into Asana practice. This course builds on the principles learned in Yoga for Health. A clear understanding of the basic yoga postures is preferred prior to taking this course. Pass/No Pass Option

PE 11.03 GENTLE RESTORATIVE EXERCISE
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course provides students with the opportunity to gain muscular strength and endurance. Intermediate to advanced exercises are designed to improve posture, body alignment and flexibility. Benefits include balance, body awareness, and relaxation. Core strength is beneficial for injury prevention, stress reduction, and increased self-confidence. Pilates mat work emphasizes core musculature as it applies to everyday movement. Flex bands, foam rollers, and fitness circles are added to the exercises for more intensity.

PE 11.04 POWER POSTURES
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition with the opportunity to gain muscular strength and endurance. Intermediate to advanced exercises are designed to improve posture, body alignment and flexibility. Benefits include balance, body awareness, and relaxation. Core strength is beneficial for injury prevention, stress reduction, and increased self-confidence. Pilates mat work emphasizes core musculature as it applies to everyday movement. Flex bands, foam rollers, and fitness circles are added to the exercises for more intensity.

PE 11.07 TAI CHI
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course will introduce the fundamental philosophies, skills, and health enhancing components of Tai Chi. The course will cover historical and philosophical aspects of Tai Chi and Tai Chi body movements and forms utilizing energy flow and stress reducing elements.

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 GSS. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

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

PE 12.04 ASSISTANT SCUBA INSTRUCTOR
2 units
Lecture 1.5 hours; lab 1.5 hours
Acceptable for credit: University of California, California State University
This course provides the skills, knowledge, and experience required to assist in all phases of SCUBA instruction. Students gain proficiency in teaching standards, skills, and techniques for effective teaching of marine diving education. This course leads to certification in the Marine Diving Education Program (MDEP). This course qualifies students to seek employment as a Dive Master or Assistant Instructor at aquariums and on commercial and research dive vessels.

PE 12.10 RESEARCH DIVER
2 units
Lecture 1.5 hours; lab 1.5 hours
Recommended preparation: Open Water or higher SCUBA certification from any nationally recognized SCUBA agency
Acceptable for credit: University of California, California State University
This course provides the theoretical and practical knowledge and skills required to effectively operate in research or scientific diving environments.

PE 12.11 MASTER DIVER
2 units
Lecture 1.5 hours; lab 1.5 hours
Prerequisite: Students must be certified by an internationally recognized dive agency as advanced open water diver.
Acceptable for credit: University of California, California State University
This course provides the theoretical and practical knowledge and skills of advanced diving science and diving technology. Upon successful completion of this course, students will qualify for NAUI Master Diver certification. Grade only.

PE 12.20 OPEN WATER DIVER
1.5 units
Lecture 1 hour; lab 1.5 hours
Recommended Preparation: Students must concurrently enroll in PE 7.23 or provide instructor documentation of equivalency.
Acceptable for credit: University of California, California State University
This course provides the opportunity for students to learn the knowledge and skills to SCUBA dive in open water. Upon successful completion of this course, students will qualify for an Open Water Diver SCUBA certification. Pass/No Pass Option.

Physical Education — Theory

Learning Outcomes
After completing courses in Physical Education Theory, a student will be able to:
- Identify one or more physical education theory-related factors which influence individual and community health behaviors;
- Identify immediate and long range effects of physical education and health related behaviors;
- Select valid, reliable, and credible sources of information about physical education theory, health needs, interests and concerns.

PE.TH 030 INTRODUCTION TO PHYSICAL EDUCATION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course surveys the basic principles of physical education and its place and contributions to the total education program, including leadership, aims, objectives, historical perspective, scientific foundations, perceptual motor learning, competitive athletics, and current issues in the field.

PE.TH 038A INTRODUCTION TO SPORTS MEDICINE
3 units
Lecture 2 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course introduces the student to concepts of athletic training, care and prevention of sports injuries; recognition, evaluation, immediate recognition, and rehabilitation of injuries; techniques of adhesive strapping and protective padding and bracing. Pass/No Pass Option

PE.TH 039A SPORTS INJURY MANAGEMENT AND REHABILITATION
2 units
Lecture 1 hour; lab 3 hours
Recommended preparation: First Aid/CPR certificate or H ED 005. May be taken concurrently
Acceptable for credit: California State University
This course provides the student with exposure to basic sports medicine techniques, immediate recognition and treatment of injuries unique to fall sports, particularly the "non-contact" sports such as cross country, volleyball, water polo and soccer. Pass/No Pass Option

PE.TH 039B SPORTS INJURY MANAGEMENT & REHABILITATION
2 units
Lecture 1 hour; lab 3 hours
Recommended preparation: First Aid/CPR certificate or H ED 005. May be taken concurrently
Acceptable for credit: California State University
This course provides the student with exposure to basic sports medicine techniques, immediate recognition and treatment of injuries unique to spring sports, particularly the "non-contact" sports such as volleyball, track and field, tennis, and swimming. Emphasis will be on taping technique and injury prevention through conditioning. Mechanism, characteristics and classification of sports injuries will also be introduced. Pass/No Pass Option

PE.TH 041 SKILL COMPETENCIES IN ATHLETIC TRAINING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course provides the student with the opportunity to practice and become proficient in skills that are required to be a certified athletic trainer or allied health care professional. The competencies included are: injury prevention, recognition and evaluation; first aid procedures; equipment and protective padding fabrication; rehabilitation techniques; and administrative duties. It can be repeated three times. Pass/No Pass Only

PE.TH 042 PRINCIPLES OF STRENGTH TRAINING & CONDITIONING
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course introduces students to the principles of effective strength training and conditioning. Emphasis is on program design, periodization, effective strength training exercises and stretches, body composition, and skills to improve strength and athletic performance.

PE.TH 043 SPORTS INJURIES
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
This course provides students an opportunity to learn how to recognize common sports injuries, go through a basic and systematic evaluation of the injury, apply "return to play" goals in the healing process, and perform rehabilitation principles to aid in the recovery of the injury.
PE.TH 044 LIFETIME FITNESS
3 units
Lecture 2 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course provides the student with an opportunity to understand and apply the development, maintenance, and assessment of cardiovascular health, strength, and flexibility. Course content includes: theories of fitness, lifestyle changes, nutrition, weight management, and the development of an exercise program that may lead to a healthier lifestyle. Students are given the opportunity to participate in lab activities consisting of a variety of fitness tests and measurements. Pass/No Pass Option

PE.TH 045 THEORY & TECHNIQUE OF OFFENSIVE & DEFENSIVE FOOTBALL
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: PE 8.07 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course will introduce the student to the theories and principles of offensive and defensive intercollegiate football, including punt and punt return, point after touchdown, field goal kicking, and kick off. Pass/No Pass Option

PE.TH 046 THEORY & TECHNIQUE OF OFFENSIVE & DEFENSIVE BASEBALL
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: PE 8.03 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course will introduce the theories 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. Pass/No Pass Option

PE.TH 047 THEORY & TECHNIQUE OF OFFENSIVE & DEFENSIVE BASKETBALL
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: PE 8.04 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course will introduce the theories and principles of offensive and defensive intercollegiate basketball. Knowledge and understanding of the rules of basketball will also be included. Pass/No Pass Option

PE.TH 051 DANCE IN AMERICA: A CULTURAL PERSPECTIVE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course examines dance as a cultural expression in the USA. The course explores and analyzes indigenous dance forms including the social, political, economic, and religious significance. Pass/No Pass Option

PE.TH 051H HONORS DANCE IN AMERICA: A CULTURAL PERSPECTIVE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors Dance in America: a Cultural Perspective introduces major theories and concepts in these dance forms including the social, political, economic, and religious significance.

PE.TH 052 TECHNIQUES OF TEACHING DANCE
2 units
Lecture 1 hour; lab 3 hours
Acceptable for credit: California State University
This course provides instruction in the theories, principles, and techniques involved in teaching dance. Pass/No Pass Option

PE.TH 091 DIRECTED STUDIES
1-3 units (See department for schedule)
Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: California State University
This course allows independent work of special interest to the student related to, but not included in, regular courses offered by the physical education department. Pass/No Pass Option

PSCI 010 PHYSICAL SCIENCE SURVEY
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
This course studies local and global weather and climate and the processes that create them. Basic weather patterns, extreme weather and California weather are looked at in some detail.

PSCI 020 WEATHER & CLIMATE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
This course examines the student's interest in the various factors that influence the weather and climate of the world. It adopts a scientific approach to understanding the causes and effects of climate change. Students learn about the basic principles of climate science, including the role of the sun, the earth's atmosphere, and the interactions between them. The course also covers the methods used in weather forecasting and climate modeling.

PSCI 040 CLIMATE, ENERGY & A GREEN TOMORROW
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course looks at global climate, governmental energy policy, the physics of energy, green buildings, green transportation and alternative fuels. Pass/No Pass Option
Physics

THE FACULTY
Doug Epperson
Lungyee Lin
Benjamin Mendelsohn
Mel Vaughn

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

Learning Outcomes
After completing an Associate of Arts degree in Physics a student will be able to

- Communicate orally and in writing core physical principles, the results of experiments, and their analysis of physical problems;
- Set up an experiment, collect and analyze data, identify sources of error, and interpret results;
- Use basic software, such as word processing, spreadsheet, and graphing programs;
- Identify the essential aspects of a problem and formulate a strategy for solving the problem;
- Estimate the solution to a problem, apply appropriate techniques to arrive at a solution, test the correctness of their solution, interpret their result and connect it to related areas of physics.

PHYSICS, APPLIED PHYSICS,
GEOPHYSICS: Transfer:
See assist.org and/or consult with a counselor.

PHYSICS, APPLIED PHYSICS,
GEOPHYSICS (A.S. Degree)
Major Requirements:

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<td>ENGR 021</td>
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<td>MATH 003A</td>
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<td>MATH 004A</td>
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<td>MATH 004B</td>
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To be awarded an A.S. degree, a student must complete

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

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

Geophysics majors should take GEOL 001A (Physical Geology) and GEOL 001B (Historical Geology).

PHYS 001 INTRODUCTION TO PHYSICS

PROBLEM SOLVING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: MATH 000D or MATH 002
Acceptable for credit: University of California, California State University
This course is designed specifically to prepare students for Physics 2A or Physics 4A. It covers basic principles/concepts in classical mechanics and introduces problem-solving skills that may be applied to a wide variety of problems.

PHYS 002A GENERAL PHYSICS -
MECHANICS
5 units
Lecture 4 hours; lab 3 hours
Prerequisite: MATH 000D or MATH 002
Recommended preparation: PHYS 001
Acceptable for credit: University of California, California State University
This is a trigonometry-based first course in Physics for majors in subjects other than engineering or the physical sciences. The course covers mechanics (motion, forces, torques, energy, momentum, angular momentum, and rotation), thermodynamics, fluid mechanics and sound. Concepts and problem solving are emphasized.

PHYS 004A ENGINEERING PHYSICS –
ELECTRICITY & MAGNETISM
5 units
Lecture 4 hours; lab 1 hours
Prerequisite: MATH 003B
Recommended preparation: PHYS 001
Acceptable for credit: University of California, California State University
This is the second course in the engineering physics series. It covers electricity, magnetism, optics, atomic physics, nuclear physics and special relativity. Concepts and problem solving are emphasized.

PHYS 004B ENGINEERING PHYSICS –
ELECTRICITY & MAGNETISM
5 units
Lecture 4 hours; lab 3 hours
Prerequisite: PHYS 004A and MATH 003B
Acceptable for credit: University of California, California State University
Electricity and magnetism is the second course in the engineering physics series. Topics to be studied include charge and matter, the electric field, Gauss's Law, electric potential, capacitors and dielectric, current and resistance, electromagnetic force and circuits, magnetic fields, applications of Ampere's Law, inductance and Faraday's Law of Induction, magnetic properties of matter, and alternating currents. Problem solutions are emphasized using calculus.

PHYS 004C ENGINEERING PHYSICS –
MECHANICS
5 units
Lecture 4 hours; lab 1 hours
Prerequisite: MATH 003B
Recommended preparation: PHYS 001
Acceptable for credit: University of California, California State University
Mechanics is the first course in the engineering physics series. It covers vectors, kinematics, dynamics, energy, momentum, universal gravity, rotational physics, fluid dynamics, elasticity and harmonic motion.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
PHYS 004C ENGINEERING PHYSICS – LIGHT, HEAT & WAVES
5 units
Lecture 4 hours; lab 3 hours
Prerequisite: PHYS 004A and MATH 003B
Acceptable for credit: University of California, California State University
Light and Heat is the third course in the engineering physics series. Topics to be studied include wave motion, heat, the first and second laws of thermodynamics, the concept of entropy, the nature and propagation of light, the laws of reflection and refraction for plane and spherical waves, interference, diffraction, and modern physics including wave-particle duality, matter waves, and special relativity. Problem solutions using calculus is emphasized.

PHYS 004D MODERN PHYSICS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: PHYS 004B
Acceptable for credit: University of California, California State University
This course is an introduction to modern physics, emphasizing the fundamental principles of relativity and quantum mechanics. Topics to be covered include: the Lorentz transformations, special and general relativity, wave-particle duality, the Bohr atom, line spectra and atomic energy levels, the Schrödinger equation, potential barriers and wells, the hydrogen atom, spin and angular momentum, elementary particles, and solid-state physics.

PHYS 010 CONCEPTUAL INTRODUCTION TO PHYSICS
4 units
Lecture 3 hours; lab 3 hours
Prerequisite: PHYS 004B
Acceptable for credit: University of California, California State University
This course takes a conceptual approach to physics. Topics include mechanics, heat, fluids, solids, waves, electricity, magnetism, light, atomic physics, nuclear physics. A lab is included with the course to experience the phenomena discussed in lecture.

PHYS 091 DIRECTED STUDIES IN PHYSICS
1-3 units (See department for schedule)
Lecture 0 hours; lab 0 hours
Prerequisite: PHYS 004B
Acceptable for credit: University of California, 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. Pass/No Pass Option

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

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

Political Science

THE FACULTY
Nichola Gutierrez
Tim Kelly

DIVISION
Social Science

DIVISION CHAIR
Stephen Juarez

DEPARTMENT CHAIR
Nichola Gutierrez

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COUNSELING
408-741-2009

The study of political theory and practice in the United States and the rest of the world. This includes international relations, comparative governments, political philosophy and theory, with emphasis on the institutions requirement of American Government.

Learning Outcomes
After completing courses in Political Science, or an A.A. degree in Social Science with an emphasis in Political Science, a student will be able to:

• Describe the structure and functions of American government;
• Explain the ideas of the great political thinkers and how those ideas apply to our democracy and to our world today;
• Identify the institutions, players and processes in American national and state governments;
• Analyze the exercise of power in governmental institutions;
• Analyze how public policy is formulated, legislated, implemented and evaluated within our democratic framework;
• Compare the U.S. political system to others in the world;
• Describe the political relations among nations and the transnational relations practiced by people, organizations, and institutions across national boundaries.

Career Options:
• Researcher/Analyst
• Political Economist
• Foreign Service Officer
• Attorney
• Lobbyist
• City Planner
• Teacher
• Administrator
• Elected Official
• Journalist
• Legislative Aide
• Political Scientist
• City Manager
• Business person
• Campaigner
• Advocate
• Community Relations Director
• Congressional Aide
• Consumer Advocate

POLITICAL SCIENCE: For transfer information see assist.org and/or consult with a counselor.
POLITICAL SCIENCE (A.A. Degree)
See Social Science A.A. Degree with option in Political Science.

POLIT 001 AMERICAN GOVERNMENT
3 units
Lecture 3 hours; lab 0 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 have the opportunity to learn what has shaped the United States Constitution, its amendments, and the operation of one’s role in a democratic government.

POLIT 001H HONORS AMERICAN GOVERNMENT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors American Government uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course covers the structure and functions of the American national government including consideration of state and local governments. Emphasis is placed on the development of democratic institutions through historical and contemporary studies. This course may be used to meet Social Science Area D requirements in the General Education pattern for transfer to the California State University System.

POLIT 002 COMPARATIVE GOVERNMENTS
3 units
Lecture 3 hours; lab 0 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 with particular consideration of 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.

POLIT 003 INTRODUCTION TO POLITICAL SCIENCE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Political Science 003 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.

POLIT 003H HONORS INTRODUCTION TO POLITICAL SCIENCE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors Introduction to Political Science uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course is an introduction to political theory analyzing the ideological origins of nation-states from direct democracy to totalitarian forms of government. This course may be used to meet Social Science Area D requirements in the General Education pattern for transfer to the California State University System.

POLIT 004 INTERNATIONAL RELATIONS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Political Science 004 is a survey of the ways and means by which the contemporary international scene has developed. Topics such as nationalism, imperialism, war, the world economy, the environment and developing nations are covered as students have the opportunity to 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 its relationship to foreign powers.

Portuguese
(See World Languages)

Psychology

THE FACULTY
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Michelle D. Reed

DIVISION
Social Sciences

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DEPARTMENT CHAIR
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Psychology is the scientific study of human and non-human behavior as well as the neurophysiological mechanisms that underlie sensations, perceptions, emotions, motivation, memory, cognitive, and motor functions constituting our human experience relative to culture, ethnicity, work, health, development, and psychopathology. The field involves both pure science and practical application to matters of everyday life. Those who pursue one of psychology’s 55 sub-fields, as identified by the American Psychological Association, will find a wonderful variety of career options with the common goal of improving human life and understanding as well as the world in which we live.

Highlights

• Exemplary instructional staff, with many years of experience, representing different specializations and areas of interest
• A wide range of course offerings: Psychology of Addiction and Substance Abuse, Life-Span Developmental Psychology, Physiological Psychology, Psychology of Women, Experimental Psychophysiology, Social Psychology, and Abnormal Psychology
• Transferable courses to the CSU and UC systems, as well as numerous private universities

Learning Outcomes

After completing an Associate Arts degree in Psychology, a student will be able to:

• Describe the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology;
• Apply the scientific method and critical thinking skills to formulate valid hypotheses, operationally define constructs, and evaluate claims;
• Analyze data by selecting the appropriate methods, accurately evaluate and interpret the results, and communicate the results including the proper use of tables and graphs;
• Describe the anatomy and function of the major components of the nervous system, and the physiological basis of neuronal communication, including how drugs, stress, nutrition, interpersonal attraction and other exogenous factors affect the function of the nervous system;
• Specify how psychological principles are applied to real-life situations in business, industry, child rearing, and social interactions;
• Explain how psychosocial factors influence behavior and attitudes, and recognize the complexity of sociocultural and international diversity
Recommended Preparations in Basic Skills:

- Reading: Reading 053
- Math: Math courses prior to enrollment

Recommended Electives:

- ANTHR 003 Cultural Anthropology
- BID 010 Introduction to Biology
- BID 043 Principles of Cells
- **BIO 046 Anatomy and Physiology
- SOC 001 Introduction to Sociology

** Consult a counselor for requirements at the four-year institution of your choice.

To be awarded an A.A. degree, a student must complete:
1. All the major requirements.

Additional units to meet the college graduation requirements:

- PSYCH 001 GENERAL PSYCHOLOGY
  - 3 units
  - Lecture 3 hours; lab 0 hours
  - Acceptable for credit: University of California, California State University

Introduction to general psychology as a behavioral science. Course emphasis is placed upon the scientific foundations of psychology, including the history and origins of psychology, introductory statistical concepts, motivation, emotion, biological determinants of behavior, environmental and cultural factors in behavior, psychological tests and measurements, learning, and personality theory.

PSYCH 002 EXPERIMENTAL PSYCHOPHYSIOLOGY

- 4 units
- Lecture 3 hours; lab 3 hours
- Prerequisite: PSYCH 001
- Corequisite or Corequisite: MATH 010

Recommended preparation: MATH 106/106R
- Acceptable for credit: University of California, California State University

The course introduces the student to the theory and application of the scientific method in psychology. Content includes: philosophy of science, research design, experimental procedures, data analysis and presentation. A computerized psychophysiology laboratory will be used to introduce students to experiments in which one variable is physiological and the primary focus and theoretical context are behavioral.

PSYCH 002H HONORS EXPERIMENTAL PSYCHOPHYSIOLOGY

- 4 units
- Lecture 3 hours; lab 3 hours
- Prerequisite: PSYCH 001
- Corequisite: MATH 010 or MATH 010H

Acceptable for credit: University of California, California State University

Honors Experimental Psychophysiology uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. The course introduces the student to the theory and application of the scientific method in psychology. Content includes: philosophy of science, research design, experimental procedures, data analysis and presentation. A computerized psychophysiology laboratory is used to introduce students to experiments in which one variable is physiological and the primary focus and theoretical context are behavioral.
PSYCH 007 PHYSIOLOGICAL PSYCHOLOGY

3 units
Lecture 3 hours; lab 0 hours
Prerequisite: PSYCH 001.
Acceptable for credit: University of California, California State University.
An introduction to the physiological substrates of behavior. Among the areas covered are neuropsychology, the functional nervous systems, the senses, emotion, motivation and learning. The course has value for behavioral science, paramedical, and premedical majors.

PSYCH 009 PSYCHOLOGY OF WOMEN: A MULTICULTURAL PERSPECTIVE

3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University.
The course introduces the student to the sex-role development of women in terms of the biosocial and cultural factors involved in intellectual and personal-emotional functions. Examinations of psychological research and theory focus on multicultural factors, that is gender as it relates to race, class, culture and ethnicity in United States society. (Satisfies the Cultural Diversity requirement for the Associate Degree). Pass/No Pass Option

PSYCH 012 HUMAN GROWTH & DEVELOPMENT

3 units
Lecture 3 hours; lab 0 hours
Prerequisite: PSYCH 001
Acceptable for credit: University of California, California State University.
An introduction to the psychological, physiological, cultural and other environmental forces affecting human growth and development. Emphasis is placed on normal psychological development as a basis for understanding deviant behavior both within and across cultures. Theoretical models and research into the development of cognitive, perceptual, physical, personality and emotional abilities and disabilities will be presented and discussed. Pass/No Pass Option

PSYCH 017 INTRODUCTION TO SOCIAL PSYCHOLOGY

3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University.
This course will introduce the student to the field of social psychology, and will explore its relevance to many life situations of professional and personal relevance. Students will cover the following topics, among others: Understanding others, Thinking about the social world, Attitude formation, Genes, culture, and gender, Prejudice, Interpersonal attraction (What is love?), Persuasion, Aggression, and Helping and prosocial behavior. These topics have high applicability in the legal system, and clinical settings.

PSYCH 025 INTRODUCTION TO ABNORMAL PSYCHOLOGY

3 units
Lecture 3 hours; lab 0 hours
Prerequisite: PSYCH 001
Acceptable for credit: University of California, California State University.
This course deals with various categories as well as social criteria of "deviant" or "abnormal" behavior patterns. Course content deals with mildly maladaptive behavioral syndromes to grossly psychotic reactions, both functional and organic. Characterological or personality disorders, including sexually maladaptive behavior, are included in the course content together with behavioral dysfunctions from childhood to senility. The course is of value to students majoring in any area of behavioral science and to paraprofessional trainees in such areas as law enforcement, community health and social services. Pass/No Pass Option

PSYCH 030 PSYCHOLOGY OF ADDICTION & SUBSTANCE ABUSE

3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University.
This course is an introduction to the physiological, psychological, and social processes of addiction and how they relate to the abuse of legal and illegal substances. Pass/No Pass Option

PSYCH 093 DIRECTED STUDIES

3 units (See department for schedule)
Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract
California State University *UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.
Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college. Pass/No Pass Option
Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

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

THE FACULTY
Tom DeDen

DIVISION Social Science
DIVISION CHAIR Stephen Juarez
DEPARTMENT CHAIR Tom DeDen
PHONE 408-741-2543
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COUNSELING 408-741-2009

Learning Outcomes
After completing an Associate of Arts degree in Sociology, a student will be able to:
• Recognize major dimensions of the diversity of human social experiences;
• Distinguish scientific from non-scientific discourse on human social behavior;
• Distinguish the sociological perspective from the perspectives of other social sciences;
• Specify and contrast the major theoretical perspectives within sociology;
• Contrast the merits and limitations of various social science research methodologies with emphasis on the role of sampling and surveys in sociological research.

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

SOCILOGY
Associate in Arts in Sociology for Transfer (AA-T Degree)
The Associate in Arts in Sociology for Transfer is a 60 unit program which provides lower division education to students planning to transfer to a four year institution and major in Sociology. Students completing the program will be able to recognize major dimensions of the diversity of human social experiences, distinguish scientific from non-scientific discourse on human social behavior, distinguish the sociological perspective from other perspectives within the social sciences, and contrast the merits and limitations of various social science research methodologies with emphasis on the role of sampling and surveys in sociological research.

Students must complete at least three of the following courses:

List A Required:
SOC 001 Introduction to Sociology 3
SOC 002 Social Problems 3
SOC 003 Social Psychology: A Sociological Perspective 3
SOC 020 American Race Relations 3
SOC 040 Marriage and Family 3
SOC 045 Sociology of Human Sexuality 3
ANTHR 003 Introduction to Cultural Anthropology 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.

SOCILOGY: Transfer (A.A. Degree)
Major Requirements (a total of 18 units are required)

Course Units
SOC 001 Introduction to Sociology 3 (Mandatory)

Complete at least three of the following courses:

Course Units
SOC 002 Social Problems 3
SOC 003 Social Psychology: A Sociological Perspective 3
SOC 020 American Race Relations 3
SOC 040 Marriage and Family 3
SOC 045 Sociology of Human Sexuality 3
ANTHR 003 Introduction to Cultural Anthropology 3

Up to 6 units from the following list may be applied to the major:

Course Units
MATH 010 Elementary Statistics 3

Additional units to meet the college graduation requirements.

Any course not used above
SOC 045 Sociology of Human Sexuality 3

General Education
Intersessional General Education Transfer Curriculum

California State University General Education-Breadth Requirements

Total GE Units 34-39
Additional CSU Transferable Semester Units 3-8
Grand Total Units 60

For an A.A. Degree in Social Science with an option in one of the following specific area, the 20-unit requirement must include:
Anthropology ANTHR 001, 002, 003
Economics ECON 001A, 001B
Geography GEOG 001, 002
Political Science POLIT 001, 002, 003, 004
SOC 002 SOCIAL PROBLEMS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the sociological perspective in dealing with contemporary social problems. Drug addiction, poverty, violence, mental illness, environment, aging, and other areas of societal concerns are examined. Available community resources to help deal with and arrive at solutions to these problems will be explored. Pass/No Pass Option

SOC 002H HONORS SOCIAL PROBLEMS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors Social Problems uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course offers an introduction to the sociological perspective in dealing with contemporary social problems. Drug addiction, poverty, violence, mental illness, the environment, aging, and other areas of societal concerns are examined. Available community resources to help deal with and arrive at solutions to these problems are also explored. Pass/No Pass Option

SOC 003 SOCIAL PSYCHOLOGY: A SOCIOLOGICAL PERSPECTIVE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Social psychology examines how individuals can resist and enact social influence in immediate social situations. It examines how social groups and individuals influence one another, and how the self is socially constructed via human social interaction. This course does not fulfill the major requirements for the Psychology AA degree. Check with four-year schools for Psychology transferability. Pass/No Pass Option

SOC 020 AMERICAN RACE RELATIONS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This is a survey course studying the experiences, problems and the contemporary way of life of the minority people in the U.S. This course focuses on racial conflicts and inter-group tensions from a minority perspective. It is designed to create a context through which better race harmony may be achieved. Pass/No Pass Option

SOC 040 MARRIAGE & THE FAMILY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California (Proposed), California State University
This course gives students the opportunity to study marriage in contemporary American society. Problems of mate choice and courtship and dating practices; adjustment to marriage; some aspects of parenthood and child training, and investigation of some possible problem areas of marriage are explored. Pass/No Pass Option

SOC 045 SOCIOLOGY OF HUMAN SEXUALITY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course examines the sexual attitudes and behavior in our society; research findings concerning the range of normality of human sexual functioning; sexual myths, some origins, who believes them and why. The course will include discussions relating to the institutionalization of sex in American society; the symbolic nature of sexual expression; teaching children regarding sexuality; the complexities of sexual orientation; and the impact of sexually transmitted diseases upon society. Pass/No Pass Option

Spanish
(See World Languages)

Speech Communication
(See Communication Studies)

Speech Development
(See Disability and Educational Support Program)

Supported Education Programs
(See Disability and Educational Support Program)

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

NOTE: Course hours per week stated in the catalog are based on a 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
THEATRE ARTS: Transfer:
See assist.org and/or consult with a counselor.

THEATRE ARTS (A.A. Degree)

ACTING EMPHASIS

Learning Outcomes
• Apply film and theatre terminology and language;
• Analyze literature;
• Identify production components;
• Distinguish film and theatre styles and historical periods;
• Demonstrate collaboration and team-building skills;
• Creatively solve problems;
• Demonstrate communication skills;
• Create and demonstrate informed and personal artistic choices in coursework and productions.

Major Requirements

Course Units
THEAR 002A Technical Production 3
THEAR 007A Acting for Film and Television 3
THEAR 010 Theatre Appreciation 3
THEAR 035A Voice Production/Articulation 3
THEAR 040AB Beginning Acting 6
THEAR 041A Int. Acting 3
and 3 units from the following:
THEAR 018A Intro into Stage Lighting 3
THEAR 047A Costumes: Stage/Screen 3

and 1 additional unit from the following:
• THEAR 021A Reh/Perf. Technical 1
• THEAR 022A Reh/Perf. Costumes 1

and 3 units from the following:
THEAR 001 Intro to Media Arts 3
THEAR 006A Writing for Film/Television 3
THEAR 007B TV/Film Acting 3
THEAR 015 Intro to Film 3
• THEAR 020 Studio Perf 3
• THEAR 021BC Reh/Perf. Technical 2-3
• THEAR 022BC Reh/Perf. Costumes and Makeup 2-3
THEAR 026AB Improvisation 2-2
THEAR 027 Special Subjects for the Actor 3
THEAR 030 Playwriting 3
THEAR 033A Stage Movement 2
THEAR 041B Int. Acting, sem. #2 3
THEAR 044A Makeup: Stage/Screen 3
THEAR 070 Mainstage Performance 3
MUSIC 032AB Beginning Voice 1-1
P.E. 3.01 Afro-Jazz Dance 1
P.E. 3.02 Ballet 1
P.E. 3.12 Jazz Dance 1
P.E. 3.15 Modern Dance 1
P.E. 3.23 Tap Dance 1
P.E. 7.07 Fencing 1
P.E. 11.01 Yoga for Health 1

Other Recommended Courses:
THEAR 003A Confidence/Self Esteem Building 3
THEAR 004 Digital Editing-Narrative film 3
THEAR 005AB Intro to Film Making 3
THEAR 018BLighting Design 3
THEAR 019A Movie Special Effects 3
ART 004 Art Appreciation 3
ENGL 048 Intro to Shakespeare 3
MUSIC 033AB Intermediate Voice 1-1
MUSIC 034 Fundamentals of Singing 1

Additional units to meet the college graduation requirements.
*A repeatable course taken to fulfill a category may be taken again to fulfill another category.

COSTUME/MAKEUP EMPHASIS

(A.A. Degree)

Learning Outcomes
• Apply film and theatre terminology and language;
• Identify production components;
• Demonstrate mechanical production skills;
• Demonstrate collaboration and team-building skills;
• Creatively solve problems;
• Demonstrate communication skills;
• Create and demonstrate informed and personal artistic choices in coursework and productions.

Major Requirements

Course Units
THEAR 002A Technical Production 3
THEAR 010 Theatre Appreciation 3
THEAR 018A Stage Lighting 3
• THEAR 022ABC Reh/Perf: Costumes 1-3
• THEAR 040A Beginning Stage Acting 3
• THEAR 044A Makeup: Stage/Screen 3
THEAR 047A Costumes: Stage/Screen 3

and 6 additional units from the following:
THEAR 006A Writing for Film/Television 3
THEAR 007ABC TV/Film Acting 3-3-3
THEAR 020 Studio Performance 3
• THEAR 021ABC Reh/Perf: Technical 1-3
• THEAR 030 Playwriting 3
• THEAR 040B Stage Acting 3
• THEAR 044B Makeup: Stage/Screen 3
THEAR 047B Costumes: Stage/Screen 3
THEAR 070 Mainstage Performance 3
FD 032 History of Fashion 3
FD 040B Fashion Sketching 3
FD 060 Professional Pattermaking 3

Other recommended courses:
THEAR 001 Intro to Media Arts 3
THEAR 015 Intro to Film 3
THEAR 045B Intermediate Stagecraft 3
ART 004 Art Appreciation 3
FD 064 Professional Draping 3
FD 070 Elements and Principles of Design 3

Additional units to meet the college graduation requirements.
*A repeatable course taken to fulfill a category may be taken again to fulfill another category.

STAGE TECHNOLOGY (A.A. Degree)

Learning Outcomes
• Apply film and theatre terminology and language;
• Analyze literature;
• Identify production components;
• Demonstrate mechanical production skills;
• Demonstrate collaboration and team-building skills;
• Creatively solve problems;
• Demonstrate communication skills;
• Create and demonstrate informed and personal artistic choices in coursework and productions.

Major Requirements

Course Units
THEAR 002A Technical Production 3
THEAR 010 Theatre Appreciation 3
THEAR 018A Stage Lighting 3
• THEAR 021ABC Reh/Perf: Technical 3 (total units)
• THEAR 040A Beginning Acting 3
THEAR 045B Intermediate Stagecraft 3
THEAR 047A Costumes: Stage/Screen 3

and 3 additional units form the following:
THEAR 006A Writing for Film/Television 3
THEAR 007ABC TV/Film Acting 3-3-3
THEAR 020 Studio Performance 3
• THEAR 022ABC Reh/Perf: Costumes and Makeup 2-3

*PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
RECOMMENDED preparations are ADVISORY.
This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

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

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<tr>
<td>THEAR 030</td>
<td>Playwriting</td>
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</tr>
<tr>
<td>THEAR 040B</td>
<td>Stage Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 047B</td>
<td>Costumes: Stage/Screen</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 070</td>
<td>Mainstage Performance</td>
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**Other Recommended Courses:**

<table>
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<tr>
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<th>Units</th>
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<td>THEAR 001</td>
<td>Intro to Media Arts</td>
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<tr>
<td>THEAR 041AB</td>
<td>Survey of Film</td>
<td>3</td>
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<tr>
<td>THEAR 015</td>
<td>Intro to Film</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 019A</td>
<td>Movie Special Effects</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 044A</td>
<td>Makeup: Stage/Screen</td>
<td>2</td>
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<tr>
<td>ART 004</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ID 015</td>
<td>Interior Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ID 035A</td>
<td>History of Furniture and Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ID 020</td>
<td>Color Theory and Application</td>
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</tbody>
</table>

Additional units to meet the college graduation requirements.

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

**Video/Film (A.A. Degree)**

**Learning Outcomes:**

- Apply film and theatre terminology and language;
- Identify production components;
- Distinguish film and theatre styles and historical periods;
- Demonstrate mechanical production skills;
- Demonstrate communication skills.

**Major Requirements:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>THEAR 001</td>
<td>Intro to Media Arts</td>
<td>3</td>
</tr>
<tr>
<td><em>THEAR 004</em></td>
<td>Digital Editing/Narrative Film</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 005A</td>
<td>Intro to Film Making</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 005A</td>
<td>Writing for Film/Television</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 007A</td>
<td>TV/Film Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 008A</td>
<td>Television Production</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 010</td>
<td>Theatre Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 015</td>
<td>Intro to Film</td>
<td>3</td>
</tr>
<tr>
<td><em>THEAR 021A</em></td>
<td>or 022A</td>
<td>1</td>
</tr>
<tr>
<td>THEAR 044A</td>
<td>Makeup: Stage/Screen</td>
<td>2</td>
</tr>
<tr>
<td>ART 044A</td>
<td>Art Appreciation</td>
<td>2</td>
</tr>
<tr>
<td>ID 015</td>
<td>Interior Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ID 035A</td>
<td>History of Furniture and Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ID 020</td>
<td>Color Theory and Application</td>
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</tbody>
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**Additional units from the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>THEAR 004</td>
<td>Editing the Narrative Film</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 005B</td>
<td>Intro to Film Making</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 006B</td>
<td>Writing for Film/Television</td>
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**Additional units from the following:**

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<tr>
<td>THEAR 003A</td>
<td>Confidence/Self Esteem Building</td>
<td>3</td>
</tr>
<tr>
<td><em>THEAR 004</em></td>
<td>Editing the Narrative Film</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 007B</td>
<td>TV/Film Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 008B</td>
<td>Television Production II</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 014AB</td>
<td>Survey of Film</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 018A</td>
<td>Lighting Design</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 019A</td>
<td>Movie Special Effects</td>
<td>3</td>
</tr>
<tr>
<td><em>THEAR 021B</em></td>
<td>or 022B</td>
<td>2-3</td>
</tr>
<tr>
<td>THEAR 022B</td>
<td>Reh/Perf: Costumes</td>
<td>2-3</td>
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<tr>
<td>THEAR 030</td>
<td>Playwriting</td>
<td>3</td>
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<tr>
<td>THEAR 040A</td>
<td>Beginning Acting</td>
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<tr>
<td>THEAR 044A</td>
<td>Makeup: Stage/Screen</td>
<td>3</td>
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<td>ART 004</td>
<td>Art Appreciation</td>
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<tr>
<td>ART 055</td>
<td>Introduction to Computer Arts</td>
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<tr>
<td>ART 057A</td>
<td>Computer Animation</td>
<td>3</td>
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<tr>
<td>DM/IS 057A</td>
<td>Digital Video Editing: Premiere Pro</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 041</td>
<td>Literature and Film</td>
<td>3</td>
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<tr>
<td>FRNCH 060A</td>
<td>The French Movie</td>
<td>1</td>
</tr>
</tbody>
</table>

**Theatre Arts (A.A.-S.F.)**

**Recommended Preparations in Basic Skills:**

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

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

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Units</th>
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<tr>
<td>THEAR 006A</td>
<td>Writing for Film &amp; Television</td>
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</tr>
<tr>
<td>THEAR 006B</td>
<td>Writing for Film &amp; Television</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 007A</td>
<td>Acting for Film &amp; Television</td>
<td>3</td>
</tr>
</tbody>
</table>

**THEAR 006A WRITING FOR FILM & TELEVISION**

- Lecture 3 hours; lab 0 hours
- Acceptable for credit: California State University

This introductory course in script writing for film and television designed to provide students with the skills needed to write various length TV/Film scripts, including commercials, narrative and educational screenplays. Pass/No Pass Option

**THEAR 006B WRITING FOR FILM & TELEVISION**

- Lecture 3 hours; lab 0 hours
- Acceptable for credit: California State University

This course is an introduction to the technique of acting in front of a camera. It includes participation in film acting projects and television production. Students will also learn the terminology of the TV/Film Studio. Pass/No Pass Option

**THEAR 007A ACTING FOR FILM & TELEVISION**

- Lecture 3 hours; lab 0 hours
- Acceptable for credit: University of California, California State University

This course is an introduction to the technique of acting in front of a camera. It includes participation in film acting projects and television production. Students will also learn the terminology of the TV/Film Studio. Pass/No Pass Option
THEAR 007B ACTING FOR FILM & TELEVISION
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: THEAR 007A and THEAR 040A
Acceptable for credit: University of California, California State University
This is a follow-up course to THEAR 007A. It includes continued participation in film acting projects and television production. Students will apply television terminology to their behind-the-scenes activities. Pass/No Pass Option

THEAR 007C ADVANCED ACTING FOR FILM & TELEVISION
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: THEAR 007A or 007B and 040A
Acceptable for credit: University of California, California State University
This course provides a continuation of the acting theories and techniques studied in THEAR 007A and 007B. It includes continued participation in film acting projects and television production. Pass/No Pass Option

THEAR 009 FILM/VIDEO PRODUCTION - THE MUSIC VIDEO
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is a comprehensive study of the music video. In addition to examining the history and aesthetics of music videos, students have the opportunity to learn the production and performance skills to make their own short musical films. Pass/No Pass Option

THEAR 010 INTRODUCTION TO THEATRE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the world of theatre. This introduction includes dramatic literature, technical theatre, theatre history, production techniques and the critical evaluation of productions.

THEAR 010H HONORS THEATRE APPRECIATION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors Theatre Appreciation uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course presents an overview of the world of theatre, including dramatic literature, technical theatre, production techniques and the critical evaluation of productions.

THEAR 011B SURVEY OF DRAMA: MODERN REALISM
3 units
Lecture 3 hours
Acceptable for credit: University of California, California State University
This course is a survey of world dramatic literature from 1860 to the present with an emphasis on realism and naturalism. Through reading and analysis of representative plays and through consideration of theatrical conventions and aesthetic influences, the evolution of theatre as a cultural expression and social force is examined in reference to its historical context and contemporary effect. Pass/No Pass Option.
THEAR 011C SURVEY OF DRAMA:
CONTEMPORARY/ABSLURDIST
3 units
Lecture 3 hours
Acceptable for credit: University of California, California State University
This course is a survey of dramatic literature from the early 20th century to the present. Emphasis is placed on absurdism and modern theatre styles. Through reading and analysis of representative plays selected and through consideration of theatrical conventions and aesthetic influences, the evolution of theatre as a cultural expression and social force is examined. Pass/No Pass Option.

THEAR 014A SURVEY OF FILM
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Survey of Film is an introductory film course in which primary focus is placed on the cinematic development of genre classics in Westerns and Musicals. Critical analysis from an audience perspective includes readings, lectures and discussions covering conventions, history, evolution, terminology, and technique. Pass/No Pass Option.

THEAR 014B SURVEY OF FILM
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Survey of Film is an introductory film course in which primary focus is placed on the cinematic development of genre classics in Horror and Science Fiction. Critical analysis from an audience perspective includes readings, lectures and discussions covering conventions, history, evolution, terminology, and technique. Pass/No Pass Option.

THEAR 014C SURVEY OF FILM
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Survey of Film is an introductory film course in which primary focus is placed on the cinematic development of gangster and detective films. Critical analysis from an audience perspective includes readings, lectures, and discussions covering genre conventions, history, evolution, terminology, and technique. Pass/No Pass Option.

THEAR 015 FILM APPRECIATION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is intended as a critical analysis of the film media from an audience perspective. Elements of film production from cinematic structure, style and historical perspective are explored. Included in the course are readings, lecture and discussions on the theory and practice of filmmaking with an emphasis on producers, directors, actors and critics.

THEAR 015H HONORS INTRODUCTION TO FILM
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is intended as a critical analysis of the film media from an audience perspective. Elements of film production from cinematic structure, style and historical perspective 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. Pass/No Pass Option.

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
THEAR 018A INTRODUCTION TO STAGE LIGHTING
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This is an introductory course in the theory, methods and application of stage lighting. The course involves the study of different approaches to light design, the study of the physics of stage lighting and color in light. The course also serves as an introduction to the lighting instruments themselves and the practical work involved in lighting a staged production.

THEAR 019A MOVIE MAGIC: CONTEMPORARY SPECIAL EFFECTS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
The students in this course study specific film effects, such as sound, blue screening, animation, morphing, and computer digital effects. This course also traces the way in which early filmic techniques have inspired the creation of special effects by today’s filmmakers and screenwriters. This course is West Valley College Degree and GE applicable under Area C. Humanities. Pass/No Pass Option

THEAR 020A STUDIO THEATRE WORKSHOP
3 units
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course provides the student an opportunity to perform in a small, intimate studio theatre. Blocking choices and vocal projection are key elements for study in the course. Students participate in rehearsals and regularly scheduled performances of plays and musicals. Admission to the course requires an audition.

THEAR 021A REHEARSAL & PERFORMANCE (TECHNICAL)
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This entry-level course gives students the opportunity to gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, lighting, sound, and running crews.

THEAR 021B REHEARSAL & PERFORMANCE (TECHNICAL)
2 units
Lecture 0 hours; lab 6 hours
Acceptable for credit: University of California, California State University
This intermediate course gives students expanded opportunity to gain practical experience in the application of production responsibilities in any of the following areas: stage management, house management, construction, scenery, properties, lighting, sound, and running crews.

THEAR 021C REHEARSAL & PERFORMANCE (TECHNICAL)
3 units
Lecture 0 hours; lab 9 hours
Acceptable for credit: University of California, California State University
This advanced course gives students expanded opportunity to gain practical experience in the application of production responsibilities. The following areas of stage production are included in the course: stage management, house management, construction, scenery, properties, lighting, sound, and running crews.

THEAR 022A REHEARSAL & PERFORMANCE
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This entry-level course gives students the opportunity to gain practical experience in the application of production responsibilities in costume construction, costume maintenance and make-up application.

THEAR 022B REHEARSAL & PERFORMANCE
2 units
Lecture 0 hours; lab 6 hours
Acceptable for credit: University of California, California State University
This intermediate-level course gives students expanded opportunity to gain practical experience in the application of production responsibilities in costume construction, maintenance and make-up application.

THEAR 022C REHEARSAL & PERFORMANCE
3 units
Lecture 0 hours; lab 9 hours
Acceptable for credit: University of California, California State University
This advanced course gives students expanded opportunity to gain practical experience in the application of production responsibilities in costume construction, maintenance and make-up application. Emphasis is placed on advanced design procedures such as the use of computer assisted design and air brush techniques for make-up application.

THEAR 026A IMPROVISATIONAL THEATRE WORKSHOP
2 units
Lecture 1 hour; lab 3 hours
Acceptable for credit: University of California, California State University
Exploration of methods and techniques used to develop spontaneous performance skills in the actor. Pass/No Pass Option

THEAR 027 SELECTED TOPICS FOR THE ACTOR
3 units
Lecture 3 hours; lab 0 hours
This course offers instruction and practical experience in a variety of specialized areas within actor training. Two or more of the following subjects will be covered: audition skills, makeup technique, improvisation, musical comedy, theatre movement, stage combat, period style, stage diction and dialect, scene study, acting for television, and professional theatre practices. Pass/No Pass Option

THEAR 035A VOICE PRODUCTION & ARTICULATION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Instruction in and study of vocal development and control in standard American stage speech with an emphasis on delivery of contemporary literature, Shakespeare, Scripture and classical prose. Pass/No Pass Option

THEAR 040A BEGINNING ACTING
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course provides an introduction to acting with an emphasis on one’s personal connection to the character and the scene. The course introduces students to techniques on how to become comfortable in front of an audience. Also, movement and vocal exercises that prepare students for performance are introduced. Other topics that are explored include techniques of scene study and proviscation.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
THEAR 040B BEGINNING ACTING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: THEAR 040A
Acceptable for credit: University of California, California State University
This course focuses on the externals an actor uses to create a role. There is continued training in acting skills introduced in THEAR 040A with detailed script and character analysis. The course also introduces auditioning and improvisational skills.

THEAR 041A INTERMEDIATE ACTING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: THEAR 040A and 040B
Acceptable for credit: University of California, California State University
This course provides advanced scene study through detailed work on character and scene analysis, acting theory and technique. Students are introduced to Shakespearean literature. They also are introduced to formal audition techniques and preparing an actor’s resume.

THEAR 041B INTERMEDIATE ACTING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: THEAR 041A
Acceptable for credit: University of California, California State University
This course provides continued advanced scene study through character and scene analysis, acting theory and technique. Students are introduced to Shakespearean literature and begin work with directorial technique as they continue their studies on both formal and informal auditions.

THEAR 044A MAKEUP FOR STAGE & SCREEN
3 units
Lecture 3 hour; lab 0 hours
Acceptable for credit: University of California, California State University
This course is designed to introduce the student to the basic techniques and materials of stage and cinematic makeup. The student has the opportunity to gain an understanding of the process through actual makeup application in the classroom environment. Pass/No Pass Option

THEAR 045A STAGECRAFT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course serves as an introduction to the theory and practical application of theatrical scenery. Students are exposed to safe operation and handling of tools used in the construction, painting, assembly, and deconstruction of sets used in departmental productions. The course also serves as an introduction to set design including the generation of working drawings and scale models.

THEAR 045B STAGECRAFT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course provides advanced scene study through detailed work on character and scene analysis, acting theory and technique. Students are introduced to Shakespearean literature. They also are introduced to formal audition techniques and preparing an actor’s resume.

THEAR 047A FUNDAMENTALS OF COSTUME DESIGN
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the function of theatrical costume and the contribution to the total aesthetic effect of a dramatic production. Design research and principles, costume organization, pattern and construction techniques, sewing equipment use and maintenance, and the function of costume personnel in production work are introduced as a means of developing the individual student’s design capabilities, skills and discipline in costuming.

THEAR 070 MAINSTAGE PRODUCTION WORKSHOP
3 units
Lecture 3 hours; lab 0 hours
Acceptable for Credit: University of California, California State University
This course provides the student an opportunity to perform in a large proscenium style theatre. Blocking choices and vocal projection are key elements for study in the course. Students participate in rehearsals and regularly scheduled performances of plays and musicals. Admission to the course requires an audition.

THEAR 091, 92, 93 DIRECTED STUDIES
1-3 units (See department for schedule)
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: California State University
-UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information
Individual work on special topics in Theatre Arts by arrangement.

THEAR 097A INTERMEDIATES OF DIRECTING
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is designed to train peer tutors to support other students in maximizing their learning potential. This course is also suitable for any student whether or not he/she intends to become a tutor. Topics include communication skills, tutoring techniques, study skills, learning styles, test taking skills, problem solving skills, and student support services. Skills covered in this course are applicable to academic and personal success in settings other than peer tutoring. Pass/No Pass Only

IS 040 TUTOR TRAINING
0.5 units
Lecture 0.5 hours; lab 0 hours
Acceptable for credit: California State University
Lecture 0.5 hours; lab 0 hours
Acceptable for credit: California State University
This course is designed to train students to be peer writing tutors. However, skills covered in this course are also applicable to academic and personal success in settings other than peer tutoring. Topics include communication skills, tutoring techniques, study skills, learning styles, test taking skills, problem solving skills, and student support services. Students who enroll in this course are eligible to apply to be hired as peer writing tutors; however, course enrollment or completion does not guarantee employment. Pass/No Pass Only

Tutoring

DIVISION: Student Services
DIVISION CHAIR: Carol Pavan
PHONE: 408-741-2311
COUNSELING: 408-741-2009

Learning Outcomes

After accessing tutorial services, a student will be able to:
- Demonstrate skills and characteristics of a self-directed learner;
- Evaluate the need for tutoring services.

IS 040 TUTOR TRAINING

0.5 units
Lecture 0.5 hours; lab 0 hours
Acceptable for credit: California State University
This course is designed to train peer tutors to support other students in maximizing their learning potential. This course is also suitable for any student whether or not he/she intends to become a tutor. Topics include communication skills, tutoring techniques, study skills, learning styles, test taking skills, problem solving skills, and student support services. Skills covered in this course are applicable to academic and personal success in settings other than peer tutoring. Pass/No Pass Only

IS 040 TUTOR TRAINING

1 unit
Lecture 1 hour; lab 0 hours
Prerequisite: ENGL 001A and READ 053
This course is designed to train students to be peer writing tutors. However, skills covered in this course are also applicable to academic and personal success in settings other than peer tutoring. Topics include communication skills, tutoring techniques, the writing process, study skills, learning styles, essay exam strategies, problem solving skills, and student support services. Students who enroll in this course are eligible to apply to be hired as peer writing tutors; however, course enrollment or completion does not guarantee employment. Pass/No Pass Only

LS 110 SUPERVISED TUTORING

LS 110E SUPERVISED TUTORING - ENGLISH

LS 110M SUPERVISED TUTORING - MATH

0 units
Prerequisite: Student must be enrolled in the class in which tutoring is sought.

Students are assigned to tutoring by a counselor or instructor based on an identified learning need and register in the tutoring course. Under direction of a certificated supervisor in a tutorial Lab, students receive tutorial assistance from peer tutors in areas of identified academic need and appropriate study skills. Students have the opportunity to develop their ability to learn independently and to become a more successful student. Pass/No Pass Only

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

Note: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
WOMEN’S AND GENDER STUDIES: For transfer information see assist.org and/or consult with a counselor.

WOMEN’S AND GENDER STUDIES (A.A. Degree)

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

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

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;
- Analyze gender roles using cross cultural and historical perspectives;
- Analyze cultural attitudes about sexualities throughout history and across cultures;
- Analyze the influence of gender, class, culture, race, ethnicity, and sexuality on the experiences of women and men in different societies;
- Analyze women’s access to power throughout history and across cultures;
- Participate in dialogue about fairness and justice in matters related to gender, race, class, culture, ethnicity and sexuality.

WOMEN’S AND GENDER STUDIES

THE FACULTY

Leigh Burrill, English
Rebecca Cisneros-Diaz, English
Mae Conroy, CalWorks Program
Dulce Gray, English
Julie Maia, English
Ann Malmuth-Onn, Dance
Maryanne Mills, Library Services
Becky Perelli, Student Health Services
Michelle Reed, Psychology
Cynthia Reiss, Art History
Susan Glass, English

DIVISION Language Arts
DIVISION CHAIR Leigh Burrill
DEPARTMENT CHAIR Tina Golaw
PHONE 408-741-4053
EMAIL tina.golaw@westvalley.edu
COUNSELING 408-741-2009

Learning Outcomes

After completing an Associate of Arts degree in Women’s Studies, a student will be able to:

- Identify and analyze women’s contributions to the sciences and humanities;
- Analyze gender roles using cross cultural and historical perspectives;
- Analyze cultural attitudes about sexualities throughout history and across cultures;
- Analyze the influence of gender, class, culture, race, ethnicity, and sexuality on the experiences of women and men in different societies;
- Analyze women’s access to power throughout history and across cultures;
- Participate in dialogue about fairness and justice in matters related to gender, race, class, culture, ethnicity and sexuality.

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

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

RECOMMENDED preparations are ADVISORY.

This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
Courses Offered with a Women’s Studies Focus

To make knowledge of new scholarship on women available to students, many departments have developed special emphasis sections of general education courses. Listed along with the traditional sections in the Schedule of Classes, these Women’s Studies sections will have a special notation calling attention to their unique approach. Students will learn fundamental principles as they gain knowledge about gender, race, and class—issues that are often ignored in traditionally taught courses. Students should read the Schedule of Classes carefully to ensure that they enroll in the section appropriate for their interest.

During 2011-2012, courses offered with a Women’s Studies focus may include the following:

- **ART 004 Art Appreciation: Women’s Studies Emphasis**
- **CHS 005 Childhood and Culture**
- **COUNS 024 Personal Growth: Gender Studies Emphasis**
- **ENGL 001A English Composition: Women’s Studies Emphasis**
- **ENGL 001B English Composition: Literature by Women of Color**
- **ENGL 001C Clear Thinking in Writing: Gender Studies Emphasis**
- **ENGL 046 Contemporary Multicultural Literature: Women’s Studies Emphasis**
- **ENGL 049 Modern Fiction**

For general descriptions of these courses, see the specific department listings in this catalog. For an overview of how these special emphasis courses differ from the traditional ones, students may examine the file of course syllabi maintained by the Women’s Studies Program coordinator.

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**Work Experience**

**DIVISION** | Career Programs
---|---
**FACULTY ADVISOR** | Heide Hughes
**PHONE** | 408-741-2114
**EMAIL** | heide.hughes@westvalley.edu
**CAREER PROGRAM CENTER** | 408-741-2098

**Learning Outcomes**

After completing units in Work Experience, a student will be able to:

- Demonstrate personal and professional standards for responsibility, honesty, and decision-making;
- Demonstrate verbal and written communication skills;
- Set and manage priorities;
- Employ technology to enhance educational and career opportunities;
- Demonstrate interpersonal skills in various settings;
- Demonstrate flexibility and be adaptive to changing demands;
- Apply academic skills and concepts to the workplace.

**Occupational Work Experience:**

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

**General Work Experience Education:**

No more than sixteen (16) units of general work experience may be counted toward the associate degree.

Work Experience Education offers qualified students working and learning in jobs relating to their career and educational goals, the opportunity to earn college credit. One of the benefits of this program is the community and college interaction which involves employers, students, and faculty in a positive educational effort. Each student participating in Work Experience Education is assigned to a faculty-advisor who meets with the student and his/her employer to discuss, define, develop and write measurable learning objectives in developing short- and long-range career goals. Work Experience Education units satisfy a portion of the requirements for a 2-year degree and are transferable to most of the state colleges.

Determination of the units is based on the following schedule of hours.

<table>
<thead>
<tr>
<th>Units</th>
<th>TOTAL HOURS OF CREDIT</th>
<th>AVERAGE HOURS WORK PER WEEK REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>150</td>
<td>10 - 14</td>
</tr>
<tr>
<td>3</td>
<td>225</td>
<td>15 - 19</td>
</tr>
<tr>
<td>4</td>
<td>300</td>
<td>20</td>
</tr>
</tbody>
</table>

Students working in non-paid positions need to work 60 hours per unit of credit per semester.

To register for Work Experience, students must attend an orientation session as listed in the class schedule.

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**Recommended Preparations in Basic Skills:**

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

**NOTE:** Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
WRKEX 302-304 OCCUPATIONAL WORK EXPERIENCE EDUCATION
2 - 4 units
302 - Lecture 0 hours; lab 0 hours
303 - Lecture 0 hours; lab 0 hours
304 - Lecture 0 hours; lab 0 hours
Acceptable for credit: California State University
These courses involve the supervised employment of students in positions which are related with their selected field of study, thereby extending the learning experiences of the classroom to the field. The program provides students with the opportunity to increase their understanding of the world of work and explore their chosen field of work. Units of credit are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. No more than sixteen (16) units that are directly related to occupational work experience, whether from one department or from multiple departments, may be counted toward the associate degree. No more than sixteen (16) units of occupational work experience, whether from one department or from multiple departments, may be counted toward the associate degree.

WRKEX 302G, 303G GENERAL WORK EXPERIENCE EDUCATION
2 - 3 units
302G - Lecture 0 hours; lab 0 hours
303G - Lecture 0 hours; lab 0 hours
Acceptable for credit: California State University
These courses involve the supervised employment of students in positions which will develop the student’s general job skills, vocational awareness and understanding of the requirements for successful employment. The program will assist the student in developing a foundation for future career choice and exploration. Units of credit are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. General Work Experience courses can be taken for a total of 16 units. No more than sixteen (16) units of general work experience may be counted toward the associate degree.

World Languages

THE FACULTY
Anna Brichko - French

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

Learning Outcomes
After completing courses, a certificate, or an Associate of Arts degree in a language, a student will be able to:
- Communicate at the respective level on common daily topics;
- Respond with written and spoken expressions of the target language according to the level of study;
- Speak and convey information with accuracy and pronunciation acceptable to native-speakers of the language;
- Explain aspects of diverse cultural and global awareness;
- Customize the mode of communication appropriate to the specific audience.

See Specific courses: Arabic, Chinese, French, German, Italian, Japanese, Latin, Portuguese, Russian and Spanish

Only French and Spanish offer AA and Certificate Programs

WORLD LANGUAGE: For transfer information see assist.org and/or consult with a counselor.

Arabic

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

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

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

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

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

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

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

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

French

FOREIGN LANGUAGE FRENCH (A.A. Degree)

Major Requirements:
20 units from the following:
FRNCH 001A, 001B, 002A, 002B, 003A, 003B or equivalent.
To be awarded an A.A. Degree, a student must complete:
1. All major requirements
2. Additional units to meet the college graduation requirements

FRNCH 001A BEGINNING FRENCH
5 units
Lecture 5 hours; lab 0 hours
Corequisite: FRNCH 011A
Acceptable for credit: University of California, California State University
This course is designed to teach the fundamentals of French grammar and pronunciation, basic skills in speaking, writing and understanding the spoken and written word and to introduce Francophone cultures. Pass/No Pass Option

FRNCH 001B BEGINNING FRENCH
5 units
Lecture 5 hours; lab 0 hours
Corequisite: FRNCH 001A
Prerequisite: FRNCH 001A or its equivalent (two years of high school French)
Acceptable for credit: University of California, California State University
This course continues development of the language skills in speaking, writing and understanding the spoken and written word. Students have an opportunity to develop an appreciation for another francophone culture by the study of language. Pass/No Pass Option

FRNCH 002A INTERMEDIATE FRENCH
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: FRNCH 001B or 3 years of HS French
Acceptable for credit: University of California, California State University
Students will review basic grammar and learn new structures and vocabulary while furthering their knowledge of the customs and cultures of France and other French-speaking countries. Conversation and oral and written drills will be emphasized, as well as practice in written composition. Examples of different styles of literature will be introduced to enhance reading skills. Pass/No Pass Option

FRNCH 002B INTERMEDIATE FRENCH
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: FRNCH 002A or its equivalent
Acceptable for credit: University of California, California State University
French 002B is a continuation of French 002A. Students have the opportunity to continue to develop proficiency in French language skills through a review of grammar, vocabulary-building exercises, culturally relevant dialogues and readings regarding Francophone civilization. The emphasis of the course is on oral and written communication. Pass/No Pass Option

FRNCH 003A ADV FRENCH ORAL AND WRITTEN COMPOSITION
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: FRNCH 002B or its equivalent
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 have the opportunity to enhance their knowledge of French grammar and develop idiomatic expression while emphasizing written and oral composition. The course includes an analysis of short works of French literature and selected contemporary publications. Pass/No Pass Option
FRNCH 003B ADVANCED FRENCH ORAL & WRITTEN COMPOSITION
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: FRNCH 003A or its equivalent
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 have the opportunity to enhance their knowledge of French grammar and develop idiomatic expression while emphasizing written and oral composition. The course includes an analysis of short works of francophone literature and selected contemporary publications. Pass/No Pass Option

FRNCH 011A FRENCH LABORATORY
0.5 unit
Lecture 0 hours; lab 0.5 hours
Acceptable for credit: California State University
This is a laboratory course in which students work at their own pace. It is designed to give students an opportunity to improve and reinforce their language skills. It reviews the cultures of the French-speaking countries using language computer programs, and through a variety of technologies, media, Internet research, and films. The course is a requirement for students enrolled in French 001A, and is designed to further enhance class material. FRNCH 011A may also be taken independently by students who are not enrolled in a foreign language course. Pass/No Pass Option

FRNCH 011B FRENCH LABORATORY
0.5 unit
Lecture 0 hours; lab 0.5 hours
Acceptable for credit: California State University
This is a laboratory course in which students work at their own pace. It is designed to give students an opportunity to improve and reinforce their language skills. It reviews the cultures of the French-speaking countries using language computer programs, and through a variety of technologies, media, Internet research, and films. The course is a requirement for students enrolled in French 001B, and is designed to further enhance class material. FRNCH 011B may also be taken independently by students who are not enrolled in a foreign language course. Pass/No Pass Option

FRNCH 030A BASIC FRENCH PRONUNCIATION
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
This is an elementary French pronunciation course covering vowels, consonants, diphthongs, intonation and the phonetic alphabet. Songs, poems, exciting, thought-provoking short-reading selections and short dialogues are used for practice drills. Pass/No Pass Option

FRNCH 030B BASIC FRENCH PRONUNCIATION
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
This is an elementary French pronunciation course covering vowels, consonants, diphthongs, intonation and the phonetic alphabet. Songs, poems, exciting, thought-provoking short-reading selections and short dialogues are used for practice drills.

FRNCH 050A BASIC FRENCH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to use the language while studying it. Cultural topics will center on everyday life in France today (food, customs and traditions, the family, etc.). A variety of audiovisual aids will be used in the presentation of this course. This course may also appeal to the growing number of people conducting business with foreign countries. Pass/No Pass Option
FRNCH 050A BASIC FRENCH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: FRNCH 050B
Acceptable for credit: California State University
This course is a continuation of French 050A. Students will enhance their ability to express themselves orally in French. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their French while furthering their knowledge of the customs and culture of France and other French-speaking countries. Pass/No Pass Option

FRNCH 050A INTERMEDIATE FRENCH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: FRNCH 050B
Acceptable for credit: California State University
This course is a continuation of French 051A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar. Discussion topics will be chosen from current newspaper and magazine articles. Pass/No Pass Option

FRNCH 051A INTERMEDIATE FRENCH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: FRNCH 051A
Acceptable for credit: California State University
This course is a continuation of French 051A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar. Discussion topics will be chosen from current newspaper and magazine articles. Pass/No Pass Option

FRNCH 051B INTERMEDIATE FRENCH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: FRNCH 051A
Acceptable for credit: California State University
This course is a continuation of French 051B. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar. Discussion topics will be chosen from current newspaper and magazine articles. Pass/No Pass Option

FRNCH 051C INTERMEDIATE FRENCH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: FRNCH 051A
Acceptable for credit: California State University
This course is a continuation of French 051C. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar. Discussion topics will be chosen from current newspaper and magazine articles. Pass/No Pass Option

FRNCH 057A FRENCH FOR INTERNATIONAL BUSINESS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is suitable for students in the following areas: business majors planning to study international business or government, undergraduate liberal arts majors wishing to expand their awareness of the French language or seeking positions with companies doing international business, and majors in science and technology fields planning to enter the expanding international business world opening up to American-based firms. It may be repeated once. Pass/No Pass Option

FRNCH 057B FRENCH FOR INTERNATIONAL BUSINESS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: FRNCH 051B
Acceptable for credit: California State University
This course is suitable for students in the following areas: business majors planning to study international business or government; undergraduate liberal arts majors wishing to expand their awareness of the French language or seeking positions with companies doing international business; and majors in science and technology fields planning to enter and to expand the international business world opening up to American-based firms. It may be repeated once. Pass/No Pass Option

FRNCH 057C FRENCH FOR INTERNATIONAL BUSINESS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: FRNCH 051C
Acceptable for credit: California State University
This course is suitable for students in the following areas: business majors planning to study international business or government; undergraduate liberal arts majors wishing to expand their awareness of the French language or seeking positions with companies doing international business; and majors in science and technology fields planning to enter and to expand the international business world opening up to American-based firms. It may be repeated once. Pass/No Pass Option

FRNCH 060A THE FRENCH MOVIE: COMPREHENSION/CULTURE
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: FRNCH 050A
Acceptable for credit: University of California, California State University
This course consists of six lectures (in English) designed to incorporate six subtitled French films on video followed by student discussions. The lecture themes will focus on some selected aspects of French culture (art, history, literature, and geography). Some comprehension skills are covered. Discussion of the philosophy and psychology of certain regions of France will also be discussed. Although students will be encouraged to do their research in French and conduct their discussions in French whenever possible, English is permitted for those students who are insecure in their French skills. Instructional materials will be provided in both French and English, and the class will be conducted in English. Pass/No Pass Option

FRNCH 060B THE FRENCH MOVIE II: COMPREHENSION/CULTURE
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: FRNCH 050A
Acceptable for credit: University of California, California State University
This is a course of six lectures in English designed to incorporate six subtitled French videos (different from 60A, 60B), followed by student discussion groups. The lecture themes and videos will focus on selected aspects of French culture (history, literature, geography, and the arts). Some comprehension skills are also covered. Instructional materials are provided in English and French and English. Pass/No Pass Option

FRNCH 060C THE FRENCH MOVIE III: COMPREHENSION/CULTURE
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: University of California, California State University
This is a course of six lectures in English designed to incorporate six subtitled French videos (different from 60A, 60B), followed by student discussion groups. The lecture themes and videos will focus on selected aspects of French culture (history, literature, geography, and the arts). Some comprehension skills are also covered. Instructional materials are provided in English and French and English. Pass/No Pass Option

FRNCH 062 AN INTRODUCTION TO THE CULTURE OF FRANCE
2 units
Lecture 2 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This is a multi-disciplinary introduction to the culture of France. Topics include the regions of France, French food and wines, an introduction to the French language, Paris, French art, the French character, and business customs. This course will be of interest for those who travel, do business with French companies, work in the food and restaurant industry, and for those wishing to expand their general knowledge of culture. Pass/No Pass Option

FRNCH 091, 092, 093 DIRECTED STUDIES
1-3 units (See department for schedule)
91 - Lecture 0 hours; lab 0 hours
92 - Lecture 0 hours; lab 0 hours
93 - Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract. One semester of French or equivalent.
Acceptable for credit: University of California, California State University
“UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.
Individual work in fundamentals of grammar and pronunciation and further as needed. Topics will include, but are not limited to: international and domestic sourcing, import issues, advanced manufacturing techniques, costing and negotiations. It may be repeated two times. Pass/No Pass Option
German

GERM 001A BEGINNING GERMAN
5 units
Lecture 5 hours; lab 0 hours
Corequisite: GERM 011A
Acceptable for credit: University of California, California State University

This course develops the fundamentals of the German language within a cultural context. This is a proficiency-based course that emphasizes the acquisition and development of communicative skills (understanding, speaking reading and writing) and the understanding of German-speaking cultures. Pass/No Pass Option

GERM 001B BEGINNING GERMAN
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: GERM 001A or its equivalent
Corequisite: GERM 011B
Acceptable for credit: University of California, California State University

In this course students have the opportunity to continue their development of speaking, reading and writing skills. They have an opportunity to increase their vocabulary and knowledge of basic German grammar, and to further explore the cultures of the German-speaking countries. Readings from simple prose and poetry are introduced. Pass/No Pass Option

GERM 002A INTERMEDIATE GERMAN
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: GERM 001B or three years of high school German
Acceptable for credit: University of California, California State University

Review of grammar, discussion of grammatical features beyond the elementary level. Intensive oral and written drills in idiomatic construction. Composition and conversation and readings from prose and poetry. Pass/No Pass Option

GERM 002B INTERMEDIATE GERMAN
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: GERM 002A or four years of high school German
Acceptable for credit: University of California, California State University

Continuation of GERM 002A. Review of grammar. Discussion of grammatical features beyond the elementary level. Intensive oral and written drills in idiomatic construction. Composition and conversation based on text material. Excerpts from prose and poetry. Pass/No Pass Option

GERM 011A GERMAN LABORATORY
0.5 unit
Lecture 0 hours; lab 0.5 hours
Acceptable for credit: California State University

This is a laboratory course in which students work at their own pace. It is designed to give students an opportunity to improve and reinforce their language skills. It reviews German culture using language computer programs, and through a variety of technology, media, Internet research and films. The course is a requirement for students enrolled in GERM 001A, and is designed to further enhance class material. GERM 011A may also be taken independently by students who are not enrolled in a foreign language course. Pass/No Pass Option

GERM 011B GERMAN LABORATORY
0.5 unit
Lecture 0 hours; lab 0.5 hours
Acceptable for credit: California State University

This is a laboratory course in which students work at their own pace. It is designed to give students an opportunity to improve and reinforce their language skills. It reviews the cultures of the German-speaking countries using language computer programs, and through a variety of technologies, media, Internet research, and films. The course is a requirement for students enrolled in German 001B, and is designed to further enhance class material. German 011B may also be taken independently by students who are not enrolled in a foreign language course. Pass/No Pass Option

Italian

ITAL 001A BEGINNING ITALIAN
5 units
Lecture 5 hours; lab 0 hours
Corequisite: ITAL 011A
Acceptable for credit: University of California, California State University

This course develops the fundamentals of the Italian language within a cultural context. This is a proficiency-based course that emphasizes the acquisition and development of communicative skills (understanding, speaking reading and writing) and the understanding of Italian culture. Pass/No Pass Option

ITAL 001B BEGINNING ITALIAN
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: ITAL 001A or its equivalent (2 years of high school Italian)
Corequisite: ITAL 011B
Acceptable for credit: University of California, California State University

Students continue their development of speaking, reading and writing skills and increase their vocabulary and knowledge of basic Italian grammar. More emphasis is placed on oral communication and the culture of Italy. Pass/No Pass Option

ITAL 002A INTERMEDIATE ITALIAN
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: ITAL 001B or its equivalent
Acceptable for credit: University of California, California State University

ITAL 002A is a continuation of ITAL 001B. Students have the opportunity to continue to develop proficiency in Italian language skills to communicate at a low intermediate level in a number of practical situations. Selected readings from representative works of contemporary Italian authors introduce Italian culture, history and traditions. Pass/No Pass Option

ITAL 002B INTERMEDIATE ITALIAN
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: ITAL 002A or its equivalent
Acceptable for credit: University of California, California State University

ITAL 002B is a continuation of ITAL 001B. This course is a continuation of Italian 002A and is designed to continue to develop and improve the four basic language skills - speaking, understanding, reading and writing with an emphasis on oral communication. The course reviews the fundamentals of grammar and introduces new grammatical structures, expands vocabulary acquisition and furthers the knowledge and understanding of Italian culture. Pass/No Pass Option
ITAL 011A ITALIAN LABORATORY
0.5 unit
Lecture 0 hours; lab 0.5 hours
Acceptable for credit: California State University
This is a laboratory course in which students work at their own pace. It is designed to give students an opportunity to improve and reinforce their language skills. It reviews Italian culture using language computer programs, and through a variety of technologies, media, Internet research, and films. The course is a requirement for students enrolled in Italian 001A, and is designed to further enhance class material. ITAL 011A may also be taken independently by students who are not enrolled in a foreign language course. Pass/No Pass Option

ITAL 011B ITALIAN LABORATORY
0.5 unit
Lecture 0 hours; lab 0.5 hours
Acceptable for credit: California State University
This is a laboratory course in which students work at their own pace. It is designed to give students an opportunity to improve and reinforce their language skills. It reviews the Italian culture using language computer programs, and through a variety of technologies, media, Internet research, and films. The course is a requirement for students enrolled in ITAL 001B, and is designed to further enhance class material. ITAL 011B may also be taken independently by students who are not enrolled in a foreign language course. Pass/No Pass Option

ITAL 050A BASIC ITALIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 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. Pass/No Pass Option

ITAL 050B BASIC ITALIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ITAL 050A
Acceptable for credit: California State University
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. Pass/No Pass Option

ITAL 051A INTERMEDIATE ITALIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ITAL 050B
Acceptable for credit: California State University
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. Pass/No Pass Option

ITAL 051B INTERMEDIATE ITALIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ITAL 051A
Acceptable for credit: California State University
Continuation of Italian 51A. Emphasis on conversation, vocabulary acquisition and idiomatic expressions. Review of basic grammar principles and discussion based on topics chosen from current newspaper and magazine articles. Pass/No Pass Option

ITAL 091, 092, 093 DIRECTED STUDIES
1-3 units (See department for schedule)
91 - Lecture 0 hours; lab 0 hours
92 - Lecture 0 hours; lab 0 hours
93 - Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract.
California State University *UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.
Individual work in fundamentals of grammar and pronunciation and further development of language skills. Some exposure to the customs and culture of Italy through discussions and reading selections. Pass/No Pass Option

Japanese

JPNS 001A BEGINNING JAPANESE
5 units
Lecture 5 hours; lab 0 hours
Corequisite: JPNS 011A
Acceptable for credit: University of California, California State University
Japanese 001A is designed to give students an opportunity to improve and reinforce their language skills. It reviews Japanese culture using language computer programs, and through a variety of technologies, media, Internet research, and films. The course is a requirement for students enrolled in JPNS 001A, and is designed to further enhance class material. JPNS 011A may also be taken independently by students who are not enrolled in a foreign language course. Pass/No Pass Option

JPNS 002A BEGINNING JAPANESE
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: JPNS 001A or its equivalent
Corequisite: JPNS 011B
Acceptable for credit: University of California, California State University
This course continues the development of speaking, reading and writing skills, vocabulary, and knowledge of basic Japanese grammar began in Japanese 001A. Emphasis is placed on communication and relevancy. Students in this course have the opportunity to learn about and experience various aspects of the culture of the Japanese speaking world. Pass/No Pass Option

JPNS 002B BEGINNING JAPANESE
5 units
Lecture 5 hours; lab 0 hours
Corequisite: JPNS 011B
Acceptable for credit: University of California, California State University
This course continues the development of speaking, reading and writing skills, vocabulary, and knowledge of basic Japanese grammar began in Japanese 001A. Emphasis is placed on communication and relevancy. Students in this course have the opportunity to learn about and experience various aspects of the culture of the Japanese speaking world. Pass/No Pass Option

JPNS 011A JAPANESE LABORATORY
0.5 unit
Lecture 0 hours; lab 0.5 hours
Acceptable for credit: California State University
JPNS 011A is designed to give students an opportunity to improve and reinforce their language skills. It reviews Japanese culture using language computer programs, and through a variety of technologies, media, Internet research, and films. The course is a requirement for students enrolled in JPNS 001A, and is designed to further enhance class material. JPNS 011A may also be taken independently by students who are not enrolled in a foreign language course. Pass/No Pass Option

JPNS 011B JAPANESE LABORATORY
0.5 unit
Lecture 0 hours; lab 0.5 hours
Acceptable for credit: California State University
JPNS 011B is designed to give students an opportunity to improve and reinforce their language skills. It reviews Japanese culture using language computer programs, and through a variety of technologies, media, Internet research, and films. The course is a requirement for students enrolled in JPNS 001B, and is designed to further enhance class material. JPNS 011B may also be taken independently by students who are not enrolled in a foreign language course. Pass/No Pass Option

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
JPNS 050A, B BASIC JAPANESE CONVERSATION & CULTURE
3 units each
Lecture 3 hours; lab 0 hours
Prerequisite: JPNS 050A is prerequisite to JPNS 050B
Acceptable for credit: California State University
Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to use the language while studying it. Cultural topics will center on everyday life in Japan today. A variety of audiovisual aids will be used. This course may also appeal to the growing number of people conducting business with foreign countries, and it will enhance the employment skills of students. Pass/No Pass Option

JPNS 051A INTERMEDIATE JAPANESE CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: JPNS 050B OR JPNS 001A
Acceptable for credit: California State University
Designed for those desiring an intermediate, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary building with a minimum of grammar. A variety of classroom activities will permit the active use of the language. Cultural topics will center on everyday life in Japan today (food, customs, traditions, government, etc.). A variety of audio visual aids will be used in the presentation of this course. Successful completion could enhance the employment possibilities for students. Pass/No Pass Option

JPNS 051B INTERMEDIATE JAPANESE CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: JPNS 051A
Acceptable for credit: California State University
Designed for those desiring an intermediate, practical conversational approach to learning a language. This course emphasizes conversation and vocabulary building with a minimum of grammar. A variety of classroom activities will permit the student to use the language while studying it. Cultural topics will center on everyday life in Japan today. A variety of audiovisual aids will be used in the presentation of this course. Successful completion could enhance the employment possibilities for students. Pass/No Pass Option

Portuguese
PORTG 001A BEGINNING BRAZILIAN PORTUGUESE
5 units
Lecture 5 hours; lab 0 hours
Prerequisite PORTG 001A
Corequisite PORTG 001B
Acceptable for credit: University of California, California State University
In this course, the student will practice the language skills and expand his/her fluency of skills learned in PORTG 001A. This is a course designed to accompany the PORTG 001B course. It is a continuation of PORTG 001A, although PORTG 001A is not a prerequisite. In this course the student will practice and increase his/her fluency of the skills learned in PORTG 001B. The student will practice the language skills and expand his/her knowledge of the Brazilian culture in the language lab with the aid of language skill building technology. Pass/No Pass Option

PORTG 001B BEGINNING BRAZILIAN PORTUGUESE LAB
0.5 units
Lecture 0 hours; lab 0 hours
Corequisite: PORTG 001A
Acceptable for credit: California State University
This course focuses on the basic structures of the language: listening, speaking, reading, writing and culture. Emphasis is placed on communication and relevancy. Students are exposed to various aspects of the Brazilian Portuguese culture. Pass/No Pass Option

Latin
LATIN 050A GRAMMAR, STRUCTURE & ROMAN CULTURE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is designed for students who wish to improve their understanding of foreign language, English, and the literature of ancient writers of Latin. The classroom activities consist of learning grammar, vocabulary, reading, and translating original passages in Latin classical literature. Pass/No Pass Option

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

RUSS 001A BEGINNING RUSSIAN
5 units
Lecture 5 hours; lab 0 hours
Corequisite: RUSS 011A
Acceptable for credit: University of California, California State University
This course develops the fundamentals of the Russian language within a cultural context. This is a proficiency-based course that emphasizes the acquisition and development of communicative skills (understanding, speaking reading and writing) and the understanding of Russian culture. Pass/No Pass Option

RUSS 001B BEGINNING RUSSIAN
5 units
Lecture 5 hours; lab 0 hours
Corequisite: RUSS 011B
Prerequisite: RUSS 001A or its equivalent
Acceptable for credit: University of California, California State University
This course is a continuation of oral and written practice in the essentials of pronunciation, grammar and syntax as presented in Russian 1A. Readings from prose is required. Pass/No Pass Option

RUSS 011A RUSSIAN LABORATORY
0.5 unit
Lecture 0 hours; lab 0.5 hours
Acceptable for credit: California State University
This laboratory course is designed to give students an opportunity to improve and reinforce their language skills. It reviews the cultures of the Russian-speaking countries through a variety of technologies, media, Internet research, documentaries, films. This course is a requirement for students enrolled in Russian 001A, and is designed to further enhance the class material. Russian 011A may also be taken independently by students who are not enrolled in a foreign language course. Pass/No Pass Option

RUSS 011B RUSSIAN LABORATORY
0.5 unit
Lecture 0 hours; lab 0.5 hours
Acceptable for credit: California State University
This laboratory course is designed to give students an opportunity to improve and reinforce their language skills. It reviews the cultures of the Russian-speaking countries through a variety of technologies, media, Internet research, documentaries, films. This course is a requirement for students enrolled in Russian 001A, and is designed to further enhance the class material. Russian 011B may also be taken independently by students who are not enrolled in a foreign language course. This may be repeated twice for credit. Pass/No Pass Option

RUSS 050A BASIC RUSSIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
Oral and written practice in the minimum essentials of pronunciation, grammar and syntax. Readings from simple prose will be required. Pass/No Pass Option

RUSS 050B BASIC RUSSIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: RUSS 050A
Acceptable for credit: California State University
A continuation of the oral and written practice in the minimum essentials of pronunciation, grammar and syntax presented in Russian 050A. Readings from simple prose will be required. Pass/No Pass Option

RUSS 051A INTERMEDIATE RUSSIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: RUSS 050B
Acceptable for credit: California State University
Review and continuation of basic grammar studied in Russian 050AB, with increased conversational and discussion of the customs and culture of Russia and the implications for business and travel in Russia. Pass/No Pass Option

RUSS 051B RUSSIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: RUSS 051A
Acceptable for credit: California State University
This course is a continuation of RUSS 051A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. This course will include cultural topics and a review of basic grammar principles, as well as the finer points of Russian grammar. This course can be repeated twice. Pass/No Pass Option

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

Spanish

SPAN 001A BEGINNING SPANISH
5 units
Lecture 5 hours; lab 0 hours
Corequisite: SPAN 011A
Acceptable for credit: University of California, California State University
This course introduces the fundamentals of Spanish grammar, vocabulary and pronunciation to communicate about topics of everyday life. Emphasis is placed on communication and cultural relevancy. The student is exposed to various aspects of the culture of the Spanish-speaking world. Pass/No Pass Option

SPAN 001B BEGINNING SPANISH
5 units
Lecture 5 hours; lab 0 hours
Corequisite: SPAN 011B
Prerequisite: SPAN 001A or its equivalent
Acceptable for credit: University of California, California State University
This course continues the development of basic skills for communication in Spanish: listening, speaking, reading, writing, and offers further exploration of the cultures of the Spanish-speaking world that was begun in Spanish 001A. Pass/No Pass Option

SPAN 002A INTERMEDIATE SPANISH
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: SPAN 001B or its equivalent
Acceptable for credit: University of California, California State University
SPAN 002A is a continuation of SPAN 001B. Students have the opportunity to continue to develop and expand proficiency in four areas Spanish language skills: speaking, listening, reading and writing, through a review of grammar, vocabulary-building exercises, culturally relevant dialogues, discussions, readings, viewing and analyzing authentic films. Pass/No Pass Option

SPAN 002B INTERMEDIATE SPANISH
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: SPAN 002A or its equivalent
Acceptable for credit: University of California, California State University
This course is a continuation of Spanish 002A and is designed to continue to develop and improve the four basic language skills - speaking, understanding, reading and writing with an emphasis on oral communication. The course reviews the fundamentals of grammar, introduces new grammatical structures, expands vocabulary acquisition, and further the knowledge and understanding of Hispanic cultures. Pass/No Pass Option

Spanish (A.A. Degree)

Major Requirements:
20 units from the following:
- Spanish 001A, 001B, 002A, 002B, 003A, 003B or equivalent.
- To be awarded an A.A. Degree, a student must complete:
  1. All major requirements
  2. Additional units to meet the college graduation requirements
SPAN 003A ADV SPANISH ORAL & WRITTEN
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: SPAN 002B or its equivalent
Acceptable for credit: University of California, California State University
This course is designed to enrich oral and written proficiency, enhance the knowledge of Spanish grammar, develop idiomatic expression, and to prepare students for skilled communication and cultural understanding of the Hispanic world. Pass/No Pass Option

SPAN 003B ADVANCED SPANISH ORAL & WRITTEN
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: SPAN 003A or its equivalent
Acceptable for credit: University of California, California State University
This course centers on the intensive use of the Spanish language to further the oral and written proficiency. Students have an opportunity to enhance their knowledge of Spanish grammar and develop idiomatic expression while emphasizing written and oral composition. The course includes an analysis of short works of Hispanic literature and selected contemporary publications. Spanish 3A emphasizes Spain while Spanish 3B emphasizes Mexico and Latin America. Pass/No Pass Option

SPAN 011A SPANISH LABORATORY
0.5 unit
Lecture 0 hours; lab 0.5 hours
Acceptable for credit: California State University
This is a laboratory course in which students work at their own pace. It is designed to give students an opportunity to improve and reinforce their language skills. It reviews the cultures of the Spanish-speaking countries using language computer programs, and through a variety of technologies, media, Internet research, and films. The course is a requirement for students enrolled in SPAN 001A, and is designed to further enhance class material. SPAN 011A may also be taken independently by students who are not enrolled in a foreign language course. Pass/No Pass Option

SPAN 011B SPANISH LABORATORY
0.5 unit
Lecture 0 hours; lab 0.5 hours
Acceptable for credit: California State University
This is a laboratory course in which students work at their own pace. It is designed to give students an opportunity to improve and reinforce their language skills. It reviews the customs and culture of Spanish-speaking countries. Pass/No Pass Option

SPAN 050A BASIC SPANISH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: SPAN 004A
Acceptable for credit: California State University
Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to use the language while studying it. Cultural topics will center on everyday life in Spanish-speaking countries today (food, customs, traditions, the family, etc.). A variety of audiovisual aids will be used in the presentation of this course. Pass/No Pass Option

SPAN 050B BASIC SPANISH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: SPAN 050A
Acceptable for credit: California State University
This course is a continuation of Spanish 050A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The cultures of Spanish-speaking countries will be presented through newspaper and magazine articles as well as a variety of audiovisual materials. Pass/No Pass Option

SPAN 051A INTERMEDIATE SPANISH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: SPAN 050B
Acceptable for credit: California State University
Students will enhance their ability to express themselves orally in Spanish. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their Spanish while furthering their knowledge of the customs and culture of Spanish-speaking countries. Pass/No Pass Option

SPAN 051B INTERMEDIATE CONVERSATIONAL SPANISH & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: SPAN 051A
Acceptable for credit: California State University
This course is a continuation of Spanish 051A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar principles, as well as an additional fee ($140-$160) to cover food, lodging and other extraordinary expenses. Each student must complete an independent study program appropriate to his/her level of knowledge prior to the Immersion Weekend and a post Weekend assignment as part of the hours by arrangement. There will be a mandatory Saturday or evening meeting early in the semester. Pass/No Pass Option

SPAN 091, 092, 093 DIRECTED STUDIES
1-3 units (See department for schedule)
91 - Lecture 0 hours; lab 0 hours
92 - Lecture 0 hours; lab 0 hours
93 - Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: California State University
*UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information

Students are given individual work of special interest in Spanish, reading, writing, lab work, research, etc. Related to the regular Spanish courses offered but not included in them. Pass/No Pass Option

Zoology
PRINCIPLES OF ZOOLOGY
(See Biology)

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

Mission Statement
“The West Valley-Mission Community College District is committed to achieving student success through innovative and effective lifelong education and career opportunities, which include associate degrees, certificates, transfer, occupational programs, workforce development, pre-collegiate, global, and community education programs. The District strives to maintain and support institutional integrity, mutual respect, diversity, tolerance, rigorous evaluation, an exceptional workforce of faculty and staff, and partnerships between students, faculty, staff, administrators, the Board of Trustees, and the community. The District promotes an environment conducive to open dialogue and the free exchange of ideas leading to the achievement of successful student learning outcomes.”

Our Guiding Framework
The guiding framework of the West Valley-Mission Community College District includes our values and vision as well as our mission.

Our Values
We value the following core principles and qualities as the foundations for our work and our vision for the future:

- **Student Success**—in all our activities, we are committed to facilitating the success of students.
- **Excellence**—We continually strive to meet the highest standards in our educational programs and services and in our internal processes.
- **Diversity and Inclusion**—The District provides a welcoming environment for people of all backgrounds, groups, and perspectives.
- **Service**—We strive to make positive contributions in the lives of our students, our colleagues, and our communities.
- **Engaged Learning**—We create collaborative, hands-on learning experiences that are relevant to our students’ lives and goals.
- **Effective Communication**—We exchange ideas through open and inclusive channels and in a spirit of mutual respect and civility.
- **Exploration and Creativity**—Our educational programs and organizational culture encourage innovation and creativity.
- **Stewardship and Accountability**—We manage resources effectively.
- **Partnerships**—We build mutually beneficial relationships internally within the District organization and externally with partners in our service area and beyond.

Our vision of success is to continually strive to be:
- **Student Centered**
- **Linked to our Partners and Communities**

A Clear Focus on the Future
- **Serve Expanding and Diverse Student Populations**—The Colleges’ reputation as quality institutions of higher education continue to attract large numbers of students from diverse backgrounds with a variety of academic goals, including transfer to four-year colleges and universities.
- **Provide Relevant and Responsive Educational Programs**—We must continually refine and adapt our offerings and teaching methods to respond to the diverse needs of our students and communities we serve.
- **Upgrade Facilities**—Today’s learning environment demands flexible use in order to accommodate multimedia instruction, group projects, distance learning, and team teaching as well as lecture and discussion formats.

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

- **People**—We will make our students and employees the foundation for our success.
- **Environment**—We will create systems to support high levels of achievement.
- **Community**—We will maintain strong relationships and partnerships.
- **Organization**—We will create a culture of service.

History of the District
The first public meeting convened to address the formation of the West Valley Joint Community College District was held in July 1962. In October 1962, the California State Board of Education approved the District’s formation, and in January 1963, the voters residing within the Campbell, Los Gatos-Saratoga, and Santa Clara High School Districts established the District. The District’s first college, West Valley Junior College, became operational in September 1964, at the 12 1/2-acre remodeled Campbell Grammar School in Campbell. The 1964-65 academic year began with an enrollment of 3,203 students and a staff of 10 administrators and 53 instructors. One hundred courses were offered that first year. The following year the name was changed to West Valley College. In 1964, the 143-acre Fruitvale-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 Avenue and Coffin Road for the construction of Mission College. The total 164-acre parcel was acquired in 1970, the first phase of construction at the Santa Clara site was completed in 1979, and the College began its 1979-80 academic year with 3,500 students, 8 administrators, and 73 instructors.

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

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

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

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

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

The motto is “We Are Here to Help” whether it be a student who needs textbooks or an individual who may wish to endow a memorial scholarship. For information call (408) 741-2164.

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

Sexual Harassment and Sex Discrimination Policy
Members of an academic community -- students, faculty, and staff -- must be able to work in an atmosphere of mutual respect and trust. Students, teachers, and staff must feel personally secure in order for education to take place. As a place of work and study, West Valley-Mission Community College District should be free of sexual harassment, sex discrimination, and all forms of sexual intimidation and exploitation. Any violation of trust, any form of intimidation or exploitation, regardless of gender, damages the institution’s educational process by undermining the essential freedoms of inquiry and expression. All students, staff, and faculty must be assured that the District will take action to prevent misconduct. Anyone who engages in sexual harassment and/or sex discrimination shall be subject to sanctions.

In accordance with approved District policy and Procedure, the following individual is designated as the Responsible Officer for grievances, complaints and questions.

For complaints of sexual harassment or discrimination, see:
Associate Vice-Chancellor of Human Resources
Personal Office
If you are a student seeking a reasonable accommodation under Section 504 or the ADA Act, see:
Coordinator
Disability and Educational Support Program (DESP)
Or Vice President of Student Services
## Fees and Tuition 2013 - 2014

<table>
<thead>
<tr>
<th>Fee type</th>
<th>Amount</th>
<th>Required of</th>
<th>Refunds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment</td>
<td>$46 per unit (subject to California legislative change)</td>
<td>California residents</td>
<td>Full refund for drops through 9/8/13 for spring classes. Varied dates for summer classes.</td>
</tr>
<tr>
<td>Tuition for Non-Residents</td>
<td>$204 per unit (in addition to enrollment fee)</td>
<td>All Non-California residents (in addition to enrollment fee)</td>
<td>Full refund for drops through 9/8/13 for fall classes. Varied dates for summer classes. See Admissions for refunds after the 2nd week.</td>
</tr>
<tr>
<td>International students</td>
<td>$204 per unit (in addition to enrollment fee)</td>
<td>Visa holders from another country (in addition to enrollment fee)</td>
<td>Full refund for drops through 9/8/13. Varied dates for summer classes.</td>
</tr>
<tr>
<td>International Student Application Fee</td>
<td>$100</td>
<td>International students who submit an application to West Valley College (F-1 applicants only)</td>
<td>Non-refundable.</td>
</tr>
<tr>
<td>Course Fee</td>
<td>Variable</td>
<td>Certain Courses indicated in course description</td>
<td>Full refunds for drops through 9/8/13. Varied dates for short-term classes.</td>
</tr>
</tbody>
</table>

### Basic Fees

<table>
<thead>
<tr>
<th>Fee type</th>
<th>Amount</th>
<th>Required of</th>
<th>Refunds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Center Use Fee</td>
<td>$6 (.5 to 5.5 units) or $12 (6 or more units)</td>
<td>All students except online students who live outside Santa Clara County</td>
<td>Petition for refund can be made through Admissions and Records through 9/8/13.</td>
</tr>
<tr>
<td>Health Services</td>
<td>$19 fall semester $16 summer term</td>
<td>All students</td>
<td>Full refund for drops through 9/8/13. Other exemptions may apply. Check web.</td>
</tr>
<tr>
<td>Web Reg</td>
<td>$3</td>
<td>All students using web for college transactions</td>
<td>Request for refunds can be made through 9/8/13.</td>
</tr>
<tr>
<td>Associated Student Services (ASSC fee)</td>
<td>$4</td>
<td>All students</td>
<td>Request for refunds can be made through 9/8/13.</td>
</tr>
<tr>
<td>Parking fee (Subject to change)</td>
<td>$40 for spring. Permits can be ordered on-line. Service/convenience fee $3.25. Daily permits sold in parking lot machines for $3 daily.</td>
<td>All students</td>
<td>Parking permits must be returned to the Admissions and Records Office or District Police by 9/8/13.怎没个国家</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Up to 2 regular transcripts free $6 for subsequent requests. $20 “Rush” within one hour; $15 within 24 hours; $5.00 for additional ones ordered at the same time as the rush.</td>
<td>All students</td>
<td>Parking permits must be returned to the Admissions and Records Office or District Police by 9/8/13.</td>
</tr>
<tr>
<td>Printout fees: (for enrollment verification, etc.)</td>
<td>$2 each print out only after the add period.</td>
<td>All students</td>
<td>Parking permits must be returned to the Admissions and Records Office or District Police by 9/8/13.</td>
</tr>
<tr>
<td>Other charges:</td>
<td>Duplicate degree $10; degree/certificate cover $10 (Free at Graduation).</td>
<td>All students</td>
<td>Parking permits must be returned to the Admissions and Records Office or District Police by 9/8/13.</td>
</tr>
</tbody>
</table>

*All fees subject to change

* Health Fee Exemption:
- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization;
- Students who are attending a community college under an approved apprenticeship training program (Ed Code Section 76355.)
- Any student who either requests an exemption of the health fee or is determined by a Student Services program to warrant review for exemption, will be referred to the Financial Aid Director and at least one Financial Aid supervisor/technician, who will review requests on a case-by-case basis.
Academic Regulations

West Valley-Mission Community College District

Board Policies

The following sections give pertinent Board policies related to student services, students eligibility and admissions, enrollment and registration, fees, student records, academic standards, student equity, matriculation, counseling and advising, health services, disabled students program, child care services, financial aid programs, athletics, student organizations and activities, free speech (time, place, manner), student publications, drug-free campus, student conduct policy, student discipline policy, student grievance and appeal policy, non-discrimination policy and sexual harassment policy. In some cases there are italicized notes that help clarify the policy or give a reference for finding further information on the topic in the schedule or student handbook.

In general, policies will be found in the catalog and procedures will be found in the schedule of classes.

BP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT

References: Education Code Sections 76000, 76001, and 76002; Labor Code Section 3077; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 Code of Federal Regulations Section 688.16(p)

In accordance with the "open door" mission of community colleges, the District shall admit any California resident, and may admit any non-resident, who meets any of the following conditions and is capable of benefiting from the instruction offered:

Any person over the age of eighteen (18) and possessing a high school diploma or its equivalent. Other persons over the age of 18 years and who, in the judgment of the Chancellor or his or her designee, are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.

Persons who are apprentices as defined in Labor Code Section 3077.

The District shall, in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Chancellor shall establish procedures for evaluating the validity of a student's high school completion.

Admission

Any student whose age or class level is equal to entering grade 11 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

Any student whose age or class level is equal to entering grade 11 is eligible to attend as a special full-time student.

Any student entering grade 11 may attend summer session.

The Chancellor shall establish procedures regarding ability to benefit and admission of high school and younger students.

Denial of Requests for Admission

If the Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within sixty (60) days.

The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least thirty (30) days after the pupil submits the request to the District.

The Chancellor shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

Claims for State Apportionment for Concurrent Enrollment

Claims for state apportionment submitted by the District based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

Date Adopted: January 17, 2012

BP 5015 RESIDENCE DETERMINATION

References: Education Code Sections 68040 and 76140; Title 5 Sections 54000 et seq.

Students shall be classified at the time of each application for admission or registration as a resident or nonresident student. A resident is any person who has been a bona fide resident of California for six months prior to the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend.

Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 Regulations.

Date Adopted: January 17, 2012

BP 5020 NONRESIDENT TUITION

References: Education Code Sections 68050, 68051, 68130, 68130.5, and 76141; Title 5 Section 54045.5

Nonresident Tuition

Nonresident students shall be charged nonresident tuition for all units enrolled, unless specifically required otherwise by law. Not later than February 1 of each year, the Chancellor shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual. The Chancellor shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

Capital Outlay Fee

The Chancellor is authorized to implement a fee to be charged only to persons who are both citizens and residents of foreign countries. The Board finds and declares that this fee does not exceed the amount expended by the District for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year. Students, who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the country of which they are a citizen and resident, or if they demonstrate economic hardship. Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.

Date Adopted: January 17, 2012

BP 5030 FEES

References: Education Code Sections 76300 et seq.

The Board authorizes the following fees. The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived, the property enrolled and accounted for. Fee amounts shall be published in the college catalogs.

Enrollment Fee (Education Code Section 76300)

Each student will be charged a fee for enrolling in credit courses as required by law.

Auditing Fees (Education Code Section 76370)

Persons auditing a course shall be charged a fee of $15.00 per unit per semester.

Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Health Fee (Education Code Section 76355)

The Chancellor shall present to the Board for approval fees to be charged to students for student health services.

Parking Fee (Education Code Section 76360)

The Chancellor shall present for Board approval fees for parking for students.

Instructional Materials (Education Code Section 76385; Title 5 Sections 59400 et seq.)

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

Student Representation Fee (Education Code Section 76060.5)

Students will be charged a $1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

Transcript Fees (Education Code Section 76223)

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee (Education Code Section 76142)

The District shall charge a student who is both a citizen and a resident of a foreign country a fee to process his/her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application...
and other documentation required by the U.S. government; or 2) one hundred dollars ($100), which shall be deducted from the tuition fee at the time of enrollment.

Date Adopted: January 17, 2012

**BP 5035 WITHHOLDING OF STUDENT RECORDS**

Reference: Title 5 Section 59410.

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.

Date Adopted: January 17, 2012

**BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY**

References: Education Code Sections 76200 et seq.; Title 5 Sections 54600 et seq.

The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Chancellor may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him/her maintained by the District.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information. Directory information shall include: Degrees and awards received, including honors, scholarly awards, athletic awards, and Dean’s List recognition.

Date Adopted: January 17, 2012

**BP 5050 MATRICULATION**

References: Education Code Sections 78210 et seq.; Title 5 Sections 55500 et seq.

The District and the Colleges shall provide matriculation services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of matriculation is to bring the student and the District into agreement regarding the student’s educational goal through the District’s established programs, policies, and requirements.

The Chancellor or designee shall establish procedures to assure implementation of matriculation services that comply with California Code of Regulations, Title 5, requirements and ensure that procedures are maintained and made known to all students by prominent inclusion in College publications and Web sites.

Date Adopted: January 17, 2012

**BP 5052 OPEN ENROLLMENT**

Reference: Title 5 Section 51006.

All courses, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to West Valley or Mission Colleges. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and corequisites, or due to other practical considerations such as exemptions set out in statute or regulation.

The Chancellor shall assure that this policy is published in the College catalogs and schedules of classes.

Date Adopted: January 17, 2012

**BP 5055 ENROLLMENT PRIORITIES**

References: Title 5 Sections 51006, 58106, and 58108.

The Chancellor shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with California Code of Regulations, Title 5.

Date Adopted: January 17, 2012

**BP 5110 COUNSELING**

References: Education Code Section 72620; Title 5 Section 51018.

Counseling services are an essential part of the educational mission of the District.

The Chancellor shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student’s education.

Counseling shall be required for all first time students enrolled for more than six units, students enrolled provisionally, and students on academic or progress probation.

Date Adopted: January 17, 2012

**BP 5120 TRANSFER CENTER**

References: Education Code Sections 66720-66744; Title 5 Section 51027.

The District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.

The Chancellor shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students, and complies with law and regulations.

Date Adopted: January 17, 2012

**BP 5130 FINANCIAL AID**


A program of financial aid for students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

Financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.

The Chancellor shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

**Misrepresentation**

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in “substantial misrepresentation” of: 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Chancellor shall establish procedures for regularly reviewing the District’s website and other informational materials for accuracy and completeness and for training District employees and vendors providing covered services concerning the District’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Chancellor shall establish procedures wherein the District shall periodically monitor employees and vendors communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its governing Board are not limited to reasonable governmental immunities by enacting this policy.

Date Adopted: January 17, 2012

**BP 5140 DISABLED STUDENTS PROGRAMS AND SERVICES**

References: Education Code Sections 67310 and 68450; Title 5 Sections 56000 et seq.

Students with disabilities shall be assisted to participate whenever possible in the regular educational programs in the District.

The Disabled Students Programs and Services (DSPS) Program (also known as the Disability Instructional Support Center and the Disability and Educational Support Program at the college) shall be the primary provider for support programs and services that facilitate equal educational opportunities as required by federal and state laws for students with disabilities who can profit from instruction.

DSPS services shall be available to qualified students with verified disabilities that result in educational limitations. The services to be provided include, but are not limited to, reasonable academic accommodations, accessible facilities, equipment, specialized instructional programs, and academic, personal, and vocational counseling.

No student with disabilities is required to participate in the Disabled Students Programs and Services program.

Date Adopted: January 17, 2012

**BP 5150 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES**

References: Education Code Sections 69640-69656; Title 5 Sections 56200 et seq.

Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Chancellor shall assure that the EOPS Program conforms to all requirements established by the relevant law and regulations.

Date Adopted: January 17, 2012

**BP 5160 CHILD CARE SERVICES**

References: Education Code Sections 79120 et seq.

The District may provide child care services subject to applicable laws and regulations.

Date Adopted: January 17, 2012
BP 5200 STUDENT HEALTH SERVICES
Reference: Education Code Section 76401.
Student health services shall be provided in order to contribute to the education aims of students by promoting physical and emotional well being through health oriented programs and services.
Date Adopted: January 17, 2012

BP 5205 STUDENT ACCIDENT INSURANCE
Reference: Education Code Section 72506.
The District shall assure that students are covered by accident insurance in those instances required by law or contract.
Date Adopted: January 17, 2012

BP 5210 COMMUNICABLE DISEASE
Reference: Education Code Section 76403.
The Chancellor shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.
Date Adopted: January 17, 2012

BP 5300 STUDENT EQUITY
References: Education Code Sections 66250 et seq., and 72010 et seq.; Title 5 Section 54220.
The Board is committed to assuring student equity in educational programs and college services. The Chancellor shall establish and implement a student equity plan that meets the Title 5 standards for such a plan. The plan may be periodically reviewed at the discretion of the Board.
Date Adopted: January 17, 2012

BP 5400 ASSOCIATED STUDENT ORGANIZATIONS
Reference: Education Code Section 76060.
The funds of the Associated Student Organizations as the Mission College Associated Student Government and the West Valley College Associated Student Organization.
The Associated Students Organizations are recognized as the official voice for the students in District and college decision-making processes.
The Associated Students Organizations may conduct other activities as approved by the Chancellor.
The Associated Students activities shall not conflict with the authority or responsibility of the Board or its officers or employees.
The Associated Students shall conduct themselves in accordance with state laws and regulations and administrative procedures established by the Chancellor.
The Associated Student Organizations shall be granted the use of District premises subject to such administrative procedures as may be established by the Chancellor. Such use shall not be construed as transferring ownership or control of the premises.
Date Adopted: January 17, 2012

BP 5410 ASSOCIATED STUDENT ORGANIZATIONS’ ELECTIONS
Reference: Education Code Section 76061.
The Associated Student Organizations shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Chancellor.
Any student elected as an officer in the Associated Student Organizations shall meet both of the following requirements:
The student shall be enrolled in the District at the time of election and throughout his/her term of office, with a minimum of five semester units or the equivalent.
The student shall meet and maintain the minimum standards of scholarship (see BP 4220 titled Standards of Scholarship and related administrative procedures).
Date Adopted: January 17, 2012

BP 5420 ASSOCIATED STUDENT ORGANIZATIONS’ FINANCE
References: Education Code Sections 76063-76065.
Associated Student funds shall be deposited with and disbursed by the Chancellor. The funds shall be deposited, loaned, or invested in one or more of the ways authorized by law. All funds shall be expended according to procedures established by the Associated Student Organizations, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:
- the Chancellor, College President, or designee;
- the employee who is the designated adviser of the particular student body organization; and
- a representative of the student body organization.
Pursuant to Education Code 76063, all money collected by a student body association or by any student club or organization of the College shall be deposited in an account insured by the Federal Deposit Insurance Corporation and credited to the appropriate organization. The District Administrative Services Office shall ensure that the collection and disbursement of funds are consistent with accounting and auditing procedures and with established District policies and procedures.
The funds of the Associated Student Organizations shall be subject to annual audit.
Date Adopted: January 17, 2012

BP 5500 STANDARDS OF CONDUCT
References: Education Code Sections 66300 and 66301; Accreditation Standard II.A.7.b.
The District shall enforce a student code of conduct the purpose of which is to promote and maintain orderly conduct of a responsible student body in a manner compatible with the District and College function as an educational institution.
Students are subject to state and federal laws and to the specific regulations established by the District and/or each College in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the Colleges of the District. Criminal actions may also result in referral for prosecution.
The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.
The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.
The procedures shall be made widely available to students through the college catalogs and other means. The Board shall consider any recommendation from the Chancellor for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.
The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:
Causation, attempting to cause, or threatening to cause physical injury to another person.
Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the college president.
Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
Committing or attempting to commit robbery or extortion.
Cauing or attempting to cause damage to District property or to private property on campus.
Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
Committing sexual harassment as defined by law or by District policies and procedures.
Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender) religion, age, national origin, disability, or any other status protected by law.
Willful misconduct, which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
Dishonesty, forgery, alteration, or misuse of college documents, records, or identification; or knowingly furnishing false information to the District.
Unauthorized entry upon or use of college facilities.
Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
Engaging in expression that is obscene, libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or
equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

Also see BP/AP 3715 titled Intellectual Property.

Date Adopted: January 17, 2012

BP 5510 OFF-CAMPUS STUDENT ORGANIZATIONS

Reference: 34 Code of Federal Regulations Section 668.46(h);

The District shall work with local law enforcement agencies to monitor and assess criminal activity in which students engage at off-campus locations of student organizations officially recognized by the District.

Date Adopted: January 17, 2012

BP 5570 STUDENT CREDIT CARD SOLICITA-TION

References: Education Code Section 59030; Title 5 Section 54400; Civil Code Section 1747.02(m).

The Chancellor shall establish procedures that regulate the solicitation of student credit cards on campus.

Date Adopted: January 17, 2012

BP 5700 ATHLETICS

References: Education Code Sections 78223, 66271.6, 66271.8, and 67360 et seq.

The District shall maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities.

The District shall comply with federal and state regulations, procedures, and requirements regarding student athlete participation. The Chancellor shall assure that the athletics program complies with the Constitution and Sports Guidelines of the California Community College Commission on Athletics as well as appropriate Conference Constitution Rules regarding student athlete participation.

Date Adopted: January 17, 2012

BP 5800 PREVENTION OF IDENTITY THEFT IN STUDENT FINANCIAL TRANSACTIONS

Reference: 15 U.S. Code Section 1861(m)(e), Fair and Accurate Credit Transactions Act (FACT Act or FACTA).

The District is required to provide for the identification, detection, and response to patterns, practices, or specific activities ("Red Flags") that could indicate identity theft of students when the District serves as a creditor in relation to its students. When applicable, the Chancellor is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

Date Adopted: January 17, 2012

BP 3300 PUBLIC RECORDS

References: Government Code Sections 6250 et seq.

The District is committed to open government, governance, and access for all members of the public and for all members of the District community. Public records, as defined by the Government Code, are open to inspection by the public during regular office hours of the District Offices and Colleges. The Chancellor shall establish procedures for records management, including access by the public, which comply with the requirements of the California Public Records Act.

Date Adopted: January 17, 2012

BP 3310 RECORDS RETENTION AND DESTRUCTION

References: Title 5 Sections 59020 et seq.; Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

In accordance with the provisions set forth in the California Code of Regulations, Title 5, a records management program, covering the life cycle of all records of the District and Colleges from the time they are originated, shall be implemented in order to:

Ensure that records which are required to be preserved or which may be useful for future reference are permanently retained and safely stored, and that those which have outlived their usefulness are destroyed;

Minimize the expense related to record keeping.

The Chancellor shall establish administrative procedures to assure the retention and destruction of all District records, including electronically stored information as defined by the Federal Rules of Civil Procedure, in compliance with Title 5. Such records shall include, but not be limited to student records, employment records, and financial records.

Date Adopted: January 17, 2012

BP 3410 NONDISCRIMINATION

References: Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.; Title 5 Sections 53000 et seq., and 59300 et seq.; Penal Code Section 422.55; Government Code Sections 12926.1 and 12940 et seq.

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and procedures of agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual or perceived characteristics.

To have available positive images provided by individuals from all groups and representation, and to observe that such individuals can assume responsible and diverse roles in society is educationally sound for all students attending Colleges of the District. The richness that cultural and racial diversity brings to the national heritage and the exercise of democratic principles can be best taught in the presence of a staff and student body of both genders, diverse ethnic groups, handicapped individuals, and veterans.

Date Adopted: January 17, 2012

BP 3430 PROHIBITION OF HARASSMENT

References: Education Code Sections 212.5, 44100, 66252, and 66281.5; Government Code Section 12950.1; Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e; Title IX, Education Amendments of 1972

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or because he/she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he/she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 titled Discrimination and Harassment Investigations. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, recall, transfer, leave of absence, training opportunities, and compensation.

To this end, the Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize, and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures shall be widely published and periodically administered, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

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Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Also see BP/AP 3410 titled Nondiscrimination, AP 3430 titled Prohibition of Harassment, and AP 3435 titled Discrimination and Harassment Investigations.

Date Adopted: January 17, 2012

BP 3440 SERVICE ANIMALS


The District shall provide a safe environment for students, employees, and visitors. The District is committed to the implementation of safety and health policies and procedures involving workplace security for employees and students. Employees and students shall be directly responsible for conducting themselves, at all times, in a manner that is consistent with current District policies.

The Board is committed to a safe and secure District work and learning environment. To that end, the Chancellor shall establish a campus security plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding eighteen (18) months to increase safety, and any changes in safety precautions to be made during the next twenty-four (24) months.

Consistent with the Board's general delegation of authority and power under federal and state law, and subject to any reporting and ratification requirements, the Chancellor and his/her designees are specifically empowered to take all appropriate actions in emergency or urgent situations to protect the health and safety of students, staff, and persons associated with the District, to protect District facilities, and to maintain the educational program. Also see BP/AP 3505 titled Emergency Response Plan and BP/AP 6800 titled Safety – Occupation-Related.

Date Adopted: January 17, 2012

BP 3500 CAMPUS SAFETY

Reference: Education Code Section 67380(a)(4)

The District shall provide a safe environment for students, employees, and visitors. The District is committed to the implementation of safety and health policies and procedures involving workplace security for employees and students. Employees and students shall be directly responsible for conducting themselves, at all times, in a manner that is consistent with current District policies.

The Board is committed to a safe and secure District work and learning environment. To that end, the Chancellor shall establish a campus security plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding eighteen (18) months to increase safety, and any changes in safety precautions to be made during the next twenty-four (24) months.

Consistent with the Board's general delegation of authority and power under federal and state law, and subject to any reporting and ratification requirements, the Chancellor and his/her designees are specifically empowered to take all appropriate actions in emergency or urgent situations to protect the health and safety of students, staff, and persons associated with the District, to protect District facilities, and to maintain the educational program. Also see BP/AP 3505 titled Emergency Response Plan and BP/AP 6800 titled Safety – Occupation-Related.

Date Adopted: January 17, 2012

BP 3550 CAMPUS SAFETY

Reference: Education Code Sections 76120 and 66301

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to this policy and District procedures.

The Colleges of the District are non-public forums, except for those areas that are designated as public forums available for the exercise of expression by students, employees, and members of the public. The Chancellor shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated public forums.

The administrative procedures issued by the Chancellor shall not prohibit the right of students to exercise free expression, including but not limited to, the use of bulletin boards; the distribution of printed materials or petitions in those parts of the Colleges designated as areas generally available to students and the community; and the wearing of buttons, badges, or other insignia. Speech shall be prohibited that is defamatory, obscene (according to current legal standards), or which so incites others as to create a clear and present danger of the commission of unlawful acts on the Campus, or which so incites others as to create a clear and present danger of violation of Board policies or administrative procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process (Education Code Section 66301(e)), so long as the procedure conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, or intimidation unless such speech is constitutionally protected.

Date Adopted: January 17, 2012

BP 3550 DRUG FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM

References: Drug Free Schools and Communities Act, 20 U.S. Code Section 1145g; 34 Code of Federal Regulations Sections 88.1 et seq.; Drug Free Workplace Act of 1988, 41 U.S. Code Section 702

The District shall be free from all drugs and shall prohibit the unlawful use, possession, sale, or distribution of alcohol, narcotics, dangerous or illegal drugs, or other controlled substances, as defined in California statutes, on District property or at any function sponsored by the District or Colleges.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The Chancellor shall assure that the District distributes annually to each student and employee the information required by the Drug Free Schools and Communities Act Amendments of 1989 and complies with the requirements of the Act.

The Colleges will provide information pertaining to the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs. Students may be referred to various on-campus programs or outside agencies for support, information, and/or enrollment in a drug recovery program.

Date Adopted: January 17, 2012

BP 3800 SPEECH: TIME, PLACE, AND MANNER

References: Education Code Sections 76120 and 66301

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to this policy and District procedures.

The Colleges of the District are non-public forums, except for those areas that are designated as public forums available for the exercise of expression by students, employees, and members of the public. The Chancellor shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated public forums.

The administrative procedures issued by the Chancellor shall not prohibit the right of students to exercise free expression, including but not limited to, the use of bulletin boards; the distribution of printed materials or petitions in those parts of the Colleges designated as areas generally available to students and the community; and the wearing of buttons, badges, or other insignia. Speech shall be prohibited that is defamatory, obscene (according to current legal standards), or which so incites others as to create a clear and present danger of the commission of unlawful acts on the Campus, or which so incites others as to create a clear and present danger of violation of Board policies or administrative procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process (Education Code Section 66301(e)), so long as the procedure conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, or intimidation unless such speech is constitutionally protected.

Date Adopted: January 17, 2012

BP 4225 COURSE REPEITION

References: Title 5 Sections 55040, 55041, 55042, 55044, and 5911

Students may repeat a course three times with a substandard grade, including a “W,” in which substandard grades (less than a “C,” and including “F”) were earned.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Course Repetition: Grade Alleviation

A student who has earned a grade of “D,” “F,” or “NC” in a credit course at any College in the District may repeat the course for the purpose of grade alleviation.

A student may repeat a credit course for purposes of grade alleviation only once. A student may petition the appropriate College appeals body for permission to repeat a course more than once, but the petition will be granted only based on a finding that unusual circumstances exist which justify a second repetition.

• Upon satisfactory completion of the repeated course, the student may petition the Admissions and Records Office to have only the grade earned in the repeated course used in the computation of the grade point average.

• In no case will the unit value of the repeated course be counted more than once.
The permanent academic record shall be annotated in such a way that all courses attempted will be indicated on the transcript in showing a true and complete academic history.

Course Repetition: Special Circumstances
Under extraordinary circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted. Under special circumstances, students may repeat courses in which a C or better grade was earned.

A student may petition the appropriate College appeals body to authorize course repetition consistent with the California Code of Regulations. The special circumstances are defined in administrative procedures.

Date Adopted: January 17, 2012

BP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS
Reference: Title 5 Section 55007
The Chancellor shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The Chancellor shall establish administrative procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.

Date Adopted: January 17, 2012

BP 4230 GRADING AND ACADEMIC RECORD SYMBOLS
Reference: Title 5 Section 55023
Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog(s) and made available to students.

Date Adopted: January 17, 2012

BP 4231 GRADE CHANGES
References: Education Code Sections 76224 and 76232; Title 5 Section 55025
The Chancellor shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.

- Procedures for students to challenge the correctness of a grade.

- The installation of security measures to protect grade records and grade storage systems from unauthorized access.

- Limitations on access to grade records and grade storage systems.

- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.

- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

- Also see BP 3310 titled Records Retention and Destruction, AP 4311 titled Grade Changes, and BP/AP 5040 titled Student Records

Date Adopted: January 17, 2012

BP 4235 CREDIT BY EXAMINATION
Reference: Title 5 Section 55050
Credit may be earned by students who satisfactorily pass authorized examinations. Credit may be earned by examination provided:

- The student is registered at the College and is in good standing;

- The student can demonstrate that he/she is especially qualified, through previous training or instruction, to successfully complete such examination;

- The course for which credit is desired is listed in the catalog of the College;

- The course has been designated as challengeable by the Department Chair in consultation with appropriate members of the department faculty within each College; and

- The examination is approved or prepared, administered, and graded by faculty and other proper authorities of each College.

A maximum of 12 units toward an Associate degree may be earned by courses for which credit has been earned by examination.

Credits earned by examination cannot be used to satisfy the 12-unit residence requirement for the Associate degree.

The student’s academic record shall be clearly annotated to reflect that credit was earned by examination.

A student may challenge a course for credit by examination only one time and the grade received on the examination will be recorded on the student’s permanent record.

The Chancellor shall establish administrative procedures to implement this policy.

Date Adopted: January 17, 2012

BP 4240 ACADEMIC RENEWAL
Reference: Title 5 Section 55046
Previously recorded substandard academic performance may be disregarded if it is not reflective of a student’s demonstrated ability. The Chancellor shall establish administrative procedures that provide for academic renewal.

Date Adopted: January 17, 2012

BP 4250 PROBATION, DISQUALIFICATION, AND READMISSION
References: Education Code Section 70902(b)(3); Title 5 Sections 55300-55304
A student shall be placed on probation if his or her academic record of performance falls under either of the two standards below:

- **Academic grade point probation**

  A student shall be placed on academic probation if he/she has attempted a minimum of 12 semester units of work and has a grade point average of less than a “C” (2.0).

  A student placed on academic probation who earns at least a 1.75 grade point average during the semester on probation, but whose cumulative grade point average is still below 2.0, will be permitted to continue on such probationary status for not more than three consecutive semesters without being academically disqualified (dismissed).

- **Progress Probation**

  A student shall be placed on progress probation if he/she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of “W,” “I,” “NC,” and “NP” were recorded reaches or exceeds fifty (50) percent. A student may be on progress probation not more than three consecutive semesters without being academically disqualified (dismissed).

Notification of probationary status will appear on the student’s semester grade report and on the transcript of academic work.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Chancellor.

A student on academic probation for a grade point deficiency shall be removed from probation when the cumulative grade point average reaches 2.00 or higher. Likewise, a student on progress probation shall be removed from probation when the total percentage of cumulative units in the “W,” “I,” “NC,” and “NP” categories drops below 50 percent.

Students who believe that their placement on probation is the result of an error may petition the appropriate College appeals body for relief.

**Dismissal**

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of “W,” “I,” “NC,” and “NP” are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student submits a petition that includes documentation of marked improvement since the semester on which the dismissal was based or documentation of extenuating circumstances during the semester on which the dismissal was based.

Notification of academic dismissal status will appear on the student’s end of semester grade report and transcript.

An academically disqualified student may present a written appeal to the appropriate College appeals body requesting immediate reinstatement if a dismissal has resulted from unusual circumstances. A registered student making such an appeal should remain in classes until the decision is made.

**Readmission**

A student who has been dismissed may request reinstatement by submitting a petition for readmission after an absence of one semester or a petition for readmission explaining extenuating circumstances during the semester on which the dismissal was based.

Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The Chancellor shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

The determination of the applicability of the policy on academic probation and dismissal will be based on the inclusion of:

- All units in which the student has been officially enrolled, except those in which the student has been assigned a grade or non-evaluative symbol of “W,” “MW,” “IP,” or “IP” when computing grade point average.

- All units in which the student has been officially enrolled, except those in which the student has been assigned a non-evaluative symbol of “W,” “RD,” or “IP” when applying the satisfactory progress rule.
All District units in which the student has been enrolled will be utilized in determining the applicability of the policy on academic probation and dismissal.

Date Adopted: January 17, 2012

BP 4260 PREREQUISITES AND CO-REQUISITES

References: Title 5 Sections 55000 and 55003

The Chancellor is authorized to establish prerequisites, corequisites, and advisories on recommended preparation for courses in the curriculum, upon the recommendation of the Academic Senate. All such prerequisites, corequisites, and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisites, corequisites, or advisories shall be necessary and appropriate for achieving the purpose for which they are established.

The Chancellor shall establish administrative procedures for the development and review of all prerequisites and corequisites, including their establishment, modification, or discontinuance, which rely primarily on the recommendation of the Academic Senate of each college.

The administrative procedures shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, corequisites, and advisories shall be identified in District publications available to students.

Date Adopted: January 17, 2012

BP 4300 FIELD TRIPS AND EXCURSIONS

Reference: Title 5 Section 55220

The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or class-curricular activity.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Date Adopted: January 17, 2012

Additional information about Board and College Policies can be found in the Student Orientation Handbook and at: wvm.edu/

(Click on Board of Trustees. Then click District Policies.)

REFUNDS

Dropping Classes and Refund Policies, Procedures, and Guidelines

A community college district shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 10 percent point of length of the course for a short-term course, unless the program changes are a result of action by the district to cancel or reschedule a class or to drop a student pursuant to Section 58106(g) where the student fails to meet a prerequisite.

A. Semester Length Classes - Refund of enrollment fees: Full refund for semester length class(es) dropped within the deadline dates. Drop deadlines refer to: refunds, no notation on records, and last date to drop with a “W” –

B. Short-Term Class Guidelines - Classes with 5 or more class meetings:

• Receive a full refund if the class is dropped within 10% of total days of class session.
• Dropping without a “W” (withdraw) on record, if the class is dropped within 20% of total days of class session.
• Dropping with a “W” on record: if the class is dropped within 75% of total days of class session.

C. Short-Term Class Guidelines - Classes with less than 5 class meetings:

• Receive a full refund if class dropped before the date of the first class meeting. No refund for drops on the date of the class meeting or later.
• Dropping without a “W” (withdraw) on record: if the class is dropped before the date of the first class meeting.
• Dropping with a “W” on record: if dropped after class begins.

D. Non-resident tuition refund: For semester length classes: 100% refund of all fees for classes dropped during the first and second weeks. Two-thirds tuition only refund during third and fourth week; One-third tuition only refund for fifth and sixth weeks.

For short term classes, refer to Short-Term Drop Guidelines above (includes summer term)

Special notes: Beginning in the Fall 2011, West Valley College will be partnering with Higher One, a financial services company focused solely on higher education to bring a new method for delivering refunds to students. You will be able to use the Higher One card or choose your preferred method of payment.

This new method is designed to provide you with choices when it comes to receiving your financial aid or school refunds— including the preferred “Easy refund” method. Easy Refund is the fastest and easiest way to gain access to your refund money—on the same day West Valley College releases it.

You will be sent an email to learn more about the program.

DELINQUENCY POSTINGS FOR NON-PAYMENT

Delinquencies will be placed on students’ records by the Finance Office for fees and any other financial obligations owed to the College. West Valley College will not allow a student to register in the College nor will the College forward transcripts or any other records to other institutions if students have delinquencies on their records. Degrees and certificates will be held until all outstanding fees have been paid or cleared.

Delinquent accounts may be referred to a collection agency.
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 "NP"). Students are held fully responsible for following College procedures for adding, dropping or withdrawing, and for filing appropriate forms in the Admissions Office.

Attendance
Students are expected to attend all sessions of each class. Instructors may drop students from the class if they fail to attend the first class meeting, or when accumulated unexcused hours of absences exceed ten percent of the total number of hours the class meets during the semester. Moreover, an instructor may drop the class any student who fails to attend at least one class session during the first three weeks of instruction.

Withdrawal from college
A student who must withdraw entirely from the College before the end of the semester should file a withdrawal notice in the Admissions Office. A student who withdraws from the College will receive those credits and grade symbols applicable on the date of withdrawal under the District’s grading system described earlier.

Withdrawal from a class
It is the responsibility of the student to withdraw from a class prior to the published deadline in order to insure that a penalty grade will not be awarded for the course.

A student who withdraws from a class prior to the first class meeting of the semester or through the end of the 2nd week for semester-length courses shall have no notation of enrollment in the class posted on the semester grade report or transcript. The schedule of classes lists exact drop dates. From that point through the three-quarter point of the term (through the end of the 12th week for semester length courses), a "W" grade will be posted on the final grade report and the transcript. After that deadline, a grade symbol other than a "W" will be posted.

Academic Dishonesty
Dishonesty includes but is not limited to in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to College staff, faculty, administrators or other officials. Following are definitions of in-class cheating, out-of-class cheating, plagiarism, and furnishing false information. These are not all-inclusive and the list itself is not meant to limit definition of cheating to just those mentioned.

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 presenting the work of another as one’s own for a grade or points.

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.

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.

Furnishing false information: forgery, falsification, alteration or misuse of College documents, records, or identification in class or in laboratory situations.

Classroom-Related Disciplinary Sanctions
When a student is charged with plagiarism or cheating related to a class, and the instructor has reasonable proof of the violation of College policies and procedures or the student admits the violation, the instructor may select one or more of the following options:

a. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.

b. Issue a NP or a failing grade ("F") or "0" for the assignment in question.

c. Refer the student to the CSSO for disciplinary action.

Students have not only the right to an education, but to the rights of citizenship as well; therefore, no student shall be deprived of equal treatment and equal access to educational programs, due process, presumption of innocence prior to proof otherwise, free expression and association, or privacy of thought.

Students bring to college various interests and values previously acquired and they develop new interests as members of an academic community. They shall be free to organize and join groups, in the pursuit of these interests, subject only to regulations and procedures which are intended to preserve the integrity of the District and which are consistent with constitutional guarantees.

In keeping with the ideals of a democracy, students shall be granted the rights and responsibilities of self-government. In the activities of student groups and the conduct of student government, discrimination based on race, ethnic background, national origin, sex, age, sexual preference, or physical handicap shall be expressly prohibited.

Students and recognized student organizations shall be free to examine and discuss questions of interest to them and to express their opinions publicly and privately without fear of reprisal. They shall be free to support legal causes by orderly means that do not disrupt the operation of the College. College documents are subject to the Family Educational Rights and Privacy Act (Public Law 93-380).

Dishonesty includes but is not limited to in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to College staff, faculty, administrators or other officials. Following are definitions of in-class cheating, out-of-class cheating, plagiarism, and furnishing false information. These are not all-inclusive and the list itself is not meant to limit definition of cheating to just those mentioned.

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 presenting the work of another as one’s own for a grade or points.

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When a student is charged with plagiarism or cheating related to a class, and the instructor has reasonable proof of the violation of College policies and procedures or the student admits the violation, the instructor may select one or more of the following options:

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b. Issue a NP or a failing grade ("F") or "0" for the assignment in question.

c. Refer the student to the CSSO for disciplinary action.

Students have not only the right to an education, but to the rights of citizenship as well; therefore, no student shall be deprived of equal treatment and equal access to educational programs, due process, presumption of innocence prior to proof otherwise, free expression and association, or privacy of thought.

Students bring to college various interests and values previously acquired and they develop new interests as members of an academic community. They shall be free to organize and join groups, in the pursuit of these interests, subject only to regulations and procedures which are intended to preserve the integrity of the District and which are consistent with constitutional guarantees.

In keeping with the ideals of a democracy, students shall be granted the rights and responsibilities of self-government. In the activities of student groups and the conduct of student government, discrimination based on race, ethnic background, national origin, sex, age, sexual preference, or physical handicap shall be expressly prohibited.

Students and recognized student organizations shall be free to examine and discuss questions of interest to them and to express their opinions publicly and privately without fear of reprisal. They shall be free to support legal causes by orderly means that do not disrupt the operation of the College. College documents are subject to the Family Educational Rights and Privacy Act (Public Law 93-380).

Attendant upon the right guaranteed to each student are certain responsibilities, which are respect for the rights of others, acceptance of properly constituted authority, and compliance with the policies, regulations and procedures of the District. Each student bears full responsibility for his or her actions and is expected to abide by district policies on student conduct (policy 5.19).

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 the class rolls a student who has not appeared in class during the first 1/6 of the total class meetings scheduled.

Final Examinations
A final examination, or alternative final assessment activity, is required of all students in all courses for which a letter grade can be awarded. Final examinations or assessments for full semester courses are scheduled for a two-hour period and will not be given in advance. The final examination or assessment activity will be administered at the last scheduled class meeting. Any exceptions to this policy must be approved in advance by the Vice President of Instruction.
Student Disciplinary Actions and Procedures

District Policy: Student Discipline Procedures 5520

Purpose: Definitions

For the purpose of these Rules and Regulations, the following words and terms are defined as follows:

1. The term “Governing Board” shall mean the Governing Board of the West Valley Mission Community College District.

2. The term “District” shall mean the West Valley Mission Community College District, a public community college district of the State of California.

3. The term “College” shall mean West Valley and/or Mission Community College, colleges operated and maintained by the West Valley Mission Community College District.

4. The term “College Hearing Board” shall mean the West Valley Mission Community College Hearing Board, an administrative agency of the College, organized and existing primarily to hear and decide on or recommend appropriate disciplinary action in cases brought before it under these Rules and Regulations.

5. The term “President” shall mean the President of the West Valley Mission Community College District or of the West Valley Mission Community College District or his/her designee.

6. The term “Vice President” shall mean the Vice President of Student Services of the West Valley Mission Community College District or his/her designee.

7. The term “member of the College community” shall mean the District Trustees, the academic, support staff and administrative personnel of the District or College, the students of the College and any other person or persons while on District or College property or at a District or College function or activity.

8. The term “District property” shall include real and personal property owned, controlled, or in the possession of the Governing Board of the West Valley Mission Community College District, and the real or personal property of all District food service, retail and resident facilities, whether operated directly by the District, a District or College auxiliary organization, or an independent contractor of the West Valley Mission Community College District, and whether located at West Valley Mission College or elsewhere.

9. The term “deadly weapon” shall include human hands (when they are classified as lethal weapons), any instrument or weapon commonly known as a blackjack, slingshot, billy, nunchaku, sand club, sand bag, metal knuckles, any dirk, dagger, switchblade knife, pistol, revolver or any other firearm, any knife having a blade longer than five (5) inches, any razor with an unguarded blade, any metal or wooden pipe or bar, any chain, rock or stone, or any object or chemical used or intended to be used for the purpose of doing bodily injury to another person.

10. The term “day” shall refer to a college instructional day.

11. As used in this article, “good cause” includes, but is not limited to the following offenses:
   a. Continued disruptive behavior, continued wilful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
   b. Assault, battery, or any threat of force or violence upon a student or college personnel.
   c. Wilful misconduct which results in injury or death of a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district.
   d. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
   e. Wilful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.
   f. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct (California Education Code, Section 76033).

Purpose: Grounds for Disciplinary Action

1. Failure to comply with the directions of District or College officers or employees acting in the performance of their duties; or violation of District or College policies or regulations.

2. Violating District regulations concerning the registration of student organizations, use of College facilities, and the time, place, or manner of public expression, distribution of leaflets, pamphlets or other materials.

3. Academic dishonesty, such as cheating or plagiarism.

4. Forgery, alteration, misuse, misappropriation or theft of College papers, documents, records or identification, or knowingly furnishing false information to the District or College or its officers or employees.

5. Disruption or obstruction of classes, meetings, disciplinary proceedings, or other authorized functions or activities of the District or College, whether conducted on the West Valley Mission College campus or elsewhere including, but not limited to, the use of headsets, walkmks, cellular telephones or pagers in the classroom.

6. Abusive behavior directed toward, or hazing of, a member of the campus community or on or off campus property, including verbal abuse, harassment, intimidation, or the threat of abuse, to the person or property of any member of the campus community, or of members of his or her family.

7. Engaging in disorderly conduct, habitual profanity or vulgarity, gambling, lewd, indecent, obscene or offensive behavior on District-owned or controlled property or at any District or College-sponsored or supervised function or activity.

8. The unlawful sale, possession, use or distribution of any drug or substance controlled by state or federal law on District or College-controlled property or at any District- or College-sponsored or supervised function. Such drugs or substances include but are not limited to legally controlled hallucigenics, narcotics, depressants, stimulants, marijuana and its products, tolkene, and alcoholic beverages. This regulation does not apply to lawful possession of prescription drugs by the person named on the prescription or possession of contraband drugs or substances by peace officers and College instructors for use as evidence or teaching aids.

9. Theft of, or intentional damage to, campus property, or property in the possession of, or owned by, a member of the campus community; theft of software by copying; unauthorized entry into, unauthorized use of, or misuse of campus property to include “computer piracy” which is unauthorized entry into information which is campus property.

10. Illegal operation of a motor vehicle on the West Valley or Mission College campus.

11. Knowing possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a college function.

12. Violation of any order of the President, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this Section.

13. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.

14. Littering on campus property including grounds, facilities and parking lots.

15. Unauthorized preparation, giving, selling, transfer, distribution, or publication for any commercial purpose, of any contemptuous or derogatory recording of an academic presentation in a classroom or equivalent site of instruction.

STUDENT DISCIPLINARY ACTIONS AND PROCEDURES

Pursuant to California Education Code 76030 - 76037, the following types of discipline may be initiated at any time when a student is found to be in violation of the policies or rules and regulations of the West Valley-Mission Community College District or its colleges. College authorities will determine which type of action is appropriate. Any member of the college community (i.e., faculty, staff, and student) may file a written complaint with a college administrator against any student for misconduct.

Prior to initiation of these formal disciplinary actions, the parties involved are highly encouraged to seek resolution through informal efforts. Should either party wish to pursue an informal resolution, appropriate college personnel (counselor, department chair, division chair, dean, and/or the Vice President of Student Services) are available to meet with the parties to mediate and assist with these informal efforts.

Types of Disciplinary Actions:

1. Official Warning (Education Code Section 76031). An official warning is a written notice from the Vice President of Student Services or a designee of the President to the student that states if the misconduct is continued, it may result in further disciplinary action. Written official warnings shall not be made a part of the student's permanent record.

2. Removal from Class (Education Code Section 76032). An instructor may remove a student from his or her class when the student's conduct interferes with the instructional process. The duration will be for the day of removal and may extend through the next class meeting, or a total of two (2) consecutive class meetings.

The instructor shall immediately report the removal to the Vice President of Student Services and to the appropriate Division Chair or administrator. A written report shall be provided to the Vice President of Student Services. The Division
Chair or appropriate administrator shall arrange for a conference between the student and the instructor regarding the removal. Upon request of either the instructor or the student, the Division Chair or appropriate administrator shall attend the conference. During the period of removal, the student shall not return to the class without the concurrence of the instructor. The student has the right to return to class after two consecutive class meetings, pending further disciplinary action, if any. Nothing herein will prevent the Division Chair or the appropriate administrator from recommending further disciplinary actions in accordance with the procedures based on the facts which led to the removal.

Within five (5) days following the conference, if further action is required, the Division Chair or appropriate administrator will refer the student to the Vice President of Student Services for further disciplinary actions. The Vice President of Student Services shall decide whether to recommend suspension, whether to impose a lesser disciplinary action, or whether to end the matter. The Vice President of Student Services shall provide the student a written notification of the decision and the type of disciplinary action being imposed. A record of the disciplinary action will be entered in the student’s discipline file and will be maintained in the Office of the Vice President of Student Services.

Removal of student who is a minor (Education Code Section 76032):
An instructor may remove a student who is a minor from his or her class when the student’s conduct interferes with the instructional process. The duration will be for the day of removal and may extend through the next class meeting, or a total of two consecutive class meetings. If the student removed by an instructor is a minor, the college President or the President’s designee shall ask the parent or guardian of the student to attend a parent conference with the instructor regarding the removal as soon as possible. If the instructor or the parent or guardian so requests, a college administrator shall attend the conference. During the period of removal, a student shall not return to the class from which he or she was removed without the concurrence of the instructor of the class. The student has the right to return to class after two (2) class meetings, pending further action, if any. Nothing herein will prevent the college administrator from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal. The Vice President of Student Services shall provide the student a written notification of the decision and the type of disciplinary action being imposed. A record of the disciplinary action will be entered in the student’s discipline file and will be maintained in the Office of the Vice President of Student Services.

3. Withdrawal of Consent to Remain on Campus (Penal Code Section 626.4). The District Police, working in conjunction with the Vice President of Student Services or the College President, may notify a student in writing that, within the ten-day period, a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If the District Police issues a student a Withdrawal of Consent to Remain on Campus, the Vice President of Student Services is required to review and confirm this action within 24-hours of issuance of this notice.

4. Official Reprimand (Education Code Section 76031). A reprimand is a written notice of the violation of specific rules from the Vice President or a designee of the President. A student receiving a formal reprimand is formally notified in writing that continued conduct of the type described in the reprimand may result in more severe disciplinary actions. A copy of the official reprimand shall be placed in the student’s discipline file and will be maintained in the Office of the Vice President of Student Services.

5. Social Probation (Education Code Section 76031). Social probation consists of the exclusion of the student from participation in specified or all extra-curricular College activities. Extra-curricular College activities are defined as College-related activities for which the student receives no academic credit. The written notification of social probation shall set forth the reason or reasons for the imposition of this disciplinary action, the activities to which the exclusion applies, and the length of time it is to be imposed. Social probation shall be imposed for a period not to exceed one (1) semester by the President or his/her designee. A copy of the written notice of social probation shall be served to the student and shall be placed in the student’s discipline file maintained in the Office of the Vice President of Student Services, and shall also be placed on the student’s permanent record.

6. Restitution (Education Code Section 76031). Restitution consists of the reimbursement for damages to the College or to District property, the property of a member of the College community, or of a visitor on the West Valley or Mission College campuses. Reimbursement may take the form of personal services to repair, restore or otherwise compensate for the damage or injury done, and may be made a condition of continued attendance at the College. The President or his/her designee shall inform the student in writing of the amount to be reimbursed to the College and the length of time provided for reimbursement. A copy of the restitution requirement will be placed in the student’s discipline file maintained in the Office of the Vice President of Student Services, and shall also be placed on the student’s permanent record.

7. Disciplinary Probation (Education Code Section 76031). Disciplinary probation is a lesser sanction than suspension. Probation requires the student to adhere to specific written terms and conditions defined by the College Hearing Board, Vice President of Student Services, or the Vice President’s designee. The terms of probation shall bear a reasonable relationship to the violation committed by the student. The sanction may include, but need not be limited to, inability to participate in college or student-sponsored activities including public performances and may be imposed upon an individual student or group(s) of students. Disciplinary probation may be imposed for a period not to exceed one year.

Should the student violate one or more of the terms of the probation during the probationary period, the Vice President of Student Services will impose a more stringent disciplinary action such as suspension. The student will be notified in writing. The Vice President of Student Services shall immediately notify the President. A record of the disciplinary action shall be placed in the student’s discipline file maintained in Office of the Vice President of Student Services, and shall also be placed in the student’s permanent record.

8. Interim/Emergency Suspension (76030). In those cases where an immediate suspension is required in order to protect lives or property, or to ensure the maintenance of order, the College President or the President’s designee may summarily suspend a student for a period not to exceed ten (10) instructional days provided that, within the ten-day period, a reasonable opportunity for a disciplinary hearing is provided to that student (California Education Code, Section 66017). Interim suspension is outlined below in the Due Process Procedures section. Records of the interim suspension shall be retained in the Vice President of Student Services Office and in the student’s permanent record. The President shall report an Interim/Emergency Suspension to the Board of Trustees at its next regular meeting.

9. Disciplinary Suspension (Education Code Sections 66017, 76030, and 76031). Disciplinary suspension is the exclusion from the campus and other privileges or activities for a definite period of time. Disciplinary suspension serves as a penalty against a student for repeated, continued, or serious violations of the District’s and/or College’s rules, policies, or regulations. A student may be suspended (a) for one (1) or more classes for up to ten (10) days of instruction; (b) from one (1) or more classes for the remainder of the school term; or (c) from all college classes and activities for one (1) or more terms. A suspension may be prohibited from occupying any portion of the campus and denied participation in any or all college activities. During the term of the suspension, the suspended student will not be permitted to enroll in classes at West Valley-Mission Community College District. Disciplinary suspensions shall be initiated by the Vice President of Student Services and are subject to the due process procedures outlined below in the Due Process Procedures section. The President shall report a disciplinary suspension of any student to the Board of Trustees at its next regular meeting after the suspension has been imposed. A copy of the suspension notice, including the reason for the suspension, shall be placed in the student’s discipline file maintained in the Office of the Vice President of Student Services, and shall also be placed in the student’s permanent record.

10. Expulsion (Education Code Section 76030). An expulsion for good cause is a permanent termination of student status with readmission to the College upon the express approval of the Board of Trustees. A student may be expelled only by the Board of Trustees after notice has been given and a hearing conducted in accordance with the procedures set forth in the Due Process Procedures section. The Board of Trustees shall expel a student for misconduct whenever other means of correction have failed to bring about proper conduct or when the serious nature of the violation warrants such disciplinary action. A copy of the expulsion notice, including the reasons for the expulsion, shall be placed in the student’s discipline file maintained in the Office of the Vice President of Student Services, and shall also be placed in the student’s permanent record.

Any suspension or expulsion shall preclude enrollment at any and all colleges within the District during the period of suspension or expulsion.
DUE PROCESS PROCEDURES

Consistent with Education Code Sections 66017 and 67630, the student disciplinary actions of interim/emergency suspension, disciplinary suspension, and expulsion are subject to the due process and appeal procedures described herein. In cases where lesser disciplinary actions have been ineffective in halting student misconduct or the magnitude of the misconduct warrants more severe disciplinary action, the College will initiate the process for a suspension or expulsion. When the decision is made to initiate such a process the representative of the College or other individuals who have knowledge of the violation of the student conduct standards will submit a written account to the Vice President of Student Services. The Vice President of Student Services or designee will deliver in person, or provide via certified mail (accompanied by a return receipt) to the student a copy of the charges against him/her. The charges will list the specific violation(s) of the District Student Discipline Policy, a factual summary of the alleged misconduct, other relevant information, and notice of the due process hearing and appeal procedures. If the student is a minor, the parent or guardian shall also be provided notice of the due process hearing and appeal procedures. The following outlines the procedures:

1. The Vice President of Student Services shall administer these procedures and take appropriate action, subject to the approval of the President and the Chancellor as required herein or as otherwise required by law.

2. Disciplinary action taken under these procedures may be taken regardless of anticipated, pending or completed civil or criminal proceedings arising out of the same act or event.

3. Alleged student misconduct of a serious nature to warrant consideration of suspension or expulsion shall be reported to or discovered, the Vice President of Student Services, or the designee, shall initiate an investigation of the charges. Should the Vice President of Student Services deem it appropriate to pursue disciplinary actions against the student, he/she shall arrange a meeting with the student prior to issuance of formal charges, at which time the student shall be informed that an investigation is being conducted.

4. If the student is a minor, the student’s parent or guardian shall also be provided notice of the due process procedures.

5. Following issuance of formal charges, the student has the right to request a hearing to present information and/or evidence supporting his/her case.

Should the student fail to request a hearing, the Vice President, after due investigation and deliberation, shall proceed to impose whatever disciplinary action he/she deems appropriate or recommend appropriate action to the President. If the student requests a hearing, he/she shall be afforded one of the following options:

a. A hearing before the Vice President of Student Services /designee, or

b. A hearing before the College Hearing Board.

For a description of the College Hearing Board see the College Hearing Board section.

The Vice President of Student Services shall set the time, date, and location for the hearing.

6. Proceeding under option 5a, where a student requests a hearing before the Vice President of Student Services:

a. The Vice President of Student Services, or the designee, shall discuss the accusation with the student. The Vice President of Student Services and the student or his/her representative shall have the right to call, examine and cross-examine witnesses. The Vice President of Student Services then may consider any relevant evidence or information presented in the matter, take or recommend disciplinary action if appropriate, and inform the student that if he/she disagrees with the disciplinary action, he/she may appeal to the President for review of the disciplinary action by so informing the Vice President in writing (see Student Appeal Procedures).

b. Following the hearing, in any case where disciplinary suspension is recommended by the Vice President of Student Services, the action shall be reported to the College President within ten (10) business days. The President shall either approve or disapprove the action within five (5) business days of receipt of the disciplinary suspension recommendation. If the President approves, he/she shall impose disciplinary suspension.

c. The President, at his/her discretion, may stay the disciplinary suspension, if he/she feels that the staying of suspension will not endanger any individual or the College.

d. If after notification, the student fails to appear at the hearing before the Vice President of Student Services, the President may declare the student in default, and proceed as if the student were present.

7. Proceeding under Option 5b, where the student requests a hearing before the Western Valley or Mission College Hearing Board:

a. The Vice President of Student Services or designee shall schedule a meeting of the College Hearing Board within ten (10) working days.

b. The Vice President of Student Services shall provide the student and the College Hearing Board with a written statement of the charges against the student, and any other relevant information.

c. The student may select a representative to assist him/her in his/her presentation before the College Hearing Board. If the student is to be represented by legal counsel, he/she must notify the President of the fact at least seven days prior to the date of the scheduled hearing. An attorney shall not represent a witness, in the judgment of the College, complex legal issues are involved. The Vice President of Student Services or the College Hearing Board may request legal assistance; any legal advisor provided to the College Hearing Board and the College Hearing Board, if an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

d. If the student fails to appear at the time and place designated for the hearing, the College Hearing Board may proceed in his/her absence, declaring him/her to be in default.

e. The President shall have the proceedings of the College Hearing Board recorded at the meeting, either stenographically or electronically, and any such record shall be maintained at the Office of the Vice President of Student Services for a period of three (3) years.

f. The hearing before the College Hearing Board shall be conducted in a manner conducive to the determination of the truth. It is not contemplated or required that the hearing be conducted with the formality of a legal proceeding. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

g. At the hearing, unless the College Hearing Board determines to proceed otherwise, the Vice President of Student Services or designee and the student shall be permitted to each make an opening statement. Thereafter, the Vice President of Student Services or designee shall first present any relevant evidence in his/her possession regarding the alleged misconduct; the student may then present any relevant evidence which he/she may have. The Vice President of Student Services or designee may present rebuttal evidence after the student completes his or her presentation. The Vice President of Student Services or designee and the student or his/her representative shall have the right to call, examine, and cross-examine witnesses. Written statements, if any, shall be submitted under penalty of perjury.

h. After submission of all relevant evidence, the College Hearing Board shall immediately meet in private, and based upon the evidence presented to it, determine the truth of the charges and the recommended disciplinary action, if any, to be imposed upon the student. Upon reaching its decision, the College Hearing Board shall reconvene and announce its decision and recommend the appropriate disciplinary action. Appropriate disciplinary action may include specific sanctions, terms and conditions.

i. The Vice President of Student Services and the student shall be given written notice of the decision of the College Hearing Board and the discipline or sanctions recommended to be imposed within five (5) working days. The Vice President shall implement such disciplinary action, except as provided in the following paragraph of this section.

Any student who has held a recommendation of disciplinary suspension imposed against him/her has the right of appeal to the President. The President, at his/her discretion, may stay the disciplinary suspension, if he/she feels that the decision to stay will not endanger any individual or the College. If the proposed disciplinary action recommended is expulsion, the President shall initiate proceedings before the Board of Trustees, as set forth in section titled Procedures Before the Board of Trustees.

If, at the conclusion of the hearing before the College Hearing Board, the student wishes to appeal the discipline imposed or recommended, he/she shall immediately inform the Vice President of Student Services in writing (see Student Appeal Procedures section).

Appeals concerning expulsion shall be scheduled for a hearing before the Board of Trustees by the President. Appeals concerning other forms of disciplinary action shall be directed to the President for disposition.

College Hearing Board

1. The membership of the College Hearing Board shall be as follows:

a. Students. Two (2) students each appointed to an annual term by the Student Senate of the Associated Students of West Valley or Mission College for a one (1) year term, and who shall be appointed not later than the third week of the fall semester.

b. Faculty. Two (2) faculty members each appointed by the Academic Senate for a one (1) year term, and who shall be appointed not later than the third week of the fall semester.
Timelines for this appeal process are delineated below:

1. Required procedures were not properly followed;
2. New evidence, not reasonably available at the time of the hearing is presented and is of sufficient importance to warrant reconsideration;
3. The findings were unsupported by evidence in record made before the hearing;
4. The sanction imposed for the violation was unreasonably harsh or inappropriate when viewed within the context of the nature of violation.

Timelines for this appeal process are delineated below:

1. The student has five (5) days from receipt of the findings of the hearing to file a written appeal with the Vice President of Student Services. The Vice President of Student Services will forward this appeal to the College President.
2. Upon receipt of the written appeal, the President has ten (10) days to conduct an appeal hearing and five (5) days from that appeal to hand deliver or mail by certified mail.
3. The appeal hearing shall consist of a review of the record of the student’s original and presentation of information pertinent to the grounds for the appeal.
4. Upon mutual agreement between the student and the College President, time limits may be extended.

Effective Date: December 20, 2010

District Policy: Student Grievance 5.21

Purpose: A grievance may arise from a decision or action that has an adverse effect on a student with regard to his/her education rights. It may arise when a student believes he/she has been denied education rights provided by college, state and federal policies, rules, or laws. A student may seek redress through the following procedures:

Procedures:

Step 1. The complainant will first attempt to resolve his/her grievance by discussion with the person or group directly involved in the matter within five (5) working days after the occurrence of the alleged grievance.

Step 2. If the issue is not resolved to the satisfaction of the complainant, there shall be a conference within five (5) working days of Step 1. This conference shall include the principals involved i.e., the complainant, the accused, and the immediate supervisor. Prior to arranging the meeting, the supervisor shall check with the accused to ensure that the complainant has met with the accused.

Step 3. If the issue has not been resolved satisfactorily after the complainant has completed the procedures outlined in Step 1 and Step 2, the complainant shall declare that a grievance to the College Hearing Board and shall submit a written statement to the Vice President of Student Services. The grievance must be submitted on the Grievance Report Form within five (5) working days of Step 2. The form may be obtained from the Office of the Vice President of Student Services.
Grading System

a. Grades from a grading scale shall be averaged on the basis of the point equivalences to determine a student's grade point average. The highest grade shall receive 4 points and the lowest grade shall receive 0 points, using only the following evaluative symbols, except as provided in subsection (b):

Symbol | Definition | Grade Point
--- | --- | ---
A | Excellent | 4
B | Good | 3
C | Satisfactory | 2
D | Passing, less than satisfactory | 1
F | Failing | 0

(b) An "Incomplete" grade must be made up as provided in subsection (b).

3. RD - Report Delayed

(a) This symbol is to be used only by the Director of Admissions and Records or the designee of the responsible Vice President for the purpose of indicating that there has been a delay in reporting the grade due to circumstances beyond the control of either the student or the Admissions and Records Office. It is to be replaced by a permanent symbol as soon as possible.

(b) The "RD" grade shall not be used in the computation of the grade point average.

4. W - Withdrawal

(a) The student may withdraw from a semester-length class through the end of the 2nd week and no notation will be made on the student's academic record. In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 10 percent of the period of instruction and no notation will be made on the student's record.

(b) Thereafter, a student may withdraw from a semester-length class, whether passing or failing, at any time through the last day of the twelfth week of instruction and a "W" grade shall be authorized. In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 75 percent of the period of instruction, and a "W" grade shall be authorized.

(c) The academic record of a student who remains in classes beyond the time periods set forth above must reflect an authorized symbol other than "W." However, after the end of the twelfth week of instruction and if F has been awarded. This total is then divided by the total number of units for all courses in which one of these five grades was awarded.

b. The following non-evaluative symbols are authorized:

1. I - Incomplete

(a) This symbol is to be used in cases of incomplete academic work for unforeseeable, emergency, and justifiable reasons. Conditions for the removal of the "Incomplete" symbol are set forth by the faculty member in a written record which also indicates the grade assigned in lieu of removal. The student will receive a copy of this record and a copy will be filed by the Director of Admissions and Records or the responsible Vice President. A final grade will be assigned by the faculty member when the stipulated work has been completed and evaluated. The "I" grade shall not be used in either calculating units toward graduation or in the computation of the grade point average.

(b) An "Incomplete" grade must be made up no later than one year following the end of the term in which it was assigned. Established College procedures may be utilized to request a time extension in cases involving unusual circumstances.

2. IP - In Progress

(a) This symbol is to be used in the student's permanent record to confirm enrollment and to indicate that the class extends beyond the normal end of the term. It indicates that work is "In Progress" and that unit credit and a grade will be assigned when the course is completed.

(b) If a student enrolled in an open-entry, open-exit course is assigned an "IP" grade and does not re-enroll for the subsequent attendance period, the faculty member will assign an evaluative symbol, in accordance with evaluative symbols in 5.6.5(a) above, to be recorded on the student's permanent record for the course. The "IP" grade shall not be used in the computation of grade point average.

3. RD - Report Delayed

(a) This symbol is to be used only by the Director of Admissions and Records or the designee of the responsible Vice President for the purpose of indicating that there has been a delay in reporting the grade due to circumstances beyond the control of either the student or the Admissions and Records Office. It is to be replaced by a permanent symbol as soon as possible.

(b) The "RD" grade shall not be used in the computation of the grade point average.
Inclusion/Exclusion of Units Attempted

(a) Inclusion of Units Attempted
1. All units in which the student has been officially enrolled, except those in which the student has been assigned a grade or non-evaluative symbol of "W," "MW," "P," "NP," "I," "RD," or "IP" when computing grade point average.
2. All units in which the student has been officially enrolled, except those in which the student has been assigned a non-evaluative symbol of "W," "MW," "P," "NP," "I," "RD," or "IP" when applying the satisfactory progress rule.
3. All District units in which the student has been enrolled will be utilized in determining the applicability of the policy on academic probation and dismissal.

Course Repetition

(a) Course Repetition: Grade Alleviation
1. A student who has earned a grade of "D," "F," or "NP" in a credit course at any College in the District may repeat the course for purposes of grade alleviation.
2. A student may repeat a credit course for purposes of grade alleviation three times.
3. A student may petition the appropriate College appeals body for permission to repeat a course more than once, but the petition will be granted only based on a finding that unusual circumstances exist which justify a second repetition.
(a) Upon satisfactory completion of the repeated course, the last grade earned in the repeated course is used in the computation of the grade point average.
(b) In no case will the unit value of the repeated course be counted more than once.
(c) The permanent academic record shall be annotated to reflect that credit was awarded.

(b) Course Repetition: Special Circumstances
1. Under special educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted.
2. A student may petition the appropriate College appeals body to authorize course repetition consistent with the California Code of Regulations, Title 5, §§55762-3.

Academic Renewal

Pursuant to the California Code of Regulations, Title 5, §§55764 and 55765, a student may request that substandard academic work (D, F) be disregarded from his/her grade point average when such work does not reflect current demonstrated ability.

(a) When a course is offered in which credit is awarded, the student's academic record shall be utilized. Pass (P) shall be awarded for credit by examination only one time and the grade of "P" will be clearly annotated to reflect that credit was awarded.
(b) When a course is offered in which credit is awarded, the permanent record shall be properly annotated in a manner to insure that all entries are legible and that a true and complete record is maintained.
(c) The examination is approved or prepared, administered, and graded by faculty and other proper authorities of each College.
(d) The student's academic record shall be clearly annotated to reflect that credit was earned by examination.
(e) A student may challenge a course for credit by examination only one time and the grade received on the examination will be recorded on the student's permanent record.

Credit by Examination

a. Credit may be earned by examination (in accordance with the California Code of Regulations, Title 5, §§55753), provided:
1. The student is registered at the College and is in good standing;
2. The student can demonstrate that he/she is qualified, through previous training or instruction, to successfully complete such examination;
3. The course for which credit is desired is listed in the catalog of the College;
4. The course has been designated as challengeable by the Department Chair in consultation with appropriate members of the department faculty within each College; and
5. The examination is approved or prepared, administered, and graded by faculty and other proper authorities of each College.

b. A maximum of 12 units toward an Associate degree may be earned by courses for which credit has been earned by examination.
c. Credits earned by examination cannot be used to satisfy the 12-unit residence requirement for the Associate degree.
d. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.
e. A student may challenge a course for credit by examination only one time and the grade received on the examination will be recorded on the student's permanent record.

Pass/No Pass

a. Courses may be offered in either or both of the following categories (as referenced in the California Code of Regulations, Title 5, §§55752): 1. Courses in which all students are evaluated on a "Pass/No Pass" basis.
(a) When a course is offered in which credit is awarded, the student's academic record shall be utilized. Pass (P) shall be awarded for meeting that standard and No Pass (NP) for failure to do so.
(b) Transfer of Credit Units: a student is responsible for checking with a counselor or transfer institution to determine any limitation on the transfer of credit units.
(c) Maximum Number of Credit Units: A maximum of 20 credit units of the "Pass/No Pass" type may be applied toward the completion of the associate degree; units earned on a Pass/No Pass basis shall not be used to calculate grade point averages.
NON-DISCRIMINATION STATEMENT

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

In accordance with approved District Policy and Procedure, the following individual is designated as the Responsible Officer for grievances, complaints and questions.

For complaints of sexual harassment or discrimination:
Associate Vice Chancellor of Human Resources
West Valley College, Personnel Office
14000 Fruitvale Avenue
Saratoga, CA 95070-9698 (408) 741-2060

If you are a student seeking a reasonable accommodation under Section 504 or the ADA Act, See:
Coordinator
Disability and Educational Support Program (DESP)
14000 Fruitvale Avenue
Saratoga, CA 95070-9698
(408) 741-2010
or
Vice President of Student Services
(408) 741-2020
Student Services and Program Information

West Valley College recognizes the diverse educational needs within the communities served by the District. This philosophy recognizes the worth and dignity of each student and the District’s responsibility, within the scope of its resources, to assist its students in developing into responsible, self-sufficient citizens. To foster and encourage this student development, West Valley College offers comprehensive programs of advising, counseling and special services.

ADMISSIONS & RECORDS
(408) 741-2001
westvalley.edu/admissions/
The Admissions & Records Office should be your first stop at West Valley College. Our informative college staff can provide application assistance and information on residency determination, process official and unofficial transcript requests, evaluate degree and certificate requests, create student identification cards and many other services. Check out our website for more information westvalley.edu/admissions.

Learning Outcomes
After accessing services of Admissions and Records, a student will be able to:
• Process an application online;
• Use the WVCPortal for processing adds, drops, change of address and transcript requests;
• Use degree audit to determine program requirements needed or completed.

ASSESSMENT
(408) 741-2035
westvalley.edu/assess/
West Valley College uses standardized placement tests combined with multiple measures to assess students’ skill levels in English, ESL, reading, and mathematics. Assessment also supports counseling courses by facilitating students’ access to and reports for the Strong Interest inventory and the Myers Briggs Type Inventory (MBTI).

Learning Outcome
Students who complete a WVC placement test will be able to:
• Identify what English, math, Reading and/or ESL courses they are eligible to take.

ASSOCIATED STUDENT GOVERNMENT
(408) 741-2006
westvalley.edu/stuact/as.html
West Valley College believes that participation in co-curricular student activities enhances and enriches the student’s education. Associated Student Government at West Valley College which annually elects its own administrative officers, student senators, and directors who are provided with practical leadership training and education in the functions of government and leadership. In addition, the Associated Student Body elects its own student trustee to the District Board of Trustees. The Student Senate is afforded a variety of opportunities to participate in various College-wide committees and task forces. All these activities serve to provide students with opportunities to participate in the shared decision and policy-making processes of the College.

Learning Outcomes
See Center for Student Involvement, Leadership, Volunteerism, Engagement & Resources (SILVER)

BOOK LOAN PROGRAM, THE GINNY ARAGON
(408) 741-2080
Funds are limited but available on a first come first served basis for students taking a minimum of 6 units. These funds are a loan which must be repaid. This activity is coordinated by the office of the Director of Enrollment Services located in the Admissions and Records building.

BOOKSTORE
(408) 741-2015
westvalley.bncollege.com
The Viking Bookstore is professionally managed by Barnes and Noble College Stores and is located in the WVC Campus Center. The bookstore stocks all required textbooks and supplies as well as WVC imprinted clothing and footwear, 20% off national campus bestsellers, Nook products, and a wide selection of beverage and snack items. We offer a rental option on many textbooks for substantial savings to our students, a year-round book buyback program in the store and easy online ordering for pick up or delivery through our website. To receive notices of our latest special offers, events and information “Like” us on Facebook at: facebook.com/westvalleybookstore.

CalWORKs PROGRAM
(408) 741-2098
westvalley.edu/services/academic-success/calworks/
If you are a student who receives CalWORKs/TANF (Temporary Assistance to Needy Families), you may be eligible to receive individual career and personal counseling, services and support to help you succeed in school and meet the requirements of your CalWORKs plan. The CalWORKs Program can assist you with child care, books and supplies, transportation and other needs. Work study jobs, tutoring and support groups are also available.

Learning Outcomes
After participating in the CalWORKs program, a student will be able to:
• Define personal and/or academic goals, short term or long term;
• Identify on and off campus resources.

CAMPUS SAFETY
(408) 741-2092
wvm.edu/police/
The West Valley/Mission College District strives to maintain a safe environment for students, faculty, and visitors to pursue educational objectives. However, a truly safe and secure campus can only be achieved with cooperation of all members of our college community. Please see the schedule of classes for further information on crime prevention.
The District takes great pride in being among the safest campuses in the South Bay area. A detailed campus safety brochure is available on request or at many on-campus student services locations. The West Valley/Mission College District Police Department submits monthly crime statistics to the Department of Justice. Current statistics are available from the Police Department and in the schedule of classes.

CAREER PROGRAMS CENTER
(408) 741-2098
westvalley.edu/careers/
The Career Programs Center, located in the Applied Arts and Sciences Building, Room 35, provides information on degree and certificate programs with career emphasis. Booklets and major sheets for career programs are available. To receive a packet of information on any career program, call or check our web site.

CHILD DEVELOPMENT CENTER
(408) 741-2409
westvalley.edu/services/childevcenter/
The Child Studies Department at West Valley College offers an early childhood program for children 2 to 6 years old. The Child Development Centers are open from 7:45 a.m. to 5:15 p.m. Children must be two years old prior to enrollment in the program. Students, staff, faculty and community families are eligible for the program. Tuition subsidy is available for low income families. Eligibility is determined based on family size, gross monthly income, and reason for 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.

COUNSELING CENTER
(408) 741-2009
westvalley.edu/services/counselingservices.html
The College maintains a Counseling Center staffed by competent, highly-trained and diversely experienced counselors, located behind Administration & Records. Counselors are also located in the Disability and Educational Support Program (DESP), Extended Opportunity Program and Services (EOPS), Educational Transition Program (ET - Adult Reentry), Career Programs Center, and at the P.E. Department.
The primary goal of the College’s Counseling Department is to provide opportunities for students to clarify their values and goals, to make decisions and develop self-confidence, self-direction and self-esteem. Toward this goal, the following programs and services are offered:

Academic Counseling
Academic counseling includes educational goal-setting, exploring educational options and opportunities, evaluating educational potential, and providing the student with clear, concise and up-to-date educational information.

Career Counseling
Career counseling provides the student with an opportunity for clarification and integration of career and educational goals, study of careers and life-styles, vocational and career testing, and presentation of resource speakers, special career counseling events and career decision making courses.

Personal Counseling
Personal counseling is provided on a limited basis to students who seek assistance in resolving personal, relational, self-identity, or health-related problems which are limiting or interfering with the student’s ability to successfully pursue a college education.
Career Development and Counseling Courses
A variety of counseling courses covers such topics as College Survival Skills, Careers and Lifestyle, Job Search Methods, Study Skills, Cross Cultural Perspectives, and a wide range of personal growth subjects including communication. The courses offer students an opportunity to explore academic, career and personal development within a structured group setting.

Learning Outcomes - Courses
After completing courses in Counseling, a student will be able to:
• Identify strategies for making wise choices, goal setting, taking responsibility, and thinking critically about life choices;
• Create a plan with long and short term goals to achieve their personalized educational and/or career goal.

Learning Outcomes - Services
After utilizing Counseling services, a student will be able to:
• Identify course selections for the next semester;
• Demonstrate an understanding of which general education pattern to follow, and how to access the major requirements needed to achieve their educational goal.

DISABILITY and EDUCATIONAL SUPPORT PROGRAM (DESP)
(408) 741-2010
westvalley.edu/desp/
The primary purpose of DESP at West Valley College is to facilitate the success of students with disabilities in classes and programs. A variety of services and special classes are provided in an effort to equalize educational opportunities for students as they move toward their educational or vocational goals. Course offerings are listed under Disability and Educational Support Program and Physical Education in this catalog.

Learning Outcomes
After completing one or more DESP program activities or services, a student will be able to:
• Specify, evaluate the benefits of, and access the program services and accommodations that relate to his or her disability.

Support Services
Support services are provided on an individual needs basis.
• Interpreters / RealTime Captioning
• Counseling
• Notetakers
• Alternate media / e-text
• Specialized equipment
• Readers
• Registration priority
• Mobility assistance
• Braille transcription
• Test-taking assistance

Counseling Services
Specialized counseling is available to assist students with the college application and registration process and to provide academic, career and personal counseling to aid student success.

Learning Disability Services
Assessment of learning problems and courses for students with learning disabilities are offered.

Adapted Physical Education
Physical education courses designed for students with disabilities are listed under Physical Education in this catalog.

DSPS Computer Lab
Computer assisted instruction and evaluation and training in the use of computer technology are available.

Mobility Services
An access tram is available on a limited basis to provide on-campus transportation.

DISTRICT POLICE
(408) 741-2092 West Valley College (Police office only)
(408) 299-2311 West Valley College (for non-emergency police officer response) 9-1-1 for emergency
wm.edu/police/
The West Valley/Mission District Police Department provides police patrols during class sessions, weekends, and holidays. The District Police have full state law enforcement authority identical to that of your local police and sheriff. Officers are responsible for a wide range of public safety services, including crime reports, traffic accidents, criminal investigations, and all other incidents requiring police assistance. District Police Officers maintain a mutual aid policy with the police of the city of Santa Clara and the Santa Clara County Sheriff's Department.

Distric Police Officers may be supplemented by non-sworn, uniformed Parking Enforcement Officers, who may assist with non-emergency situations, aids motorists, provide campus information, issue parking citations, direct traffic, and provide safety escorts and foot patrol services during evening hours.

Please see the schedule of classes for further information on campus safety, a drug free campus, and Student Right to Know: For further information regarding the District Police, parking, “Student Right to Know” and crime statistics, visit: wvcc.edu/police. “Student Right to Know” information is also available at the District Police Office.

EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOP&S) & COOPERATIVE AGENCIES
RESOURCES FOR EDUCATION (CARE)
(408) 741-2023
westvalley.edu/eops/
EOP&S offers educational and financial support services to students who have historically experienced language, social and economic barriers. Students must meet the state mandated educational and financial disadvantage criteria to be considered eligible. The intent, purpose, and resources of EOP&S are aimed at assisting students to achieve their academic and career goals.

CARE is a program designed to help single parent students succeed in college. CARE students must be at least 18 years of age and single heads of household. The student or their child, who must be under 14 years of age, must be receiving CalWORKS/TANF/AFDC.

All CARE students are also EOP&S eligible.

Services include:
• Book vouchers and grants
• Priority registration
• Academic, career and personal counseling
• Assistance with the transfer process
• University application fee waivers
• Additional tutoring hours

• Referrals to special programs and resources
• Peer advising
• Emergency loans
• Multi-cultural awareness and social activities

Students interested in further information are encouraged to visit or call the EOP&S Office at (408)741-2023.

Learning Outcomes
After participating in an EOP&S New Student Orientation, a student will be able to:
• Demonstrate social and personal responsibility by: attending counseling appointments, submitting academic progress early alert, developing educational plan with a counselor.

FINANCIAL AID - STUDENT
FINANCIAL ASSISTANCE
(408) 741-2024
westvalley.edu/finaid

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 student’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, Please call for more information.

How to Apply
To apply the student must complete the Free Application for Federal Student Aid (FAFSA) either on line at: fafsa.ed.gov or submit a paper application to the federal processing center. There are additional documents that may be required. Be sure to respond immediately to any requests made by the financial aid office.

Learning Outcomes
After accessing Financial Aid Services, a student will be able to:
• Complete the process of applying for a Direct Student Loan by attending an Entrance Loan session: Rights and Responsibilities, personal budget, amount to borrow, payment plans, deferment options and default consequences.

Financial Aid Programs
Federal Programs
Federal Pell Grant – Assists students to cover school related expenses.

Federal Supplemental Educational Opportunity Program (FSEOG) – Student must be eligible for Pell Grant and be enrolled in at least 12 units (full time).

Federal Work Study – Provides the opportunity to work on campus or off campus.

Federal Direct Student Loans

State Programs
California Dream Act
Effective January 1, 2013 AB 540 students are eligible to apply for the Board of Governor’s Fee Waiver for 2012-13 school year; and Cal Grants for the 2013-14 school year. Complete application instructions and the Dream Act Application are available online at: caldreamact.org.

Board of Governor’s Fee Waiver (BOGW)
The BOGW waives enrollment fees and a portion of the parking fees. Applicants must meet eligibility criteria (e.g. household size and income levels, etc.).
Visit westvalley.edu/financialaid/ to fill out a BOGW application and submit it to the financial aid office if the FAFSA has not yet been completed or you are not eligible to apply through the FAFSA form online.

California Grants (Cal Grants)
Cal Grant A - Pays for system wide fees at the University of California and the California State University; tuition and fees at Independent and Private Universities. Minimum GPA 3.0. This award cannot be received in a community college.

Cal Grant B – For disadvantage or low income students. Covers living expenses, books and supplies. Minimum GPA 2.0

Cal Grant C – Helps vocationally oriented students acquire marketable job skills within a short period of time.

Scholarship Program
The West Valley College Scholarship Program is administered by the Financial Aid Office, and funds are provided by West Valley College Scholarship and Development Fund (Pell Grant Program donors), the West Valley/Mission Colleges Foundation, and various organizations and individual donors. The online application is usually available in December, through mid February. The awards will be announced in May of the current academic year to be used the following academic year. (i.e., Feb. 2013 deadline for the 2013/2014 school year.) The Financial Aid Office also maintains information on various scholarships offered and administered by outside donors and organizations. Interested applicants should contact the Financial Aid Office for more information.

Veterans Administration Educational Benefits
Veterans enrolled at the College may be eligible for educational benefits under the Veterans Administration Educational Benefits Program. These benefits include a monthly educational allowance. Most, but not all, of the courses at the College are approved for payment of VA benefits. Interested veterans and/or eligible dependents are urged to call or contact the Financial Aid Office located in the Admissions and Records Building.

In addition to the academic standards outlined in the West Valley Catalog and West Valley Schedule of Classes, Veterans collecting educational benefits will be subject to the following academic standards of the Veterans Administration for continuing eligibility:
1. Must maintain a minimum of at least a 2.0 (C) cumulative grade point average in course work attempted.
2. Veterans failing below a 2.0 (C) cumulative grade point average will be given a maximum of two (2) semesters to correct the academic deficiency and bring their cumulative grade point average to at least the 2.0 (C) minimum requirements.
3. Veterans whose cumulative grade point average remains below 2.0 (C) for more than two (2) semesters will be allowed to pursue their educational goal but will not be certified for veteran’s educational benefits until such time as their cumulative grade point average is at least 2.0 (C) or higher.

FIRST YEAR EXPERIENCE
(408) 741-2054
The “First Year Experience” (FYE) program at West Valley College is a learning community designed for students who want to move forward with their college goals and who welcome additional support and guidance. FYE consists of students who, after taking the WVC Assessment, place into English 905, Read 961 and Math 103. The fall schedule consists of three classes as well as an English 990 lab and a Counseling 2 class. Most of the students in the program are recent high school graduates, but other interested students are welcomed. Classes are in a Monday – Thursday daytime schedule. This block schedule approach provides an opportunity to develop strong support and connections with other students, instructors and support services. FYE students receive the focused attention which contributes to college success. These integrated classes are a great way to learn about college while developing success oriented strategies leading to graduation and transfer.

Learning Outcomes
After participating in the First Year Experience, students will:
• Develop a Student Educational Plan with the goal of an associate degree, certificate and/or to transfer to a four year college or university.

FOOD SERVICES
(408) 741-2026
westvalley.edu/calendar/phone_hours/ wvm_cafe_menu.html
The Campus Center Café offers a variety of menu selections. These selections include hot breakfast, salad bar, Mexican cuisine, deli bar, grill, baked goods, snacks and beverages. Vending machines are located throughout campus and a coffee cart is available in the Campus Center and College Library.

HEALTH SERVICES
(408) 741-2027, Urgent Response Line X4000
westvalley.edu/services/health/
The College maintains a Student Health Service designated to facilitate the physical, emotional and social well-being of students to increase their potential for educational success.

Services include personal and crisis counseling, limited medical treatment, contraceptive counseling, screenings for blood pressure, vision, hearing, pregnancy and tuberculosis, health assessment, education and referrals to community resources.

Services are provided by a team of health professionals including registered nurses, mental health counselors, and consulting physicians. Special programs and activities are conducted to address issues related to sexuality, substance abuse, HIV and other high risk health concerns.

Telephone advice to off-campus students is available. In addition, students can get information at the following website: westvalley.edu/services/health

Learning Outcomes
After accessing one or more Health Services programs, services, and/or activities, a student will be able to:
• Locate and utilize the health services offered on campus.

HONORS
(408) 741-2614
westvalley.edu/services/academic-success/ counseling/honors.html
The Honors Program is one of West Valley College’s premier services that promote academic excellence and critical-thinking. The program’s primary mission is to create and maintain a course environment by promoting intellectual and creative development. Through an interdisciplinary academic approach, the Honors Program concentrates on three course-based themes: Civilizations of the World, Science: Inquiry and Applications, and Thought and Politics. Students have the option of enrolling in one, two, or three courses per semester depending on pre-requisites and corequisites. Counseling is also part of the Honors Program where students are provided with academic planning, personal guidance, and transfer application support.

Honors students who want to take advantage of the Transfer Alliance Agreement (TAP) Program to UCLA are required to complete general education courses, major preparation requirements, and competitive GPA to receive priority admission consideration. To qualify for the TAP Program, students must also complete six or more Honors courses (18 units) by the time they complete 60 or more transferable units.

To qualify for the Honors program, current students must earn a GPA of 3.25 or higher in at least 9 units of university transferable work at WVC. Complete English 1A with a grade of A or B or take 1A concurrently with your first semester of Honors courses and earn an A or B. Schedule an interview with the Honors Coordinator. To qualify as a high school student, students can apply to the program with a 3.5 High School GPA.

INTERCOLLEGIATE ATHLETICS
(408) 741-2017
westvalley.edu/wvcsports/
The College offers men’s and women’s sports at the intercollegiate level. West Valley College is a member of the Coast Conference and participates in football, water polo, soccer, basketball, track and field, baseball, softball, swimming, and volleyball. Students interested in participating and in learning about eligibility requirements may contact the Department of Physical Education and Athletics at West Valley College.

Learning Outcomes
After participating in Intercollegiate Athletics a student will:
• Demonstrate an understanding of the rules and /or assignment of the sport of participation;
• Demonstrate improvement in 3-5 skills specific to the participants sport;
• Demonstrate team commitment and team strategies to be successful.

INTERNATIONAL STUDENTS OFFICE
(In the Counseling Building)
(408) 741-2528
(408) 741-2694
(408) 741-4028
westvalley.edu/services/academic-success/ international/
The International Students Office facilitates the application process and the transition to studying in the United States. To be admitted to the college a student must achieve a minimum TOEFL score: 500 (paper based), 173 (computer based), or 61 (internet based). IELTS, ITESP and Step Eiken are also accepted in lieu of TOEFL. Please contact department for cut scores. The international student advisors hold orientations at the start of the semester to accclimate the students to the American Educational System and to review and assist students in registration. International student advisors assist currently enrolled international students with such concerns as academic matters, immigration regulations, and personal concerns.

Learning Outcomes
After accessing the services provided by the International Students Office, an international student will:
• International students will understand the responsibilities for the F-1 visa;
• International students will be able to make an educational plan for 1 semester.
LIBRARY SERVICES
(408) 741-2028
westvalley.edu/library/
The Library offers a wide variety of resources and services. These include reference assistance, orientations and classes in how to use the library and do research. Online databases and a library catalog are accessible 24/7. Internet stations and printing are available for course-related work. Wireless Internet access is also available.

The library collection includes books, periodicals, reference materials, online databases, e-books, and audiovisual media. Current students may use their student ID card to borrow materials from both the West Valley College and Mission College collections as well as the many Link+ consortium libraries. Library hours are posted at the front entrance to the Library and on the Library website: westvalley.edu/library

Learning Outcomes
After completing an orientation a student will be able to
• Gather, evaluate, organize and use information in order to successfully complete research projects.

MIDDLE COLLEGE PROGRAM
(408) 741.4643
wvc.middlecollege@westvalley.edu

The Middle College Program is a joint venture with the Campbell Union High School District and the Los Gatos – Saratoga Joint Union High School District. The program is a high school alternative for juniors and seniors from these two high school districts. It offers students with college potential the opportunity to complete their high school requirements on the West Valley campus. The Program empowers students by giving them choices and treating them as adults. Designed to provide a supportive yet challenging adult setting, the program enables students to take college level courses while completing high school graduation requirements. This new academic environment will provide students with an opportunity to stimulate their academic development and spark their quest for learning.

For Information contact the Middle College Office at (408) 741.2529 or wvc.middlecollege@westvalley.edu

Learning Outcomes
After completing one semester in the Middle College Program, students will be able to:
• Utilize the student portal to register, access grades and read campus notifications
• Select appropriate college courses that will meet high school graduation requirements and GE requirements
• Demonstrate knowledge of campus support services

OFFICE OF STUDENT DEVELOPMENT/CAMPUS CENTER
(408) 741-2025
westvalley.edu/stuart/campuscenter/

The Campus Center is the heart and information hub of the campus community and serves as the welcoming “living room” environment for students, faculty, and staff. The Center houses a variety of student support services including, the Campus Information Desk, Event Center, Coffee House, Student and Faculty Dining, Viking Bookstore, Art Gallery, Global Citizenship Center, Associated Student Government, Veterans Resource Center, TRIO, Center for Student Involvement, Leadership, Volunteerism, Engagement & Resources (SILVER) as well as many indoor and outdoor conference and meeting room venues.

CENTER FOR STUDENT INVOLVEMENT, LEADERSHIP, VOLUNTEERISM, ENGAGEMENT & RESOURCES
(408) 741-2006

Focused on student support and retention, the SILVER Center promotes student involvement and civic engagement through campus events and service learning activities sponsored by the Event Program Board as well as leadership development via student clubs and organizations. Opportuni-
ties for student involvement include participation in student events, student employment on the Event Program Board, student leadership in our campus Associated Student Government, Inter-Club Council, or with over 35 student clubs on campus. Students are able to complete “community service” hours as part of their required coursework with the SILVER Center.

Learning Outcomes
With a goal of reaching more students with opportunities to engage, integrate, and affiliate with WVC through activities the student Program Board purposely plans and executes activities that develop the whole student. As a result of their student employment on the Program Board, students will be able to:
• The student leader will be able to demonstrate dependability, reliability, and accountability;
• The student leader will be able to assess his or her knowledge, skills, and abilities to play, coordinate, and implement events and activities for the college.

OUTREACH
(408) 741-2672
westvalley.edu/or/

The Outreach team at West Valley College serves prospective students and existing students by introducing them to information and resources that will help improve their college experience and help eliminate obstacles to educational opportunity. We share information on college planning, admission requirements, degree and certificate programs, guaranteed transfer programs, financial aid, campus life, student services, and much more. Campus tours and high school visits are arranged through the Outreach Office.

Learning Outcomes
After participating in outreach services and/or activities, a prospective student will be able to:
• Demonstrate knowledge about the California systems of higher education and independent colleges and universities, including admissions requirements, transfer agreements, costs, scholarships and financial aid, and student support services;
• Demonstrate knowledge about the community college system and determine which community college meets his or her academic goal;
• Identify the benefits of higher education and evaluate the appropriateness of each educational option.

PURCHASE REGULATIONS
(408) 855-5435
westvalley.edu/parkinginfo/

A valid student or staff parking permit is required to park on campus. Student and Staff parking permit requirements are enforced seven (7) days a week between 7:00am and 10:00pm. Parking areas specifically marked for disabled parking, red zones, loading zones, time zones and other restricted areas are enforced everyday, 24-hours a day. Overnight parking is prohibited without prior authorization from the District Police Department. Vehicles left overnight without authorization from the District Police may be towed at owner’s expense.

 Semester-length student parking permits may be purchased at the Admissions and Records Office or online at westvalley.edu from any computer. Please have the vehicle make, model, color and license plate number available when you place your order.

Daily permits may be purchased at any of the daily permit dispensers located in each of the student parking lots. All daily permit dispensers will accept $1.00 bills, quarters, dimes and nickels. To be valid, all parking permits must be properly displayed on the inside lower left corner (drivers side) of the front dashboard. To be valid, the permit must be displayed the permit number and expiration date must be clearly visible from the outside of the vehicle. Improper or non-display of a permit will result in a parking citation.

Purchase and/or possession of a permit does not transfer the responsibility of the driver to properly park the vehicle and display a valid and authorized permit. Vehicles with car covers are no exception. Failure to properly display a permit will result in a citation. Visitor parking (30 minute limit) is available, free of charge, in designated spaces in parking lot 5. Motorcycles/motor scooters are prohibited from parking in spaces designated for four-wheel vehicles. Designated motorcycle parking is available in parking lots 2, 5, 7. No parking permit is required for motorcycles parking in designated motorcycle parking areas. Disabled parking–All drivers who are disabled (as defined in the California Vehicle Code Section 295.5) and use a designated disabled parking stall must display a valid placard or specialized license plates issued by the California Department of Motor Vehicles. Failure to display a valid placard or plate will result in a citation and fine of $280. Special parking and loading-Students or Staff members who have special parking or loading needs must contact the District Police in advance. Business cards or notes left on the vehicle are not acceptable and a citation will result. No warnings are issued. This parking information was accurate at the time of publication. However, due to changes in legislation, procedure, or policy, these regulations or procedures are subject to change without written notice. This is a summary of District Parking Policies. Detailed information is available at the Police Business Office or online at: wvm.edu/group.aspx?id=2435

PUENTE PROJECT
(408) 741-2102
westvalley.edu/la/english/PUENTE/index.html

The Puente Project is a year-long program that prepares students to complete academically in a university environment. It emphasizes the Mexican-American/Latino experience through English writing, counseling, and mentoring components. The Puente Program integrates:
• Two-semester English 905 & 1A linked classes.
• Two semester Counseling classes.
• Individual academic, personal, and career counseling.
• Transfer information, university tours, student motivational and transfer conferences, and assistance with the transfer process.
• Personal mentor relationships with professionals from the Mexican-American/Latino community.
Learning Outcomes
Through participation in the Puente Project, a student will:
• Develop a Student Educational Plan with the goal to transfer to a four year college or university.

Working together as a Puente team, an English instructor and a college counselor join with students to establish a foundation for the students’ academic and professional success.

The program starts in the fall semester and runs through spring semester. This program is only intended for students who are planning to transfer, are enthusiastic and committed to learning about the Mexican-American/Latino experience, and would like to become involved in extracurricular activities (meetings, trips, tours, and worksite visits). For additional information and/or to join Puente, please contact Melissa Salcido at (408) 741-2102 or melissa.salcido@westvalley.edu

SAFETY SERVICES & ASSISTANCE
(408) 741-2092
wmw.edu/police/
The District Police will provide you with assistance and investigate thefts, assaults, harassment, or other crimes. Printed information on crime prevention, substance abuse, and personal safety are available to you at no charge.

Safety escort services are available at both campuses at no charge by calling the District Police Business Office (741-2092).

SUCCESS
(408) 741.2608
SUCCESS is a counseling, instruction and mentoring program that emphasizes the African American experience and builds community among students. The program focuses on implementing West Valley Colleges’ Strategic Goals. For additional information and/or to join the Success program, please contact Carolyn Nash at (408) 741.2608 or carolyn.nash@westvalley.edu

The SUCCESS program:
• Offers linked English 905 and 1A courses, Counseling 5 and 12C.
• Encourages enrollment in History 12, English 12 and Counseling 50.
• Provides students with college, peer and community mentors.
• Connects students with support services on campus and at transfer institutions.
• Provides cultural events, social outings and visits to transfer institutions.

Learning Outcomes
After participation in courses and activities in the Success Program, a student will be able to:
• Develop a Student Educational Plan with the goal of an associate degree, certificate and/or to transfer to a four year college or university.

TRANSFER CENTER
(408) 741-2040
westvalley.edu/services/transfercenter/
The Transfer and Career Center is located in the Counseling building. The Center provides resources for students who want to transfer to 4-year schools and tools to assist with their major and career exploration.

Transfer Center Resources
• Free UC and CSU application workshops;
• Access to online tools that outline the courses and requirements necessary to transfer;
• Information regarding TAGs (Transfer Admission Guarantees) to UC, CSU, and Private Universities;
• Handouts that outline the UC & CSU GE requirements.
• An annual Transfer Day that hosts over 40 college and university representatives (every fall semester)
• Campus visits from four-year universities (including individual appointments with university representatives)
• Counseling appointments available

Career Center Resources
The Center hosts a career resource library which includes a collection of books, articles, catalogs, and computer-based materials to assist students in exploring career options. The Center also subscribes to EUREKA, a computerized up-to-date library of occupational and educational information.

Learning Outcomes
Through participation in Transfer Center activities, students will be able to:
• Students will be able to identify appropriate 4-year institutions that can help them meet their transfer goals;
• Students will be able to access and complete all steps of the admission process to 4-year universities;
• Students will be able to identify transfer resources and utilize transfer services.

TRIO STUDENT SUPPORT SERVICES
(408) 741-2022
westvalley.edu/trio/
The West Valley TRIO program is a federally funded program, focused on increasing the graduation and transfer rates for low-income, first generation and/or disabled students by providing support and resources to assist students in attaining their academic and career goals.

Services provided include:
• Personal, career and academic counseling
• Priority registration
• Additional tutoring services
• Financial aid and Scholarship assistance
• College visits
• Workshops on transfer, career, and financial literacy

Please call (408)741-2022 for additional information and/or visit our website at westvalley.edu/trio/

Learning Outcomes
After participating in the TRIO program for two semesters
• Student’s will develop a complete educational plan with either certificate, AA/AS and or transfer requirements;
• Student’s will report an improvement of their knowledge of transfer information;
• Student’s will report an improvement in their knowledge of financial literacy.

TUTORIAL SERVICES
(408) 741-2038
westvalley.edu/labs/tut.html
Tutoring is available, without charge, to West Valley College students. The service is provided by trained, qualified, students and professionals who have been recommended by faculty. Students are tutored in a drop-in, group, or individual environment depending on subject of interest. Most subjects are available. Students must be currently enrolled at West Valley college in the subject for which they request help. Study groups are welcomed and encouraged. To sign up for tutoring, come to the Tutorial Services office, or visit: westvalley.edu/ss/tutor/tutee.html

Qualified students may become paid tutors by applying at the Tutorial Services office.

Learning Outcome
After accessing tutorial services, a student will be able to:
• Demonstrate skills and characteristics of a self-directed learner.

WORK EXPERIENCE
(408) 741-2098
westvalley.edu/careers/workexperience.html
Students can enroll in either “General” Work Experience, which will develop general job skills, vocational awareness, and understanding of successful employment, or “Occupational” Work Experience, which is directly related to the student’s field of study. Learning objectives are set up with a Faculty Advisor, and units are transferable to CSU and many private colleges.

Learning Outcomes
After competing units in Work Experience, a student will be able to:
• Demonstrate personal and professional standards for responsibility, honesty, and decision-making;
• Demonstrate verbal and written communication skills;
• Set and manage priorities;
• Employ technology to enhance educational and career opportunities;
• Demonstrate interpersonal skills in various settings;
• Demonstrate flexibility and be adaptive to changing demands;
• Apply academic skills and concepts to the workplace.

CATALOG DISCLAIMER
All information contained in this 2013-2014 catalog is current as of 7/6/13. 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.
Cabinet

CHOW, FRED, 2001
Dean, Information Technology and Services
B.A., Accounting, University of Hawaii; M.B.A., Information Systems, San Francisco State University.

DAVIS, BRAD, 2012
President
B.A., Psychology, Gannon University, Erie, Pennsylvania; J.D., Syracuse University College of Law, Syracuse, New York

FENTON, J. PATRICK, 2012
Vice President of Administrative Services, Interim
B.S.C. in Accounting, Santa Clara University; M.B.A., Santa Clara University.

HAY, KUNI, 2011
Vice President, Instruction
B.A., Speech and Communication, University of Hawaii, Manoa; M.A., Human Development, Boston College.

HINDES, VICTORIA, 2009
Vice President, Student Services
B.A., English, California State University, Chico; M.A., English, California State University, Chico; Ed.D., International and Multicultural Education, University of San Francisco.

KASHIMA, STEPHANIE 2002
Dean, Instruction and Student Success
B.A., English Literature, New York University; M.A., Applied Linguistics, University of Wisconsin.

Economic Development Managers

CONROY, MAE, 2001
Program Manager, CalWorks Program
M.S.W., San Jose State University

ERICKSON, DONNA, 2006
Program Manager, Foster Kindship Care Education
Certificate, Childbirth Education Instructor, Mission College; Nursing Diploma, Mt. Sinai Hospital School of Practical Nursing, Miami Beach; B.A., Health Services Administration, Saint Mary's College of California; M.A., Counseling, University of San Francisco.

ESMAILI, DAVID, 1998
Program Manager, Advanced Transportation Technologies
B.A., Political Economy of Natural Resources, University of California at Berkeley; Additional graduate work: Environmental Studies, San Jose State University.

Faculty

AITKEN, SALLY S., 1989
Instructor Fashion Design and Apparel Technology
B.S., Design, University of California, Davis; Professional Certification with the Academy for Leadership Training and Development. Additional graduate study, University of Nebraska, Lincoln.

ALLEN, GREGORY, 1999
Instructor in Mathematics
B.S., Mathematics, San Jose State University; M.A., Mathematics, San Jose State University.

ANTHONY, ROBERT, 2000
Instructor in Digital Media

ARNOLD, KATHY, 2005
Instructor in Art
B.F.A., Phi Kappa Phi, University of Kansas, Lawrence, Kansas; M.F.A.; Art; Honors, University of Kansas, Lawrence, Kansas.

AUFHAUSER, KIM, 1991
Instructor in Park Management
B.S., Wildlife Management, Humboldt State University, M.A., Experienced-Based Leadership Training and Program Development, Prescott College.

BANGLE, ANGELICA, 1993
Counselor/Instruction Honors Program
B.S., Organizational Behavior, University of San Francisco; M.A., Counseling, San Jose State University; Ed.D., Educational Leadership and Change, Fielding Graduate University. Additional doctoral study, Organization and Leadership, University of San Francisco.

BARTA, GAIL ANN, 1991
Instructor in English as a Second Language
B.A., French, Eastern Illinois University; Diplome Annuel, University of Paris; MATESL, University of Illinois, Champaign-Urbana; Certificate in Management Effectiveness, University of Southern California.

BAUTISTA, JOSE, 2004
Instructor in Psychology
B.A., Psychology, San Jose State University; M.A., Psychology, San Jose State University.

BERLANI, ROBERTA, 1993
Instructor in Biology
B.S., Biology, Yale University; Ph.D., Biological Sciences, Columbia University.

BOUDREAUX, PAULETTE, 1996
Instructor in English
B.A., Journalism, Northeastern University, Boston; M.F.A., English and Creative Writing, Mills College.

BOWERS-GACHESA, WENDY, 1999
Instructor in Nutrition Studies
B.A, General Studies (BGS), University of Michigan; Master of Public Health Nutrition (MPH), University of North Carolina, Chapel Hill; Registered Dietitian (RD), American Dietetic Association.

BRICHKO, ANNA 2004
Instructor in French
B.A., French and German, M.A., French and German, Ph.D., Linguistics, Moscow University, Russia. Linguistic studies in France.
BRUECKNER, HEIDI, 2000
Instructor in Art
B.A., Art History and B.A. Studio Art, University of California at Santa Cruz; M.F.A., University of Kansas.

BULUT, CIDDEM, 2006
Instructor in Interior Design

BURRILL, LEIGH, 2004
Instructor in English
B.A., Philosophy and Women's Studies, University of California, Los Angeles; M.A., Literature and Composition, San Francisco State University; additional graduate study at the University of California, Santa Cruz.

BUTCHER, ALYSON, 2001
Instructor in Mathematics
B.S., Mathematics, Sonoma State University; M.S., Statistics, Oregon State University.

BYERS, MICHAEL, 1998
Counselor/Instructor
A.A., Liberal Arts, Orange Coast College; B.A., Journalism, Public Relations Emphasis, Humboldt State University; M.S.W. Master of Social Work, Clinical Concentration, Children, Youth and Families Emphasis, San Diego State University. Licensed Clinical Social Worker.

CALLNER, JAMES, 1986
Instructor in Theatre Arts
B.A., Radio/TV/Film, M.A., Theatre Arts, San Jose State University. Additional study at San Francisco State University.

CARDENAS, ALICIA, 2008
Counselor
B.S., Administration of Justice and Minor, Sociology, San Jose State University; M.A., Counseling Education, San Jose State University.

CAREY, KELLY, 1996
Instructor in Digital Media/Internet Services
B.A., Organizational Behavior, MHROD, Organizational Development, Ed.D, Organizational Leadership/Pacific Leadership International, University of San Francisco.

CASTELLO, RANDY, 1986
Instructor in Accounting
B.S. and M.S., Accounting, University of Wyoming.

ChALLAS, JASON, 2005
Instructor in Art
B.A., Special Major, Computers in Fine Art and Music, SJSU, M.F.A., Computers in Fine Arts from San Jose State University.

CHIN, BRAD, 1999
Instructor in Mathematics
B.A., Applied Mathematics, University of California, Berkeley, Ph.D, Applied Mathematics, University of California, Berkeley.

CIRAUOLO, DON, 1995
Instructor in Philosophy
B.A., Philosophy and English, San Jose State University; M.A., Philosophy, San Jose State University.

CISNEROS, REBECCA, 1999
Instructor in English
B.A., English, St. Mary's College; M.A., English, University of Vermont.

CLARK, PAULINE, 1987
Counselor/Instructor
B.S., Home Economics Education, Texas Technological University; M.A., Marriage, Family, and Child Counseling, Santa Clara University; Licensed Marriage, Family, Child Counselor; Certificate, Drug and Alcohol Studies, San Jose State University; additional graduate study, University of California, Santa Cruz; San Jose State University.

CLAY, WHITNEY, 2004
Instructor in Reading
B.A., Comparative Literature, U.C, Santa Cruz; M.F.A., Film Production, Ohio University; M.A., English with a concentration in Composition, San Francisco State University; Certificate, Teaching of Post-Secondary Reading, San Francisco State University.

CLAY, WILLIAM, 2004
Instructor in Theatre Arts
B.A., Film & Video, Middlebury College; MFA, Film Production, Ohio University.

COLSON, JUDITH, 1995
Instructor in DESP Learning Specialist
A.A., Social Science, Canada College; B.A., Liberal Arts, California State University Chico; M.A., Education with emphasis in Special Education, Santa Clara University.

COGNETTA, FREBA, 2012
Transfer Counselor/Articulation Officer
B.A. Sociology Cal State East Bay; M.S. Counseling with an emphasis in College and Career, San Francisco State University

CORNEJO, ROBERT, 2002
Instructor in Music
B., Music Composition, University of British Columbia; Professional Development Program, Teacher Certification, Simon Fraser University; M. Music, Choral Conducting, Central Washington University. Additional graduate studies in Orchestral Conducting, Orchestration, Theory and Composition at McGill University, Montreal.

CROSBY, ANNE, 2001
Lab Faculty Specialist, Disability and Educational Support Program
B.A., History, Oberlin College; B.A., East Asian Studies, Oberlin College; MIS, Information Science Indiana University at Bloomington.

CRUMLEY, MAXWELL, 1991
Instructor in Photography/Lab Faculty Specialist
M.A., Instructional Technology, San Jose State University.

CRUZ, CHRISTOPHER, 1998
Instructor in Park Management
B.A. Spanish Culture and Civilization, Indiana University; M.A. Environmental Studies, Prescott College; Additional graduate work in Public Administration, Florida International University; 26 years as National Park Resource Protection Ranger (EMT); 2 years with Miami-Dade County Parks; ESRI Authorized Instructor ArcGIS I.

CRYER, CHRISTOPHER, 1997
Instructor in Art

CUTTLER, NICOLE, 2010
Instructor in English
B.A., English Literature, University of California at Berkeley; M.A., English Composition, San Francisco State University; Teaching of Post-Secondary Reading, San Francisco State University.

DAVIS, BILL, 2012
Instructor in English
B.A., English, University of Colorado at Boulder; M.A., English, Claremont Graduate University; Ph.D., American Lit and Culture at Claremont Graduate University.

DAVIS, HEIDI, 1999
Instructor in Physical Education
B.S., Animal Science, Cal Poly, San Luis Obispo; M.A., Kinesiology, San Jose State University; Ed.D., Educational Leadership and Change, Fielding Graduate University. Health Fitness Instructor and Group Exercise Leader Certifications, American College of Sports Medicine.

DE LA ROSA, LOU, 2004
Instructor in Music
B.A., Music - Voice, San Jose State University; M.A., Music - Choral Conducting, San Jose State University.

DEDEN, TOM, 2002
Instructor in Sociology
B.S., Business Administration, University of Southern California; M.A., Sociology, University of Michigan, Ann Arbor.

DIAMOND, HEIDI, 2004
Instructor in Business
B.S., Industrial and Labor Relations, Cornell University; M.B.A., Business Administration and Policy, Baruch College; additional graduate study, New York University.

DUNDURS, KARINA, 1996
Instructor in Computer Applications
B.S., Business Management, University of San Francisco.

DYER, CHRIS, 2010
Instructor in Mathematics
B.S., Mathematics, University of California, Davis; M.S., Mathematics, University of California, Davis and California State University, Northridge; additional graduate work in Applied Math and Statistics, University of California, Santa Cruz.

EHLERS, GRETCHEN, 2006
Instructor in Mathematics
B.A., Mathematics, Pomona College; M.A., Education, Stanford University; M.A., Mathematics, San Jose State University.

EITELGEORGE, SCOTT 2008
Instructor in Physical Education, Basketball Coach
B.A., History, St. Mary's; M.A., Health, Physical Education & Recreation, St. Mary's.

EPPERSON, DOUGLAS, 2004
Instructor in Physics
B.S., Physics, Sonoma State University; M.S., Physics, San Francisco State University; Ph.D., Physics, University of California, Santa Cruz; Research in High Energy, Particle Physics, HERA Accelerator, Hamburg, Germany. Taught Physics at Cal Poly, San Luis Obispo.

FARRELL, MEG, 2004
Instructor in Communication Studies
B.A., Speech Communication with Minor in Broadcast Journalism, San Diego State University; M.A., Communication Studies, San Jose State University.

FENTON, J. PATRICK, 1983
Instructor in Computer & Information Systems
B.S.C., Accounting, Santa Clara University; M.B.A., Santa Clara University.
FINCH, JEAN
Counselor, Disability and Education Support Program
B.S., Education from Kutztown State College in Pennsylvania and an MA, Counseling Psychology (concentration Marriage Family and Child Counseling) from the College of Notre Dame in Belmont.

FOREHAN, JEFF, 2005
Instructor in Music
M.A., Music w/ Emphasis in Recording Arts & Electronic Music, California State University, Chico; B.A., Music ‘With Distinction’ Sonoma State University; Additional Music Study; Dick Grove School of Music; Diploma: Composition and Arranging Program; Additional Music Study; Berklee College of Music

FRANCIS, MICHELLE ANDERSEN, 2011
Instructor in Reading
B.S. Communications Education/Spanish Minor, Miami University, Oxford, OH; M.A. Reading Education, University of Georgia, Athens, GA; Ph.D., Teaching and Learning, Capella University Minneapolis, MN.

GAIERO, KRISTINA, 1999
Instructor in Health Care Technologies
A.S., Medical Assisting, Fresno City College, B.A., Health Services Administration, Saint Mary’s College of California; Ed.D., Educational Leadership, Saint Mary’s College of California.

GALLARDO, LETICIA 2007
Instructor in Biology
A.A., Natural Sciences, A.A., Liberal Arts and Sciences, College of Marin; B.S., Integrative Biology, University of California, Berkeley; M.S., Biology, Arizona State University.

GARCIA-SCHEPER, MARIA 1999
Counselor
B.S., Business Administration, concentration in Management; San Jose State University; M.A., Counseling Education, San Jose State University.

GEARY, MICHELLE, 2004
Instructor in Biology
B.A., Biology (Botany concentration) Sonoma State University; Ph.D., Plant Biology, University of California, Davis.

GEORGE, FRED, 1996
Instructor in Computer & Information Systems
B.S., Engineering with an emphasis in Computer Science, San Jose State University; M.S., Engineering, Santa Clara University.

GERZANICS, JANINE, 2000
Instructor in Journalism/English

GHARRAMANI, SOROUSH, 2006
Instructor in Architecture, Department Chair
Master of Architecture, Ph.D., Monument Restoration, University of Rome “La Sapienza” Rome Italy; Licensed Architect in Italy; International Member of the AIA.

GHODRAT, NANCY, CPA, 2005
Instructor in Accounting
M.S., Taxation, San Jose State University; B.S., Business Administration (Accounting), Phi Kappa Phi, San Jose State University; California Certified Public Accountant (CPA).

GOLAW, TINA, 1999
Instructor in English
B.A., English, Santa Clara University; M.A., American and British Literature with a minor in Jewish American and Holocaust Literature, Kansas State University; Credential in Technical Writing, Kansas State University.

GOLBETZ, TOM, 1996
Counselor
B.A., Psychology, UC Santa Barbara; M.A., Counseling, San Diego State University; additional graduate study, University of California, San Diego.

GRAY, DULCE, 2004
Instructor in English
B.A., English and Secondary Education, Lehman College; M.A., English, City University of New York; Ph.D., English, Indiana University, Bloomington.

GUTIERREZ, NICHOLA, 2005
Instructor in Political Science

GUZMAN, RON, 2002
Instructor in Art
B.A., Studio Art/Art History, Sonoma State University; M.A., Pictorial Arts, San Jose State University; M.F.A., Pictorial Arts, San Jose State University.

HACKWORTH, CHERYL, 2006
Instructor in Biology
B.S., Molecular, Cell, and Developmental Biology, UCLA; Ph.D., Plant and Microbial Biology, UC Berkeley.

HANDE, LARRY S., 1985
Instructor in Mathematics
B.S., Mathematics, Harvey Mudd College; M.A., Mathematics, Claremont Graduate School.

HANNINGAN, JOHN, 2002
Instructor in Communication Studies
A.A., Liberal Arts, West Valley College; B.A., Communication Studies, San Jose State University; M.A., Communication Studies, San Jose State University; Ph.D., Organizational Management, Capella University.

HARRIS, LENORE, 2002
Instructor in English
B.A., Social Science, University of California, Berkeley; M.A., Writing, University of San Francisco.

HARRISON, BLAINE, 1998
Instructor in Chemistry
B.S., Bio-Chemistry, Cal Poly State University (San Luis Obispo); Ph.D., Chemistry, University of California, Santa Cruz; additional graduate work, Sacramento State University.

HASTY, JOE, 2003
Instructor in Geography
B.A., Geography and History, Chico State University; M.A., Geography, San Jose State University.

HENDERSON, JIM, 2001
Instructor in Business and Accounting
B.A., Accounting, San Francisco State University; a Community College teaching credential, and 34+ years experience in business.

HERNANDEZ, LETICIA SANCHEZ-MENDOZA, 1993
Counselor and Instructor
B.A., Biological Sciences, Santa Clara University and San Jose State University; California Community College Teaching Credential (Basic Education), U.C. Berkeley; M.A., Counselor Education, San Jose State University.

HOPKINS, STACY, 2005
Instructor in Paralegal
B.S. Political Science California University Chico; J.D. Santa Clara University School of Law.

HOTTA, LESLIE, 1996
Instructor in Child Studies
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.

HURD, DIANE TSUKAMOTO, 1993
Instructor in Interior Design

JAVAN, FARANEH, 1999
Instructor in Health Care Technologies
M.D., Tehran University, Tehran, Iran.

JOHNSON, ELISE, 2005
Counselor, TRIO Director
B.S. Psychology, James Madison University, Virginia, M.Ed., Counseling, University of Virginia.

JUAREZ, STEPHEN, 2002
Instructor in History
A.A., History, Riverside Community College; B.A. European History, University of California, Riverside; M.A. European History, University of California, Berkeley; ABD, U.S. History, Stanford University; additional graduate study in European, U.S. Labor Intellectual History at Yale University.

KAAZ, LISA, 1999
Coordinator, Distance Learning; Instructor in Computer Applications
B.S., Organizational Management, University of San Francisco; M.A., Instructional Technology, San Jose State University.

KALIVITIS, VASILIUS, 2004
Instructor in English
B.A., English and minor in Mass Communications/Journalism, Fresno State University; Theatre and Literature Studies Abroad, London, England; M.A., English Literature, San Jose State University; Certificate in designing and teaching online courses, California Virtual Campus.

KAMBEITZ, GUS, 2002
Instructor in Music
B.A., Jazz Performance (bass), San Jose State University; M.A., Jazz Composition, Washington State University; additional graduate study, Washington State University, University of Miami.

KEA, JANIS Y.F., 2002
Instructor in Economics
B.A. with Distinction, Economics, University of Hawaii, Manoa; M.A., Economics, University of Hawaii, Manoa; Ph.D., Economics, University of Hawaii, Manoa.

KELLER, TIINA, 2005
Instructor, Fashion Design and Apparel Technology
A.A., Fashion Design and Textile Arts Hame Polytechnic Wetterhoff, Hameenlinna Finland; B.S., Fashion Design and Textile Arts Hame Polytechnic Wetterhoff, Hameenlinna Finland; College Teaching Credential.
KELLY, JON TIMOTHY, 2002  
Instructor in History and Political Science  
B.A., History, University of California, Irvine; M.A., U.S. Area Studies (Politics and Foreign Policy), Institute of United States Studies, University of London; Ph.D., U.S. History, University of California, Irvine.

KERWIN, JENNIFER, 1996  
Instructor in Physical Education, Soccer Coach  
B.S., Physical Education and Athletic Training, Canisius College, Buffalo, New York; M.S., Physical Education and Health, University of New Mexico.

KIM, YANGHEE, 1997  
Librarian  
B.A., Education, Yonsei University (Seoul, Korea); M.L.S., Library Science, Kent State University.

KINDON, ANDY, 2004  
Instructor in Anthropology  
B.A. with Distinction, Anthropology, Kenyon College; M.A., Anthropology, University of California, Los Angeles; Ph.D., Anthropology, University of California, Los Angeles.

KNIGHT, CAROL, 1990  
Instructor in Physical Education  
B.S., Kinesiology and Physical Education, California State University, Hayward. California Community College Instructors Credential.

LERMA, JESS, 2004  
Instructor in English  
B.A., English Literature and Chicano Studies, University of California, San Barbara; M.A., English Literature, California State University, Fresno.

LILY, JANE, 2004  
Instructor in Interior Design  
B.Sc., Design with Interior Design Concentration, University of California at Davis; Master of City and Regional Planning - Urban Design Option, College of Architecture and Environmental Design, California Polytechnic State University.

LIN, LUNG YEE, 2004  
Instructor in Physics  
B.S., Physics, National Taiwan Normal University, Taiwan; M.S., Physics, State University of New York, Albany.

LIU, SAM, 2006  
Instructor in Economics  
B.A., Economics, Princeton University; Ph.D., Economics, Massachusetts Institute of Technology.

LOPEZ, ROBERT, 2000  
Instructor in Geology  
A.A., General Studies, Palomar Community College; B.S., Geology, California State University, Hayward; Ph.D., Earth Sciences, University of California, Santa Cruz; additional graduate study, the University of New Mexico, Albuquerque; Post-doctoral work at Universidad Nacional Autonoma de Mexico and University of California, Santa Cruz.

LOUDERBACK, PATRICIA, 2001  
Instructor in Health Education  
B.S., Health Science, California State University, Northridge; M.P.H., San Jose State University; Registered Physical Therapist (PT), American Physical Therapy Association; Certified Health Education Specialist (CHES), National Commission for Health Education Credentialing.

LOWRY, JULIE, 1976  
Instructor in Physical Education  
B.A., Physical Education (Dance Emphasis), San Francisco State University; M.A., Theatre Arts – Dance, San Jose State University.

MADUX, FAUN, 2010  
Instructor in Mathematics  
B.A., Mathematics, San Jose State University; M.S., Mathematics, San Jose State University.

MAIA, JULIE, 1990  
Instructor in English  
A.A., Language Arts, Laney College; B.A., M.A. and Ph.D (ABD), English Literature, University of California, Berkeley. Postgraduate study at Stanford University, San Jose State University, University of California, Santa Cruz, Towson University and University of the West Indies, Barbados.

MALMUTH-ONN, ANN, 1981  
Coordinator, Honors Program  
B.A., Physical Education and Dance, Stanford University; M.A., Education-Dance, Stanford University; additional graduate study, Tel Aviv University, University of California, Santa Cruz.

MATHIESON, PEGGY, 2004  
Instructor Paralegal  
B.A., Psychology, Pennsylvania State University; J.D., Hastings College of the Law.

McCANN, STEVEN, 1997  
Instructor in Physical Education  
B.S., Business Administration with a concentration in Accounting, San Jose State University; M.A., Physical Education with a concentration in Biomechanics, San Jose State University.

McGINLEY, LEANN, 2001  
Assessment Coordinator  
B.A., Psychology, Goucher College; M.A., Psychology, University of Delaware; Ed.D., Organization and Leadership, University of San Francisco; additional graduate study at California State University, Hayward.

McINTOSH, JEAN, 2002  
Instructor in Digital Media/Internet Services  
B.A., Sociology, University of Saskatchewan, Canada; B.F.A., Digital Graphics, CSU East Bay; M.A. Liberal Arts, Stanford University.

MENDELSOHN, BENJAMIN MARK, 1998  
Instructor in Astronomy  
Director of the Planetarium  
B.S. Electrical Engineering and Computer Science, University of California at Berkeley; M.S. Aeronautics and Astronautics Engineering, Stanford University; CFI & AGI, Federal Aviation Administration; additional graduate study in Mechanical Engineering, Santa Clara University, Planetarium Professional, Alexander F. Morrison Planetarium at the California Academy of Sciences, Charles F. Hagar Planetarium at San Francisco State University; Holt Planetarium at the Lawrence Hall of Science; Minolta Planetarium at De Anza College.

MILLER, CHERYL, 1995  
Director of DESP, Learning Specialist  
B.A., Speech Pathology and Audiology, University of Vermont; M.A., Speech and Language Pathology, Northwestern University.

MILLS, MARYANNE, 2004  
Librarian  

MIN, KYUNGH (KAE), 1995  
Instructor in Fashion Design & Apparel Technology  

MOORE-WINES, KATHERINE, 2001  
Instructor in Child Studies  
B.S., Education, Child and Family Studies, Bowling Green State University, Bowling Green, Ohio; M.A., Human Development, Mermil-Palmer Institute of Wayne State University, Detroit, Michigan; Additional graduate study, Pacific Oaks College.

MORA-EVANS, MARTA, 2002  
Counselor/CalWORKS Program Coordinator  
A.A. Liberal Arts, West Valley College; B.S. Organizational Behavior, University of San Francisco; M.A. Counselor Education, San Jose State University.

NASH, CAROLYN, 1981  
Counselor  
B.A., Social Science, San Francisco State University; M.S., Counseling, California State University, Hayward; additional graduate study, University of California, Berkeley; Golden Gate University.

NORRIS, NATHAN, 1996  
Instructor in Biology  
B.S., Aeronautics, San Jose State University; M.A., Biology (Physiology), San Jose State University; additional graduate study, University of Washington.

ORTEGA, SYLVIA, 2004  
Instructor in English as a Second Language  
B.A., Spanish, Special Emphasis in Ethnic Studies, Santa Clara University; M.A., Teaching English as a Second Language, San Jose State University.

ORTIZ, MARGARET, 2011  
Instructor in Court Reporting  

PAE, ERIC, 2001  
Instructor in English  
B.A., Antelope Valley College; M.F.A., California State University, Northridge; Ph.D. A.B.D., Louisiana State University.

PAQUIER, RENEE, 2011  
Instructor in Administration of Justice  
B.A., International Relations, California State University, Chico; M.C.J., Criminal Justice, Boston University, Boston, Massachusetts.

PATTERSON, SARA W., 2004  
Counselor, International Student Counselor/ PDSO, Athletics Counselor, Department  
A.A., General Education, Chabot College; B.S., Child Development, Child Development Emphasis, California Polytechnic State University; M.A., Education, specializing in Counseling and Guidance, California Polytechnic State University, San Luis Obispo.

PAVAN, CAROL, 2001  
Counselor  
A.A., Early Childhood Education, Cabrillo College; B.A., Sociology, San Jose State University; M.A. Counseling Psychology, Santa Clara University; Licensed Marriage, Family, Child Therapist; additional graduate study at JFK University and Santa Clara University.
PERELLI, ELIZABETH "Becky", 1999  
Coordinator, Student Health Services  
B.S., Nursing, Boston University; M.S.,  
Community and Mental Health Nursing, University  
of California, San Francisco; additional study  
includes participation in the 2005 California  
Community College Leadership Institute; Health  
Services Association of CCC Past President  
2005-2006 & 2007-2008; Aslomer Leadership  
Skills Seminar 2012.  
PHAM, KIM MAN, 1992  
Instructor in Mathematics  
B.S., Mathematics, University of California, Davis;  
M.A., Mathematics, University of California, Davis.  
PRITCHARD, MELVIN HUGO, 2004  
Instructor in History  
B.A., History, San Francisco State University;  
M.A., History, San Francisco State University,  
additional graduate study, Graduate and  
University Center, City University; New York.  
RASCOV, JEFF, 1998  
Instructor in Computer Applications, Digital  
Media  
B.S., Graphic Design, La Roche College, M.F.A.,  
Computer Graphics, Rochester Institute of  
Technology.  
REED, MICHELLE, 2000  
Instructor in Psychology  
B.S., Psychology, Santa Clara University; M.A.,  
Counseling Psychology, University of San  
Francisco; additional graduate study, University  
of California, Santa Cruz; University of California,  
Berkeley, Certification in Advanced Relapse  
Therapy (RPT).  
REISS, CYNTHIA NAPOLI-ABELLA, 2005  
Instructor in Art History  
B.A., Comparative Literature and Art History,  
University of California, Irvine; M.A., Art History,  
San Francisco State University; Ph.D., Art History,  
University of California, Irvine.  
RUA, NICOLE, 2012  
Instructor in English  
B.A., English, University of California, Berkeley;  
M.A., English Composition, San Francisco State  
University.  
RUDY, DIANE, 1983  
Instructor in Physical Education  
B.S., Physical Education, Athletic Training  
Emphasis, Arizona State University; M.A.,  
Human Performance, San Jose State University.  
Certification: National Athletic Trainers  
Association.  
SAITO-LIU, LESLIE, 1997  
Instructor in English,  
B.A., Communications, UC San Diego, M.A.,  
English (American Literature emphasis), San  
Diego State University.  
SALCIDO, MELISSA J., 2004  
Counselor / Puente Co-Coordinator  
B.A., Spanish with an emphasis in Chicano  
Studies, Stanford University; M.S., Counseling  
with an emphasis in College, San Francisco State  
University.  
SANFORD, THOMAS, 2001  
Instructor in Engineering  
B.S., Mechanical Engineering, Santa Clara  
University; M.S., Mechanical Engineering, San  
Jose State University; M.B.A. San Francisco  
State University; J.D., Lincoln Law School  
of San Jose; Certified California Professional  
Civil Engineer; Certified California Professional  
Mechanical Engineer; Additional graduate study,  
Brigham Young University, College of Notre  
Dame, Lincoln University.  
SCHREY, MOLLY, 2001  
Instructor in Biology  
A.A., Liberal Arts/Social Sciences, Niagara  
Community College, B.S., Biology Education,  
Buffalo State College; M.S., Science Education,  
Buffalo State College.  
SENA, IRENE, 2006  
Director, EOF/S/CARE  
M.A., Counseling, San Jose State University.  
SHERRILL, SUSAN, 2007  
Instructor in DESP, Learning Specialist  
B.S., Business Administration, International  
Business: California State University at  
Sacramento; Single Subject Teaching Credentials  
in Business Education, Combined Social  
Sciences and Economics, California State  
University at Sacramento; M.A., Interdisciplinary  
Education - Curriculum and Instruction (Special  
Education), Santa Clara University.  
SCHOEMAKER, LANCE, 2004  
Instructor in Business / Real Estate  
B.A., Political Science, Phi Beta Kappa, UC  
Berkeley; M.A., Political Science, UCLA; Master  
of City Planning, UC Berkeley; J.D., Order of the  
Cof, Boat Hall School of Law, UC Berkeley.  
SHUE, TERRY, 1997  
Instructor in Child Studies  
B.A., Speech Pathology and Audiology, San  
Diego State University; Master of Human  
Resource and Organizational Development,  
University of San Francisco.  
SILVEIRA, GASPAR, 2002  
Instructor in Physical Education  
B.S., International Business, Chico State  
University; M.S., Physical Education, Saint Mary's  
College of California.  
SMITH, JAMES E., 1993  
Instructor in Administration of Justice  
A.A., Administration of Justice, Moorpark  
College; B.S., Public Administration, Pepperdine  
University; M.A., Communications, Pepperdine  
University, Malibu. Retired Los Angeles County  
Sheriff's Department.  
SMITH, ROSS, 2004  
Counselor, Disability and Educational  
Support Program  
A.A., Liberal Arts, Foothill College; B.A., Social  
Welfare, California State University, Long Beach;  
M.S., Rehabilitation Counseling, San Francisco  
State University; Licensed Marriage and Family  
Therapist.  
STARKS, PAUL, 2004  
Head Athletic Trainer/Instructor  
A.A., Liberal Arts, West Valley College; B.S.,  
Kinesiology, Cal Poly, San Luis Obispo; M.A.,  
Kinesiology (movement science) San Jose  
State University; Certified Athletic Trainer (ATC),  
National Athletic Trainers’ Association; Licensed  
Physical Therapist Assistant (PTA); certified by the  
National Strength and Conditioning Association  
as a Strength and Conditioning Specialist (CSCS)  
and Personal Trainer (CPT).  
SVENSSON, PETER, 2000  
Instructor in Biology  
B.S., Biology, University of Lund (Sweden);  
M.A., Biology, University of California, Santa Cruz.  
TRAMONTANA, BRIAN, 2004  
Instructor in Photography  
B.A., Brooks Institute of Photography, Santa  
Barbara.  
UPTON, BARBARA, 2006  
Instructor in Philosophy  
B.A., Philosophy, U.C. Berkeley; M.A.,  
Philosophy, San Jose State University.  
VAUGHN, MELVIN J., 2005  
Instructor in Physics  
B.S., Physics, University of California, Riverside;  
M.S., Physics, University of California, Santa  
Cruz.  
VLAHOS, JOHN, 2001  
Instructor in Physical Education  
B.S., Business Administration, San Jose  
State University; M.S., Sports Leadership, Virginia  
Commonwealth University.  
VU, AMY, 2006  
Instructor in Mathematics  
B.A., Psychology, San Jose State University;  
B.A., Mathematics, San Jose State University  
M.S., Mathematics, San Jose State University.  
WAGNER, JENNIFER, 2002  
Instructor in English  
B.A., English, University of California, Los  
Angeles; M.A., Teaching of Writing, Humboldt  
State University; M.A., Literature, Humboldt  
State University (forthcoming).  
WASSERBAUER, ANN MARIE, 1994  
Instructor in English as a Second Language  
B.A., History and German, Xavier University;  
German Studies, Universität, Augsburg,  
Germany; M.A., TESOL, Monterey Institute of  
International Studies.  
WATSON, BRUCE, 1990  
Instructor in Physical Education, Aquatics  
Director, Water Polo and Swimming Coach  
B.S., Physical Education, San Jose State  
University; M.A., Education, National University;  
graduate study in Human Performance, San Jose  
State University.  
WEINER, SUSAN A., 1970  
Instructor in Chemistry  
B.S., Chemical Engineering, Technical University  
of Budapest, Hungary; M.S., Physical Chemistry,  
New York University; additional graduate study;  
San Jose State University.  
WEISBERG, BRAD, 1997  
Instructor in Theatre Arts  
A.A., Theatre Arts, Crafton Hills College; B.A.,  
Dramatic Literature/Theatre Arts, CSU San  
Bernardino; M.A., Theatre History, San Diego  
State University. Professional Affiliation with the  
La Jolla Playhouse and The Center Repertory  
Company.
Emeriti Administration and Faculty

Dates indicate year of employment and year of retirement

ACCORNERO, MARC
Instructor in Spanish, Italian & Music (1998-2012)

ALLMAN, WILLIAM
Counselor (1989-1992)

ANDERSON, VERONESE M.
Counselor/Instructor/Transfer (1976-2002)

ANDERSON, JOANE
Instructor in Mathematics (1980-2006)

ANDREWS, PATRICIA
Instructor in Political Science (1990-2011)

AQUILONIUS, CHRISTINA B.
Instructor in Mathematics (1984-2006)

ARAGON, GINNY
Dean, Student Support Services (1988-2012)

AUMACK, GORDON
Dean of Instruction (1964-1976)

BARNIKEL, FREDERICK G.
Instructor in History (1970-2002)

BARRETT, GORDON E.
Instructor in English (1970-2003)

BENKOSKI, STANLEY J.
Instructor in English (1970-2003)

BENNET, PATRICIA
Dean of Human Resources Mgmt. (1967-1993)

BENSON, BART
Instructor in English (1987-2001)

BERRY, SANDRA M.
Instructional Computer Lab Faculty (1966-1992)

BLAIR, JOAN
Instructor in Home Economics (1975-1994)

BLANKENSHIP, DON M.
Instructor in English (1965-1996)

BLASBERG, STEVEN
Instructor in Mathematics (1980-2013)

BONE, LANA
Instructor in Accounting (1968-2003)

BONFIGLIO, JOSEPH F.
Counselor (1969-1992)

BONNET, JANICE
Librarian (1977-2005)

BONNET, PAUL
Librarian (1967-1993)

BORDI, STEPHEN W.
Physical Education (1968-2002)

BRADFORD, DAVID G.
Instructor in Business (1981-1993)

BRODICK, MALCOLM
Vice Pres. of Administration Services (1987-2005)

BULLOCK, TOM
Instructor in Astronomy (1969-1998)

BURNS, WESLEY A.
Instructor in Art (1971-2002)

BURTON, ROBERT

BURZYNISKI, DENNY
Instructor in Mathematics (1980-2009)

CADA, AL

CAMPBELL, DOUGLAS
Instructor in Mathematics (1971-2003)

CAMPBELL, WILLIAM H.

CASPER, MARY H.
Instructor in English (1968-1992)

CEFALONI, DONALD
Librarian (1969-1993)

CHAMPION, GEORGE W.
Instructor in Music (1977-2003)

CHAVEZ, ROBERT
Instructor in Foreign Languages (1979-2009)

CHOW, TERENCE T.
Instructor in Art, (1990-2000)

COLSON, KENNETH M.
Instructor in Anthropology (1967-2003)

CONSTANT, GWENDOLYN
Instructor in English (1969-1994)

CORRIGAN, PHYLIS
Instructor in English (1964-1991)

CRANDALL, JERRY R.
Instructor in English (1964-1991)

CUBIE, MICHAEL,
Counselor (1993-2013)

CUMMINS, LOWELL W.
Instructor in History (1966-1993)

CURRAN, HENRY G.
Instructor in English (1970-1992)

DAKE, DONETTE
Instructor in Computer Application and Digital Media/Internet Services (1965-2004)

DAVIS, JOE E.
Instructor in Music Education (1966-2001)

DE BARLING, ANA MARIA
Instructor in Foreign Languages (1994-2009)

DONNE, MARY C.

DOUGHERTY, KATHRYN
Instructor in Music (1969-2002)

DRAKE, VIRGINIA
Instructor in Theatre (1978-2009)

DURANTE, ANGELO
Dean of Student Support Services (1987-2006)

DUQUETTE, WILLIAM

EATON, JUDITH
Instructor in Court Reporting (1990-2000)

EDMAN, ARNOLD
Dean of Guidance and Counseling (1964-1974)

ELLIS, WADE, JR.
Instructor in Mathematics (1976-2007)

ENGLEKING, LINDA
Counselor (1981-2005)

ESCOTT, CHARLES

EWING, DAVID
Instructor in Court Reporting (1977-1997)
emeriti administration and faculty

Faulstich, Margie
Instructor in Administration of Justice (1979-2009)

Fish, Duane W.
Instructor in Chemistry (1969-1995)

Fishbaugh, Dave
Vice President of Instruction (1993-2011)

Fleming, John
Instructor in English (1964-1986)

Foerster, Donald
Instructor in Chemistry (1984-1994)

Foggia, Ruth
Instructor in Medical Records Technology (1974-1982)

Fontan, Lydia C.
Instructor in English (1981-2003)

Free, Joy
Instructor in Physical Education (1969-1999)

Fujishin, Randy M.
Instructor in Physical Education (1969-1999)

Gallup, Thomas

Gandel, Fred J.
Instructor in Music (1975-2001)

Garcia, Tomas
Instructor in English (1965-1991)

Gibson, Linda
Dean Matriculation and Counseling (1990-2010)

Gibson, Tommy
Instructor in Photography (2001-2007)

Glass, Susan
Instructor in English (1997-2013)

Goss, James H.
Business Administration (1966-2002)

Graton, Paul
Counselor (1964-1985)

Green, Thomas
Instructor in Biology and Park Management (1985-2008)

Grubb, George
Instructor in Physical Science (1965-1979)

Haley, Barron R
Instructor in Biology (1967-2000)

Hall, Hugh
Librarian (1964-1982)

Hampton, CLO Ann

Hancock, John
Instructor in Physical Education (1987-2006)

Hansen, James D.
Instructor in Sociology (1969-2001)

Harris, Kent
Instructor in Mathematics/Physics (1980-2003)

Harris, Lydia
Instructor in Child Studies (1976-2000)

Hartley, Philip
President (2004-2009)

Herauf, Michael S.
Counselor (1975-2009)

Hearn, Lester C., JR.

Herbert, Theodore C.
Instructor in Geology (1967-2000)

Hernandez, Josephine
Counselor (1975-1996)

Hopper, Diana
Instructor in History (1981-1997)

Horton-Folmer, Susan
Coordinator, Educational Transition/Adult Re-entry (1997-2009)

Howard, Laura M.
Instructor in Court Reporting (1979-1998)

Hughes, Heide
Lab Faculty Specialist (1976-2009)

Hughmanick, Michael D.
Instructor in Psychology (1970-2010)

Huls, Harriett N.
Instructor in Biology (1968-1996)

Hughmanick, Michael
Instructor in Psychology (1970-2009)

Huston, Vivian
Counselor (1986-1979)

Hunter, Glenna
Instructor in Allied Health and Business (1977-1993)

James, Jane
Instructor in Art (1965-1988)

Janke, Edward
Instructor in Architecture (1993-2009)

Johnson, Donald M.
Instructor in Psychology (1965-2000)

Johnson, Walter E.
Instructor in English (1965-1991)

Jue, Martin
Coordinator, Tutorial Services (1989-2009)

Kanner, Lee C.
Instructor in Mathematics (1981-1995)

Kelkenberg, Sharon
Coordinator, Student Health Center (1977-1999)

Kennigton, Joseph
Instructor in Mathematics (1970-2009)

Kermit, Dawn K.
Instructor in History (1965-1991)

King, Linda B.
Instructor in Anthropology (1971-2004)

Kingsley, Weston H. Jr.
Instructor in Technical Drafting (1964-1993)

Kroth, Anya, 1984
Instructor in Mathematics (1984-2007)

Kursar, Edward R.
Instructor in Foreign Languages (1968-1996)

Ladd, Sandra
Instructor in Psychology (1971-2009)

LaFave, Sandra A.
Instructor in Philosophy (1986-2011)

Law, Virginia L.
Instructor in English (1970-1992)

Lawlor, Joann
Instructor in Speech (1968-2002)

Lawson, Linda
Instructor in Court Reporting (1993-2009)

Lea, Barbara

Leary, Michael
Instructor in Photography (1972-2003)

Ledwith, Beverly E.
Instructor in Information Systems (1968-2000)

Lewis, Carolyn
Instructor in Reading (1979-1998)

Livingstone, Joseph T.
Counselor (1964-1998)

Lianides, Sylvia P.
Instructor in Biology (1975-1996)

Lock, Vivian
Instructor in Computer Applications

LOFland, Donald
Instructor in Physics (1972-2006)

Lormier, Michael

Lorson, Katherine
Instructor in Allied Health (1974-1995)

Mohi, Edward A
Instructor in Mathematics (1965-1998)

Lunde, Arne
Instructor in Foreign Languages (1969-1987)

Mandell, Joseph D.

Markum, Joseph A. Jr.
Instructor in Electronics (1965-1990)

Martinez, MAC
Instructor in Spanish (1964-1986)

McCrahn, Betty
Instructor in Business (1966-1988)

McGoldrick, Larrri
Student Health Coordinator (1979-1987)

Miller, George
Instructor in Real Estate (1969-1994)

Mirch, Edward C.
Instructor in Business (1976-1998)

Morgan, Alex
Instructor in Computer Applications (1997-2009)

Mortensen, Gwenna
Counselor (1965-1987)

Morris, L. Ronald
M.S., Instructor in Biology (1968-1999)

Mounteer, K. Gene
Instructor in English (1969-1994)

Mowatt, William D
Instructor in English (1969-1998)

Murphy, Donn
Instructor in Sociology (1968-2009)

Nerenberg, Lillian
Instructor in Political Science (1965-1990)

Nyquist, Gene
Instructor in Physical Education (1967-1989)

O'Brien, Betty
Instructor in Reading (1985-1994)

O'Brien, Paul
Instructor in Chemistry (1978-1998)

Ogle, David
Instructor in Art (1973-2009)
OLIVER, JENNIFER  
Program Manager, Center for Excellence (1998-2000)  

ORTON, GEORGE  
Instructor in English (1970-1993)  

OTT, BILL  
Counselor (1965-1997)  

OVERSTREET, SUZANNE  
Instructor in English as a Second Language (1995-2013)  

PARSONS, ALICE  
Instructor in Physical Education (1966-1980)  

PEARCE, FRANK  
Instructor in Biology (1981-1999)  

PEASE, JACK G.  
Instructor in Mathematics (1964-1992)  

PECK, R. “JIM”  
Learning Specialist (1975-2006)  

PECKHAM, DONALD  
Instructor in Physical Education (1969-1988)  

PELTZ, STEPHEN K.  
Program Director, Distance Learning and Instructional Technology (1976-2008)  

PERRY, WILLIAM J.  
Instructor in Business (1976-1993)  

PETERS, EDWARD  
Instructor in Chemistry (1965-1987)  

PIROFSKI, FLORENCE  
Instructor in Child Studies (1981-2010)  

PLUTYNISKI, LINDA  
Instructor in English (1993-2003)  

POLEY, GEORGE  
Instructor in Chemistry (1964-1978)  

POMPOSO, TOM  
Instructor in Foreign Languages (1960-1993)  

PROCHASKA, FRED  
Dean, Career Education and Workforce Development (1986-2011)  

PROUDFOOT, BILL  
Librarian (1994-2010)  

PRUCHA, ISABEL  
Librarian (1975-1996)  

PUGNO, DAVID  
Instructor in Computer and Information Systems (1975-2005)  

RANKIN, JOHN  
Instructional Lab Faculty (1982-1992)  

REASONS, DON  
Instructor in Geography (1964-1987)  

REED, JUDY  
Instructor in Court Reporting (1978-1995)  

RICKSECKER, EARL  
Counseling (1978-2000)  

rinehart, Ann  
Instructor in Art (1975-1988)  

RIVERA, MICHAEL  
Counselor (1969-1987)  

ROIzen, MOises  
Instructor in Art (1971-2002)  

romer, Nancy  
EOP/CARE Director (1996-2005)  

root, James F.  
Instructor in Physical Education (1972-2002)  

rose, Richard G.  

rossmann, Lynn  
Counselor (1976-2006)  

russell, ROBERT G.  
Instructor in Mathematics (1964-1993)  

ryan, DAVID  
Instructor in English as a Second Language (2004-2011)  

sabin, Peter s.  
Instructor in Architecture (1975-1993)  

samuels, Joe  
Vice President, Instruction (1986-2006)  

sanders, Paul D.  
Instructor in Communication Studies (1981-2013)  

sarLO, joAN  
Instructor in Physical Education (1964-2005)  

schock, kenneth  
Instructor in Business (1965-2009)  

schreibstein, len  

Schwendinger, dIck  
Instructor in Physical Education (1964-1987)  

scott, marvIn  
Instructor in Music and Humanities (1965-1977)  

seefeldt, guNTer  
Instructor in Foreign Languages (1969-1993)  

sequist, jack  

senteney, jack c.  

selleck, sylvIA a.  
Counselor (1975-2006)  

SHERWOOD, PATRICIA  
Instructor in Art (1978-1998)  

simpson, claudine h.  
Instructor in Physical Education (1969-1996)  

skaiJE, linda  
Instructor in Foreign Languages (2001-2006)  

smith, DeboyD  
Instructor in Biological Science (1964-1978)  

smith, ernest  
Vice President, Student Services (2006-2009)  

smith, sUSan  
Instructor in Reading (2000-2007)  

smith, thomas a.  
Instructor in Park Management (1964-1991)  

smith, Jim  

smith, Lester  
Instructional Dean (1969-1985)  

sohns, fiona l.  
Instructor in English (1968-2003)  

staley, Hugh  
Counselor (1964-1976)  

stewart, william e.  
Instructor in English (1970-1996)  

stillwell, donald f.  

stoneR, donald a.  
Instructor in Biology (1964-1992)  

stranggaard, torben  
Instructor in Interior Design (1976-1988)  

Stump, Virginia  
Instructor in English (1964-1979)  

sullivan, a. fay  
Instructor in English (1967-1987)  

Sutter, robert  
Instructor in Physical Education (1965-1983)  

swenson, Larry G.  
Instructor in Psychology (1964-1998)  

tang, Clayton  
Instructor in Business and Accounting (1964-1969)  

temkin, douglas  
Instructor in English (1990-2011)  

theLIN, peter  
Instructor in Economics (1970-2006)  

Thomas, lewis  
Instructor in Journalism (1964-1979)  

torres, Carmen  
Instructor in English (1990-2009)  

treBBE, edwin s.  
Counselor (1965-1993)  

trullsson, berton  
Instructor in Speech (1967-1985)  

Tsutsui, Diane y.  

Tuscher, melvin f.  
Instructor in Mathematics (1964-1993)  

van hook, cathleen  
Instructor in Mathematics (1992-2009)  

varty, Daniel g.  
Instructor in History (1970-2002)  

vireNI, fRED  
Instructor in Mathematics (1981-2002)  

Wallace, karen  
Instructor in English (1985-2011)  

webb, ian a.  
Instructor Computer Specialist, Lab Faculty Specialist (1968-1998)  

Weisberg, Evelyn  
Instructor in Early Childhood Education (1968-1980)  

welborn, harold  
Instructor in Administration of Justice (1967-1979)  

Wheeler, siv  
Instructor in History (1967-2002)  

wilczak, siv  
Instructor in Mathematics (1984-2009)  

Wilson, Woodrow  
Instructor in Business (1964-1986)  

Winton, JanIN  
Counselor/Instructional Dean (1964-1991)  

Whitney, william e.  
Instructor in Political Science (1966-2005)  

Ziegler, Don  
Dean of Admissions and Records (1964-1983)
### Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIMONETTI, CATHY</td>
<td>2002 Senior Administrative Assistant, Career Programs</td>
</tr>
<tr>
<td>ARCHER, ESTHER</td>
<td>2010 Instructional Assistant - Music</td>
</tr>
<tr>
<td>BABAKAN, AZAR</td>
<td>2001 Senior Administrative Assistant, Student Services B.S., Business, Purdue University; M.S., Statistics, Virginia Polytechnic Institute &amp; State University</td>
</tr>
<tr>
<td>BATEH, CHRIS</td>
<td>2001 Mobility Assistant/Tram Driver, Disability Education and Support Programs</td>
</tr>
<tr>
<td>BOND, INGE</td>
<td>2007 Institutional Research Director B.A., Sociology, University of California at Santa Cruz; M.A., Education Policy and Administration, Stanford University</td>
</tr>
<tr>
<td>BRIEN, DIANE</td>
<td>2001 Student Services Technician, Admissions and Records</td>
</tr>
<tr>
<td>BUTTERFIELD, COLLEEN</td>
<td>1995 Office Coordinator, Senior, Student Services, Disability Education and Support Programs</td>
</tr>
<tr>
<td>CANTARERO, MARITZA</td>
<td>1995 Director, Financial Aid Undergraduate work in Industrial Engineering Central American University (UCA) Nicaragua</td>
</tr>
<tr>
<td>CARREIRO, MICHELLE</td>
<td>2004 Library/Media Technician A.A., Library Technology Science, Foothill College</td>
</tr>
<tr>
<td>CARTER, CHRISTOPHER</td>
<td>2009 Lab Technician, World Languages/ESL</td>
</tr>
<tr>
<td>CARTER, GERALD</td>
<td>1998 Performing Arts Technical Director, Theatre Arts</td>
</tr>
<tr>
<td>CARTER, SANDRA</td>
<td>2000 Senior Administrative Assistant, Information and Technology Services</td>
</tr>
<tr>
<td>CERESA, MELISSA</td>
<td>2001 Program Specialist, EOP&amp;S Technology</td>
</tr>
<tr>
<td>CHAIDES, VICTORIA</td>
<td>1998 Child Development Center, Specialist, III M.A., Human Development, Pacific Oaks College</td>
</tr>
<tr>
<td>CLOMAN, GARY</td>
<td>1998 Server Systems Administrator, Information Technology &amp; Services</td>
</tr>
<tr>
<td>COLON, DANIEL</td>
<td>2010 Custodian, Campus Center</td>
</tr>
<tr>
<td>DILLON, MEREDITH</td>
<td>2004 Assistant Athletic Trainer A.A., Sports Medicine and A.A., Liberal Arts, Santa Barbara City College; B.S., Physical Education, Cal Poly San Luis Obisbo; M.A., Kinesiology, San Jose State University; Certified Athletic Trainer (ATC), National Athletic Trainer Association</td>
</tr>
<tr>
<td>DINH, SANG (SANDY)</td>
<td>2006 Budget Analyst, Administrative Services</td>
</tr>
<tr>
<td>DONOHUE, MICHELLE</td>
<td>2007 Director, Student Development B.A., Communication Studies, Sonoma State University; M.A., Higher Education Administration, Indiana University of Pennsylvania; Ed.D., Educational Leadership, San Francisco State University</td>
</tr>
<tr>
<td>EPPLEY, TERRY</td>
<td>2001 Program Specialist, International Student Advisor, Counseling</td>
</tr>
<tr>
<td>FLYNN, PAULA</td>
<td>2010 Office Coordinator, Senior, Language Arts</td>
</tr>
<tr>
<td>FRENCH, JENNIFER</td>
<td>2009 Senior Office Coordinator Social Science Division</td>
</tr>
<tr>
<td>GARRET, JASON</td>
<td>2010 Instructional Laboratory Technician, Foreign Language and ESL</td>
</tr>
<tr>
<td>Gault, Max</td>
<td>2008 Instructional Technologist, Distance Learning A.A., Liberal Arts, West Valley College</td>
</tr>
<tr>
<td>HAMP, HERLISA</td>
<td>2011 Director, Enrollment/Admissions &amp; Records/Assessment/Testing Center B.A., Sociology, University of California, Davis; M.A., Counseling, San Jose State University</td>
</tr>
<tr>
<td>HANTON, TANYA</td>
<td>2007 Senior Administrative Assistant, Dean of Instruction and Student Success</td>
</tr>
<tr>
<td>HARP, BEVERLY</td>
<td>2005 Student Services, Matriculation</td>
</tr>
<tr>
<td>HERNANDEZ, KARLA</td>
<td>1999 Instructional Lab Technician, Theatre Arts Costumer</td>
</tr>
<tr>
<td>HOPKINS, ROGER</td>
<td>2001 P.E. and Athletics Operations Coordinator</td>
</tr>
<tr>
<td>JAYADE, SUSEELA</td>
<td>2001 Specialist II, Child Development Center</td>
</tr>
<tr>
<td>JOHNSON, KENNETH</td>
<td>2002 Instructional Lab Technician, Art</td>
</tr>
<tr>
<td>JOHNSON, MICHAEL</td>
<td>1999 Instructional Lab Technician, Art B.S., Engineering Mathematics, Tulsa University; M.S., Applied Mathematics, North Carolina State University; Postgraduate study in Art, University of California, Santa Cruz</td>
</tr>
<tr>
<td>JONES, CARL</td>
<td>1989 Graphic Designer, Instructional Development B.A., Rhetoric/Communications, University of California Davis; M.A., Special Education, San Jose State University; M.A., Educational counseling, San Jose State University; Additional extension courses in Graphic Design, University of California, Santa Cruz</td>
</tr>
<tr>
<td>JUAREZ, BECKY</td>
<td>2010 Financial Aid Special Services Technician, Financial Aid</td>
</tr>
<tr>
<td>KINLEY, LAUREL</td>
<td>1998 Administrative Specialist - Personnel A.A., Women's Studies, West Valley College; B.A., Social Sciences, San Jose State University</td>
</tr>
<tr>
<td>KIRKLAND, RHONDA</td>
<td>2004 Veterans Certifying Official Student Services Technician, Financial Aid</td>
</tr>
<tr>
<td>LAI, CHUNG</td>
<td>2006 Duplicating Services Specialist, Printing Services</td>
</tr>
<tr>
<td>LAKEW, YALEWORK</td>
<td>2001 Office Coordinator, Office of Student Development</td>
</tr>
<tr>
<td>LANGWORTHY, TERAESA</td>
<td>1995 Office Coordinator, Senior, Fine Arts</td>
</tr>
<tr>
<td>LAUTERMILCH, JANE</td>
<td>1996 Student Services Technician, Admissions &amp; Records</td>
</tr>
<tr>
<td>LIENHART, KATY</td>
<td>1979 Library/Media Technician, Library B.A., Sociology, San Jose State University</td>
</tr>
<tr>
<td>LIN, JANET</td>
<td>1999 Library/Media Technician, Library M.L.S., University of Washington, Seattle</td>
</tr>
<tr>
<td>LOPEZ, ALVARO</td>
<td>1990 Student Services Account Technician</td>
</tr>
<tr>
<td>LOPEZ, MARIA</td>
<td>1995 Senior Office Coordinator, Applied Arts and Sciences</td>
</tr>
<tr>
<td>LUDWIG, SCOTT</td>
<td>2000 Supervisor of Classroom Technology, Marketing, Graphics and Webmaster B.A., Journalism, San Francisco State University; M.A., Education Administration, Santa Clara University; Additional graduate study, California College of Arts and Crafts, Oakland; University of California Extension, Santa Cruz; Higher Education Administration, Santa Clara University</td>
</tr>
<tr>
<td>MACIEL, A., ELIZABETH</td>
<td>1998 Supervisor, Administrative Services B.S., Business, University of Phoenix</td>
</tr>
<tr>
<td>MAGELES, GEORGE</td>
<td>2002 Community Resource Coordinator, Student Health Services; B.A., Psychology, University of Southern Maine; M.A., Counseling Psychology, University of San Francisco; Certificate in Alcohol and Drug Studies, San Jose City College; Certified Addiction Treatment Specialist (CATS), California Association of Alcohol and Drug Educators (CAADE); Certified Smoking Cessation Specialist, University of Pittsburgh; Licensed Marriage, Family, Child Therapist</td>
</tr>
<tr>
<td>MASSA, CHERYL</td>
<td>2008 Student Services Technician B.S., Counseling Psychology, William Jessup University</td>
</tr>
<tr>
<td>MASSEY, JOANNE</td>
<td>1999 Student Services Technician, Counseling</td>
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<td>MCDONEL, REBECCA</td>
<td>1995 Senior Administrative Assistant Career Services, Grants and Contracts B.A., Psychology, San Jose State University; M.A., Psychology, John F. Kennedy University; Marriage &amp; Family Therapist - emphasis</td>
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McDEVITT, JOSEPH MICHAEL 1998
Student Recruitment-Supervisor, Student Support Services
B.A., Spanish Literature and Government, Skidmore College; M.A., Counseling Psychology, University of San Francisco
McMAHON, LORETTA, 2001
Student Services Technician, Student Support Services
McNIVEN, LISA, 2006
Senior Office Coordinator, Physical Education
A.S., Computer Applications, West Valley College
MENESES, JULIE, 2007
Student Services Technician
A.A., Liberal Arts Emphasis in Social and Behavioral Sciences, West Valley College
METZ, RACHEL, 2003
Office Coordinator, Student Health Services
MIRANDA, LYDIA, 2001
Program Assistant, Community Education
NAVA, ELISA, 1998
Specialist III-Child Development Center
A.A., Early Childhood Education.
NGUYEN, DONNA, 2011
Office Coordinator, Graphics
B.A., Marketing, Santa Clara University
NGUYEN, THUONG, 1987
Offset Printer, Printing Services
NOORMANEH, BEHIN, 2008
Student Services Technician, Financial Aid
B.A., Political Science, Azad University, Iran
OCHOA, ELIZABETH, 2005
Financial Aid Outreach Specialist, Financial Aid
OGILVIE, BARBARA, 1998
Assistant Director, Admissions & Records
A.A., Speech Comm., West Valley College; B.S., Corporate Comm., Bellevue University; M.A., Organizational Mgmt., Bellevue University
PHAM, LIEN, 1998
Assistant Director, Financial Aid
A.S., Biological Science, West Valley College, Saratoga
QWAN, DIANE, 1979
Library/Media Technician, Library
RAMIREZ, ELIZABETH, 1990
Student Services Technician, Admissions and Records
REEVES, MARK, 2002
Custodian, Campus Center
RHOADS, CAROLYN 1991
Office Coordinator, Senior, Science/Math
A.S., Office Administration, West Valley College
ROBERTSON, MARSHA, 2002
Specialist II, Child Development Center
B.A., Childhood Development.
ROGERS, BRENDA, 1999
Senior Executive Assistant, President’s Office
Undergraduate Studies in Child Development and Business Marketing, Cal Poly State University, San Luis Obispo; Certified Professional Secretary Certificate from International Association of Administrative Professionals.
SCALETTA, MICHAEL, 1994
Program Specialist, Disability and Educational Support Program, Student Services
B.A., Interdisciplinary Studies
SEEGER, YORI, 2009
Instructional Lab Assistant - Art
SHOKROLLAHI, NAHID, 2010
Office Coordinator, Instructional Computing
B.A., English, Jundi Shapour University, Iran
SIAS, ANGELA, 2007
Office Coordinator, Counseling
SIAS, JEREMY, 2009
Assessment Testing Technician
A.A., Computer Science, West Valley College; B.A., Dramatic Art, UC Santa Barbara
SPECHT, DARLENE, 2010
Senior Office Coordinator, Business Division
SWALEN, MARY, 1994
Instructional Assistant, Court Reporting
SWANSON, TAMMY
Instructional Lab Technician, Photography
TRAN, THUY, 2001
Administrative Specialist, Instruction
TRINH, TU-LAN, 1997
Student Records Advisor, Admissions and Records
A.A., Business, West Valley College
VAUGHN, MEGHAN, 2006
Program Specialist, Health Services Mental Health Initiative
WALKER, BERNADETTE, 1999
Marketing and Communications Coordinator, Office of Student Development
A.A., West Valley College; A.S., Graphic Design, Mission College
WATKINS, CYNTHIA, 1997
Office Assistant, Office of Budget and Planning
B.S., Community Service and Public Affairs, University of Oregon
WEST, DIANA, 2005
Receptionist, Student Health Services
YEE, ALFRED, 2008
Classroom Technology Specialist
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**Note:** The index provides a comprehensive list of topics covered in the catalog, categorized under various sections such as Information Competency, Intercollegiate Athletics, Interdisciplinary Studies, and so on. The page numbers indicate the sections where these topics are discussed in detail.
Please check the web for hours of operation

Disability and Educational Support Program (DESP)
- in the Learning Services Building
  408-741-2010
DESP assists students with disabilities to achieve their educational or vocational goals. Course offerings are listed under Disability and Educational Support Program and Physical Education—Adapted.
westvalley.edu/desp

Extended Opportunity Programs & Services (EOPS)
And Cooperative Agencies Resources for Educational Care (CARE)
  408-741-2023
EOPS offers educational and support services to students who are low-income and educationally disadvantaged. CARE students must be at least 18 years of age and single heads of household receiving CalWorks/TANF/AFDC.
westvalley.edu/eops

Financial Aid - in the A & R Building
  408-741-2024
The purpose of financial aid is to assist eligible students in meeting education costs while attending school. Apply online at westvalley.edu/services/financialaid/steps.html or visit our office.
westvalley.edu/financialaid/links.html

Health Services
  408-741-2027
The health fee paid at registration supports a variety of free and low cost health services for students. This includes mental health services.
westvalley.edu/services/health

International Students
  408-741-2508 & 408-2694
Students who plan on attending West Valley College on a student visa (F1). Requires special application to the college, application fee ($100) and bank statement as well as TOEFL minimum of 500 paper or 61 internet based TOEFL score. To see other requirements for admission please call or visit our website.
w westvalley.edu/services/international/

Library Services
- Reference Desk
  408-741-2029
The Library offers a wide variety of resources and services. These include reference assistance, orientations, and classes in how to use the library and do research. Online databases and a library catalog are accessible 24/7.
w westvalley.edu/library

Technology Center
The Technology Center is closed effective Fall 2013.

Transfer Center - in the Counseling Building
  408-741-2040
The Center assists students in preparing to transfer to four-year schools and provides detailed information on transfer-institution requirements and assists with completing Transfer Admission Agreements.
westvalley.edu/services/transfercenter

TRIO/Student Support Services
  408-741-2503
Student Support Services/TRIO provides extensive academic and personal support services to eligible students as determined by federal guidelines. The goal is to increase the retention and graduation of students, and to transfer.
w westvalley.edu/trio

Tutorial Services - in the Library Building
  408-741-2038
Tutoring is available, without charge, to West Valley College students in both academic and vocational subjects. Students are also assisted in forming their own study groups.
w westvalley.edu/ss/tutorial

Veterans Certifying Services - in the A & R Building
  408-741-2601
West Valley College is committed to helping active duty members of the military and veterans of military service attain their educational goals.
w westvalley.edu/veterans

Veterans Resource Center - in the Campus Center
The Veterans Resource Center (VRC) provides support and peer mentoring to ensure veteran students and their dependents are successful at West Valley College. Some support services are provided adjacent to the VRC, along with a monthly newsletter, events, and networking opportunities with the Vets Club. Veteran students will find additional support and guidance with our established partnership with the San Jose Vet’s Center.
w westvalley.edu/veterans

Work Experience - in the AAS Building
See Career Programs for details.
  408-741-2114