How To Read Course Descriptions

1. Subject
2. Course number
3. Course Title
4. Course Number of Units
5. Course units breakdown
6. Necessary course and/or skills to take this class
7. Corequisite must be taken at the same time
8. Advisory
9. Acceptable for credit to UC/and or CSU
10. Course description

PSYC 002 EXPERIMENTAL PSYCHOPHYSIOLOGY

4. 4 units
5. Lecture 3 units; lab 1 unit
6. Prerequisite: PSYC 001
7. Corequisite: MATH 010
8. Advisory: MATH 106/106R
9. Acceptable for credit: University of California, California State University
10. The course introduces the student to the theory and application of the scientific method with particular emphasis in the area of physiology and behavior. A computerized psychophysiology laboratory will be used to introduce students to...

Description of Courses

NOTES ON COURSE DESCRIPTIONS
Courses are offered to best meet student needs in completing educational goals.

TRANSFER CREDIT: Each college or university has its own numbering system. The West Valley College Catalog will indicate courses which are acceptable for elective unit 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 elective unit credit at the campuses of California State Universities.

Acceptable for credit: University of California, indicates that the class will be acceptable for elective unit 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 8 “Transfer Credit” and to consult a counselor. Refer to assist.org for up-to-date articulation.

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 961. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
Accounting

THE FACULTY
Randy R. Castello
Nancy Ghodrat
Jim Henderson

DIVISION  The School of Professional Studies
DEAN  Renee Paquier
DEPARTMENT CHAIR  Jim Henderson
PHONE  408-741-4609
EMAIL  jim.henderson@westvalley.edu
COUNSELING  408-741-4088

Certificate:  Accounting Clerk

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

 расположен в West Valley College focuses on helping students develop bookkeeping and accounting clerk’s skills using the accounting/bookkeeping software application—Quickbooks. Upon completion of this certificate, students will be able to

- Compute, classify, and record numerical data to keep financial records complete for a business.
- Perform any combination of routine calculating, posting verifying duties to obtain primary financial data for use in maintaining accounting records.
- Use Microsoft Word and Microsoft Excel applications to support the accounting and bookkeeping process in a business.
- Successfully apply business communication and math skills in the office environment in which they will be performing bookkeeping and accounting tasks.

Prerequisite skills and courses include having an understanding of the accounting cycle for a business from transaction analysis to financial statement preparation; knowledge of basic operations and properties of real numbers, exponential, polynomial, rational, and radical expressions; and possessing clear and effective writing skills.

Possible job titles for certificate earners include but are not limited to auditor, bookkeeper, accounts receivable clerk, accounts payable clerk, and office manager. Certificate earners will be able to utilize current software to perform various accounting functions and will be able to apply the principles of business communications in a variety of business settings.

After completing the Accounting Clerk Certificate of Achievement, 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.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 060</td>
<td>Accounting Fundamentals Quickbooks</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 042</td>
<td>Beginning Microsoft Word Documents</td>
<td>1</td>
</tr>
<tr>
<td>BUSN 046</td>
<td>Excelling With Excel</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 062</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 070</td>
<td>Effective Office Skills</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 078</td>
<td>Business Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

For crosswalk of new subject codes, see page 51

- 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 is a recommended preparation, NOT a REQUIREMENT.
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/

Recommended Course Sequence:

Fall, Year 1 (7 Units):
BUSN 042, BUSN 046, BUSN 076

Spring, Year 1 (10 Units):
ACCT 060, BUSN 062, BUSN 070

ACCT 010 FINANCIAL ACCOUNTING
5 units
Lecture 5 units; lab 0 units
Advisory: MATH 902
Acceptable for credit: University of California, California State University
C-ID ACCT 110
This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. 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.

ACCT 011 MANAGERIAL ACCOUNTING
5 units
Lecture 5 units; lab 0 units
Prerequisite: ACCT 010
Acceptable for credit: University of California, California State University
C-ID ACCT 120
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.

ACCT 050 ACCOUNTING FOR SMALL BUSINESS
1 unit
Lecture 1 unit; lab 0 units
Advisory: MATH 902
This course is designed as a non-theoretical, practical approach to accounting with special emphasis on accounting for the smaller business establishments including the basic bookkeeping cycle, petty cash, bank reconciliations, and payroll accounting. Pass/No Pass Option

ACCT 060 ACCOUNTING FUNDAMENTALS: QUICKBOOKS
4 units
Lecture 4 units; lab 0 units
Prerequisite: ACCT 050 or ACCT 010
Advisory: Equivalent accounting experience
Acceptable for credit: California State University
This course is designed for students with prior accounting knowledge. The course covers the steps in the accounting process for a service and merchandising organization. Using the QuickBooks computerized accounting software package, students have an opportunity to learn practices for handling receivable, payable, and basic payroll transactions. Pass/No Pass Option

WEST VALLEY COLLEGE  2019 • 2020 CATALOG
53
Administration of Justice

THE FACULTY
Timothy Morgan
Victor Castillo

DIVISION: The School of Professional Studies
DEAN: Renee Paquier
DEPARTMENT CHAIR: Stacy Hopkins
PHONE: 408-741-2445
EMAIL: stacyhopkins@westvalley.edu
COUNSELING: 408-741-4068

Degrees:
A.S.-T, Administration of Justice
A.S., Administration of Justice: Law Enforcement

ADMINISTRATION OF JUSTICE
(Justice Studies): Transfer

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

ASSOCIATE IN SCIENCE IN ADMINISTRATION OF JUSTICE FOR TRANSFER DEGREE (AS-T in Administration of Justice)
The Associate in Science in Administration of Justice for Transfer degree (AS-T in Administration of Justice) is a 60 unit program which provides students the lower division coursework required for transfer to a CSU institution for the major in Criminal Justice and Justice Studies. Students completing the Associate in Science in Administration of Justice for Transfer degree (AS-T in Administration of Justice) will be able to:
• describe the individual functions and integrations of the components of the criminal justice system: police, courts, and corrections;
• demonstrate skills and knowledge that allow them to successfully complete academic work at a transfer institution;
• use legal research skills to locate, analyze, and discuss the content of statutory and case law;
• examine criminal justice and/or social science data and explain their significance;
• explain the underlying causes of antisocial and criminal behavior;
• apply Constitutional principles to the practice of criminal justice;
• articulate, either orally or in writing, concepts or theories applicable to the criminal justice system;
• apply critical thinking to research, evaluate, analyze and synthesize the appropriate procedures for the collection of evidence and data in criminal case preparation for law enforcement agencies;
• and develop, organize and write an objective report that meets the legal and detailed requirements of law enforcement agencies.

Students must complete the following requirements:
• 60 semester or 90 quarter CSU-transferable units
• the California State University-General Education-Breadth pattern (CSU GE-Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
• a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
• obtainment of a minimum grade point average (GPA) of 2.0.
• earn a grade of C or better in all courses required for the major or area of emphasis.

Students are not required to complete the information competency requirements, PE requirements or cultural diversity requirements found in other degrees at the College.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMJ 001</td>
<td>Introduction to Administration of Justice</td>
<td>3</td>
</tr>
</tbody>
</table>

List A: Complete 2 Courses (6 units)

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMJ 002</td>
<td>Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 004</td>
<td>Legal Aspects of Evidence</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 005</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 008</td>
<td>Juvenile Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 021</td>
<td>Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 041</td>
<td>Introduction to Forensics</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 100G</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 003</td>
<td>Principles &amp; Procedures of the Justice</td>
<td>3</td>
</tr>
</tbody>
</table>

List B: Complete 2 courses (minimum of 6 units). Select any course from List A not already used or courses listed below. (6-7 units)

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMJ 014</td>
<td>Alcohol, Narcotics and Drug Abuse</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 015</td>
<td>Sexual Assault Investigation</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 023</td>
<td>Police Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 026</td>
<td>Organized Crime</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 032</td>
<td>Motorcycle, Prison and Street Gangs</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 033</td>
<td>Introduction to Probation and Parole</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 034</td>
<td>Career Planning in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 036</td>
<td>Firearms Terminology and Safety</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 001</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 001</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 010</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 010H</td>
<td>Honors Elementary Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Major Units: 18-19
GE Units (CSU GE or IGETC): 39 or 37
Total Degree Units: 60

CSU transferable elective courses are required when the major units plus transfer GE units total is less than 60

For crosswalk of new subject codes, see page 51

Recommended Course Sequence:
Fall, Year 1 (6 Units):
ADMJ 001, List B (Any Course)

Spring, Year 1 (6 Units):
List A (Any Course), List B (Any Course)

Fall, Year 2 (6 units):
ADMJ 002, List A (Any Course)

ADMINISTRATION OF JUSTICE: LAW ENFORCEMENT

A.S. Degree

The Administration of Justice Associate's Degree program includes the theory and practice of law enforcement, correctional science and paralegal/legal assistants. Law enforcement courses focus on police activities including effective patrol services to the public. Correctional science courses instruct on the incarceration process as well as rehabilitation of the offender. Potential careers specific to this degree include, but are not limited to: police officer or deputy sheriff, jailor, detention officer, correctional officer, probation officer, parole agent, and the security and protective services area. Working professionals in criminal justice and corrections can earn significant pay increases by obtaining an Associate's Degree in Administration of Justice.

Upon completing the requirements for this degree, students should be able to:
• Interpret and apply established law and rules of evidence to a given law enforcement or correctional-related situation;
• 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;
• 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 and describe an ethical and professional response when given a personal law enforcement or corrections-related matter or conflict scenario;
• Identify the appropriate application of force in response to a given law enforcement or corrections-related matter or conflict scenario.

Course ID   Title                                                  Units

Required Core Courses: 21 units
ADMJ 001   Introduction to Administration of Justice             3
ADMJ 002   Concepts of Criminal Law                               3
ADMJ 003   Principles & Procedures of the Justice                3
ADMJ 004   Legal Aspects of Evidence                             3
ADMJ 005   Criminal Investigation                                3
ADMJ 021   Community Relations                                   3
ADMJ 023   Police Report Writings                                3

Elective Courses: Select 9 units from the following list:
ADMJ 008   Juvenile Procedures                                   3
ADMJ 014   Alcohol, Narcotics and Drug Abuse                     3
ADMJ 015   Sexual Assault Investigation                          3
ADMJ 026   Organized Crime                                      3
ADMJ 032   Motorcycle Prison and Street Gangs                    3
ADMJ 033   Introduction to Probation and Parole                  3
ADMJ 034   Career Planning in Criminal Justice                  3
ADMJ 036   Firearms Terminology and Safety                       3
ADMJ 041   Introduction to Forensics                             3
ADMJ 100G  Introduction to Corrections                          3

Total Major Units 30

To be awarded an A.S. Degree, a student must complete
1. Achieve a grade of “C” or better in the major requirements*
2. Additional units to meet the college graduation requirements

For crosswalk of new subject codes, see page 51

Recommended Course Sequence:
Fall, Year 1 (9 Units):
ADMJ 001, ADMJ 002, ADMJ 003

Spring, Year 1 (9 Units):
ADMJ 005, ADMJ 021, ADMJ 023

Fall, Year 2 (6 Units):
ADMJ 004, Elective Course

Spring, Year 2 (6 Units):
6 Units from Electives List

ADMJ 001 INTRODUCTION TO ADMINISTRATION OF JUSTICE
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, California State University
C-ID AJ 110
This course introduces students to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principles and approaches. Although justice structure and process is examined in a cross cultural context, emphasis is placed on the US justice system, particularly the structure and function of US police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies.

ADMJ 002 CONCEPTS OF CRIMINAL LAW
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, California State University
C-ID AJ 120
This course offers an analysis of the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course utilizes case law and case studies to introduce students to criminal law. The completion of this course offers a foundation upon which upper-division criminal justice course will build. The course will also include some limited discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes.

ADMJ 003 PRINCIPLES & PROCEDURES OF THE JUSTICE
3 units
Lecture 3 units; lab 0 units
Advisory: ADMJ 001
Acceptable for credit: University of California, California State University
C-ID AJ 122
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.

ADMJ 004 LEGAL ASPECTS OF EVIDENCE
3 units
Lecture 3 units; lab 0 units
Acceptable for Credit: California State University
C-ID AJ 124
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.

ADMJ 005 CRIMINAL INVESTIGATION
3 units
Lecture 3 units; lab 0 units
Acceptable for Credit: California State University
C-ID AJ 140
This course addresses the techniques, procedures, and ethical issues in the investigation of crime, including organization of the investigative process, crime scene searches, interviewing and interrogating, surveillance, source of information, utility of evidence, scientific analysis of evidence and the role of the investigator in the trial process.
ADMJ 008 JUVENILE PROCEDURES
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
C-ID AJ 220
This course is an examination of the origin, development, and organization of the Juvenile Justice System as it evolved in the American Justice System. The course explores the theories that focus on Juvenile Law, courts and processes, and the constitutional protections extended to juveniles administered in the American Justice System.

ADMJ 012 MENTAL HEALTH AND CRISIS MANAGEMENT IN THE CRIMINAL JUSTICE SYSTEM
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
The course focuses on how and why individuals with serious mental illness become involved in the criminal justice system, and on how the criminal justice and public mental health systems respond to that involvement. Topics include law enforcement responses, court-based strategies, mental health and corrections, community supervision of individuals with mental illness, violence and mental disorder, and unique challenges associated with female and juvenile populations. Pass/No Pass Option

ADMJ 014 ALCOHOL, NARCOTICS AND DRUG ABUSE
3 units
Lecture 3 units; lab 0 units
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.

ADMJ 015 SEXUAL ASSAULT INVESTIGATION
3 units
Lecture 3 units; lab 0 units
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

ADMJ 017 INTRODUCTION TO HOMELAND SECURITY
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
This course is designed to provide students with an opportunity to understand the strategic, political, legal, and organizational challenges associated with the defense of the U.S. homeland and the coordinated response to major incidents, whether natural or man-made, that requires responsive action to protect life or property and the efforts that are under way to meet these challenges. The course also examines the range of potential threats to the U.S. homeland, focusing on potential terrorist acts and considers strategies and means for addressing these threats.

ADMJ 021 COMMUNITY RELATIONS
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, California State University
C-ID AJ 160
This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics may include the consensus and conflicting values in Cultural, Religion, and Law.
ADMJ 022 PRE-AKADEMY ORIENTATION
3 units
Lecture 3 units; lab 0 units
Advisory: ADMJ 001
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 or the Correctional Officer Cadet Academy. It is open to all majors and interested students. Pass/No Pass Option

ADMJ 023 POLICE REPORT WRITING
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
This course is a study of law enforcement reporting procedures with emphasis on techniques designed to improve writing skills, enhance individual observation and comprehension, and effect a more efficient utilization of recorded data in crime detection and the investigative function.

ADMJ 026 ORGANIZED CRIME
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
This course includes the study of the origins and development of organized crime from early Italy to contemporary America. The course 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.

ADMJ 032 MOTORCYCLE, PRISON AND STREET GANGS
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
This course is designed for pre-service students or in-service officers to enable them to become familiar with the history, recruitment, training methods, purpose and infrastructures of various gangs currently operating in California. Pass/No Pass Option

ADMJ 033 INTRODUCTION TO PROBATION AND PAROLE
3 units
Lecture 3 units; lab 0 units
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.

ADMJ 034 CAREER PLANNING IN CRIMINAL JUSTICE
3 units
Lecture 3 units; lab 0 units
Advisory: MATH 901
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

ADMJ 036 FIREARMS TERMINOLOGY & SAFETY
3 units
Lecture 3 units; lab 0 units
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

ADMJ 041 INTRODUCTION TO FORENSICS
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
C-ID AJ 150
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.

ADMJ 042 PROPERTY AND EVIDENCE MANAGEMENT IN LAW ENFORCEMENT
3 units
Lecture 3 units; lab 0 units
Advisory: ADMJ 004 and ADMJ 041
Acceptable for credit: California State University
This course covers all aspects of basic Evidence and Property Management in a law enforcement agency. Students have the opportunity to learn best practices, laws, policies and procedures for the collection, intake, storage and disposition of property. Special focus is on the importance of specific types of property such as guns, currency, drugs and biological evidence. Pass/No Pass Option

ADMJ 043 ADMINISTRATION OF JUSTICE INTERNSHIP
2 units
Work Experience units: 2
Prerequisites: ADMJ 001 & ADMJ 002 & ADMJ 023
This internship provides students with the opportunity to apply knowledge and skills learned in the Administration of Justice. The internship allows students the opportunity to enhance their knowledge of law enforcement-based entities. Students are offered the opportunity to work with a government agency while working under the supervision of a member of the agency. Pass/No Pass Only

ADMJ 051 RACE, CLASS AND GENDER IN CRIMINAL JUSTICE
3 units
Lecture 3 units; lab 0 units
Advisory: ADMJ 001 and ADMJ 021
Acceptable for credit: California State University
This course examines the role of race, class, and gender in the criminal justice system, with close attention to questions of racial profiling, mass incarceration, and the question of discrimination in criminal justice. The course also examines unique issues raised by race, class, and gender when analyzed in relationship to crime and the criminal justice system.

ADMJ 100G INTRODUCTION TO CORRECTIONS
2 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
C-ID AJ 200
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

American Sign Language
(See World Languages)

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

THE FACULTY
Andrew Kindon

DIVISION Social Science
DEAN Raymond Gamba
DEPARTMENT CHAIR Andrew Kindon
PHONE 408-741-2554
EMAIL andrew.kindon@westvalley.edu
COUNSELING 408-741-2009

Degrees:
A.A.-T, Anthropology
A.A., Anthropology

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

(required) ASSOCIATE IN ARTS IN ANTHROPOLOGY FOR TRANSFER DEGREE (AA-T in Anthropology)
The Associate in Arts in Anthropology for Transfer Degree (AA-T in Anthropology) is a 60 unit program which is designed to provide lower division education to students planning to transfer to a CSU institution in pursuit of a baccalaureate degree in Anthropology. Students who complete this program will be able to apply scientific methodologies, including descriptive, quantitative, or qualitative; and demonstrate a holistic perspective on cultural, environmental, and/or biological systems that addresses cultural values, change, and interactions.

Students must complete the following ADT requirements:
- 60 semester or 90 quarter CSU-transferable units
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis

Students are not required to complete the information competency requirements, PE requirements or cultural diversity requirements found in other degrees at the College.

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<tr>
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<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 003</td>
<td>Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>OR ANTHR 003H</td>
<td>Honors Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTHR 001</td>
<td>Introduction to Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTHR 002</td>
<td>Introduction to Archaeology</td>
<td>3</td>
</tr>
<tr>
<td>List A: Select one: 4 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 010</td>
<td>Introduction to Biology</td>
<td>3</td>
</tr>
<tr>
<td>AND BIO 010L</td>
<td>Introduction to Biology Lab</td>
<td>1</td>
</tr>
<tr>
<td>MATH 010</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>OR MATH 010H</td>
<td>Honors Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>List B: 4 units from below or from list A not already used</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEOL 001A</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>OR GEOL 001AH</td>
<td>Honors Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>List C: 3 units (including any List A or B course not already used)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTHR 004</td>
<td>Intro to Linguistic Anthropology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Major Units 20
GE Units (CSU GE or IGETC) 39 or 37
Total Degree Units 60

CSU transferable elective courses are required when the major units plus transfer GE units total is less than 60

Special transfer pathway to University of Hawaii at Manoa, see page 8.
For crosswalk of new subject codes, see page 51

Recommended Course Sequence

Fall, Year 1 (3 Units):
ANTH 003 or 003H

Spring, Year 1 (3 Units):
ANTH 001

Fall, Year 2 (3 Units):
ANTH 002

Fall, Year 2 (4 Units):
Choose one from List A

Spring, Year 2 (4 Units):
Choose one from List B

Spring, Year 2 (3 Units):
Choose one from C or A or B (not chosen previously)

(required) ANTHROPOLOGY

A.A. Degree

After completing an Associate of Arts degree 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.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 001</td>
<td>Introduction to Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTHR 002</td>
<td>Introduction to Archaeology</td>
<td>3</td>
</tr>
<tr>
<td>ANTHR 003</td>
<td>Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Courses: at least 11 units

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 001A</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 001B</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 001</td>
<td>Intro to Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 002</td>
<td>Intro to Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIST</td>
<td>Any history course</td>
<td>3</td>
</tr>
<tr>
<td>POLIT 001</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>POLIT 002</td>
<td>Comparative Governments</td>
<td>3</td>
</tr>
<tr>
<td>POLIT 003</td>
<td>Intro to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>POLIT 004</td>
<td>International Relations</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 001</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 002</td>
<td>Experimental Psychophysiology</td>
<td>4</td>
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<tr>
<td>PSYCH 007</td>
<td>Physiological Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 009</td>
<td>Intro to Psychology of Women</td>
<td>3</td>
</tr>
</tbody>
</table>
Course ID | Title | Units
---|---:|---
PSYCH 012 | Human Growth and Development | 3
PSYCH 025 | Intro to Abnormal Psychology | 3
SOC 001 | Intro to Sociology | 3
SOC 002 | Social Problems | 3
SOC 020 | American Race Relations | 3
SOC 040 | Marriage and Family | 3
SOC 045 | Sociology of Human Sexuality | 3

Total Major Units: 20

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

For crosswalk of new subject codes, see page 51

Recommended Course Sequence

**Fall, Year 1 (3 Units):**
ANTH 003 or 003H

**Spring, Year 1 (3 Units):**
ANTH 001

**Fall, Year 2 (3 Units):**
ANTH 002

Elective Courses

**Fall & Spring, Year 2 (11 Units):**
Choose from List of Elective Courses

**ANTH 001 INTRODUCTION TO PHYSICAL ANTHROPOLOGY**
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, California State University
C-ID ANTH 110
This course focuses on the anthropological approach to the human condition, theories of human origins, scientific evidence for the origin and evolution of the human species, description and anthropological explanation of human physical, biological, and behavioral variations. Pass/No Pass Option

**ANTH 002 INTRODUCTION TO ARCHAEOLOGY**
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, California State University
C-ID ANTH 150
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

**ANTH 003 INTRODUCTION TO CULTURAL ANTHROPOLOGY**
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, California State University
C-ID ANTH 120
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

**ANTH 003H HONORS INTRODUCTION TO CULTURAL ANTHROPOLOGY**
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, California State University
C-ID ANTH 120
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.

**ANTH 004 INTRO TO LINGUISTIC ANTHROPOLOGY**
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, California State University
C-ID ANTH 130
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

**ANTH 055 ANTHROPOLOGY OF MAGIC, WITCHCRAFT, AND RELIGION**
3 units
Lecture 3 units; lab 0 units
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

**Archaeology**
(See Anthropology)
Architecture

THE FACULTY
Dr. Soroush Ghahramani, Registered Architect, Italy; International Associate A.I.A.
DIVISION Cilker School of Art and Design
DEAN Andrew Chandler
DEPARTMENT CHAIR Diane Hurd
PHONE 408-741-2110
EMAIL diane.hurd@westvalley.edu
COUNSELING 408-741-4068

DEGREES:
A.S., Architecture
A.S., Landscape Architecture

CERTIFICATES:
Architecture
Landscape Architecture

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

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

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

Students, upon completion of this certificate, may qualify for the following career paths as well as transfer to a 4 or 5 year program:
• Architect
• Landscape Architect
• Historic Preservation Architect
• Interior Designer
• Construction Manager
• Facilities Manager
• Graphic Designer
• Product Designer
• Specification Writer
• Structural Engineer
• Architectural Renderer

ARCHITECTURE: 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
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. The degree exceeds 60 units as it is preparing students for the five year professional degree in Architecture.

The Architecture courses at West Valley cover the following areas of study: building design, graphics, history, practical/technical communication, codes, construction, and structural design. An increasing number of WVC courses leverage computer technology as an educational tool.

Students, upon completion of this degree, are prepared to transfer to a 4 or 5 years program in Architecture or Architectural Engineering. Career options after completion of a baccalaureate degree include:
• Architecture
• Landscape Architecture
• Historic Preservation Architecture
• Interior Design
• Construction Management
• Facilities Management
• Specification Writing
• Structural Engineering
• Architectural Graphics

After completing an A.S. in Architecture, a student will be able to:
• Communicate effectively and professionally in the architectural environment through proper use of verbal, written and graphic techniques.
• Apply mathematical skills to solve technical problems associated with architectural drawings.
• Develop architectural drawings including construction drawings, and presentation drawings.
• Use computer graphics applications associated with architectural projects.
• Select construction materials based upon their properties and methods of installation.
• Apply principals of structural design.
• Apply building codes, zoning codes, and ADA (Americans with Disabilities Act).
• Demonstrate creativity and problem-solving abilities in designing residential and commercial buildings.
• Use standard dimensions for space planning and human occupancy using Architectural Graphic Standards.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 043</td>
<td>Styles in Architecture</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 045</td>
<td>Architectural Building Codes</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 048</td>
<td>Digital Tools for Architecture</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 050</td>
<td>Construction Materials &amp; Methods</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 051</td>
<td>Architectural Graphics: Drawing &amp; Sketching</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 052</td>
<td>Architectural Graphics: Color Rendering</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 053</td>
<td>Introduction to Architectural &amp; Environmental Design</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 056</td>
<td>Basic Architectural Design</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 061</td>
<td>Architectural Design I</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 062</td>
<td>Architectural Design II</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 063</td>
<td>Architectural Design III</td>
<td>3</td>
</tr>
</tbody>
</table>

ELECTIVE COURSES: (7 UNITS)
Students must take a minimum of 7 units from the following list:
<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 046</td>
<td>History of Architecture</td>
<td>3</td>
</tr>
</tbody>
</table>
The Architecture Certificate at West Valley College provides career technical education in the field of Architecture and primarily prepares students to work as technicians in different areas of the construction industry. The architecture courses at West Valley cover the following areas of study: building design, graphics, history, practical/technical communication, codes, construction, and structural design. An increasing number of WVC courses leverage computer technology as an educational tool.

At the completion of their program, students will be able to:

- Communicate effectively and professionally in the architectural environment through proper use of verbal, written and graphic techniques.
- Apply mathematical skills to solve technical problems associated with architectural drawings.
- Develop architectural drawings including construction drawings and presentation drawings.
- Use computer graphics applications associated with architectural projects.
- Select construction materials based upon their properties and methods of installation.
- Apply principals of structural design.
- Apply building codes, zoning codes, and ADA (Americans with Disabilities Act) regulations.
- 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.

Students, upon completion of this certificate, are prepared to work as technicians in the following careers:

- Architecture
- Landscape Architecture
- Historic Preservation Architecture
- Interior Design
- Construction Management
- Facilities Management
- Specification Writing
- Structural Engineering
- Architectural Graphics

### Required Core Courses: 34 units

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 045</td>
<td>Architectural Building Codes</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 049</td>
<td>Introduction to Rhino</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 050</td>
<td>Construction Materials &amp; Methods</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 051</td>
<td>Architectural Graphics: Drawing &amp; Sketching</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 052</td>
<td>Architectural Graphics: Color Rendering</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 055</td>
<td>Basic Architectural Design</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 057</td>
<td>Architectural Model Making</td>
<td>1</td>
</tr>
<tr>
<td>ARCH 058</td>
<td>Introduction to Revit Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 059</td>
<td>3D Studio Max: 3D Rendering</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 061</td>
<td>Architectural Design 1</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 062</td>
<td>Architectural Design 2</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 066</td>
<td>Advanced Revit Architecture</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Certificate Units: 34

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.

For crosswalk of new subject codes, see page 51

**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 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 A.S 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

ランドスケープ・アーキテクチャー A.S. Degree

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

- Communicate effectively and professionally in the landscape architectural environment through proper use of verbal, written and graphic techniques.
- Apply mathematical skills to solve technical problems associated with landscape architectural drawings.
- Develop landscape architectural drawings and presentation drawings.
- Use computer graphics applications associated with landscape architectural projects.
- Select landscape construction materials based upon their properties and methods of installation.
- 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 during the four seasons.
- Demonstrate creative abilities in landscape plant composition.
- Identify professional, ethical and societal responsibilities including respect for diversity.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 050</td>
<td>Construction Materials &amp; Methods</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 051</td>
<td>Architectural Gographies: Drawing &amp; Sketching</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 053</td>
<td>Intro to Architectural and Environmental Design</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 056</td>
<td>Basic Architectural Design</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 057</td>
<td>Architectural Model Making</td>
<td>1</td>
</tr>
<tr>
<td>ARCH 058</td>
<td>Intro to Revit Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 061</td>
<td>Architectural Design I</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 062</td>
<td>Architectural Design II</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 072</td>
<td>History of Landscape Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 076</td>
<td>Landscape Construction Technology</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 081</td>
<td>Landscape Plants: Summer &amp; Autumn</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 082</td>
<td>Landscape Plants: Winter &amp; Spring</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 084</td>
<td>Sustainability in Landscape Architecture</td>
<td>3</td>
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Elective Courses: 13 units

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ARCH 040</td>
<td>Fundamentals of Historic Preservation</td>
<td>2</td>
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</table>

Total Major 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.

For crosswalk of new subject codes, see page 51

ランドスケープ・アーキテクチャー Certificate of Achievement

The Landscape Architecture Certificate at West Valley College primarily prepares students to work as technicians in different areas of the landscape and construction industry.

The Architecture courses at West Valley cover the following areas of study: building design, graphics, history, practical/technical communication, codes, construction, and structural design. An increasing number of WVC courses leverage computer technology as an educational tool.

Upon completion of this Certificate, students will be able to:

- Communicate effectively and professionally in the landscape architectural environment through proper use of verbal, written and graphic techniques.
- Apply mathematical skills to solve technical problems associated with landscape architectural drawings.
- Develop landscape architectural drawings and presentation drawings.
- Use computer graphics applications associated with landscape architectural projects.
- Select landscape construction materials based upon their properties and methods of installation.
- Demonstrate creativity and problem-solving abilities in landscape design for residential, commercial, and public sites.
- Use standard dimensions for space planning and human occupancy using Landscape Architectural Graphic Standards.
- Identify different types of landscape plants during the four seasons.
- Demonstrate creative abilities in landscape plant composition.
- Identify professional, ethical and societal responsibilities including respect for diversity.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 043</td>
<td>Styles in Architecture</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 045</td>
<td>Architectural Building Codes</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 046</td>
<td>History of Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 047</td>
<td>History of Modern Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 052</td>
<td>Architectural Graphics: Color Rendering</td>
<td>3</td>
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</tbody>
</table>

Total Required Core Courses: 37 units

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 043</td>
<td>Styles in Architecture</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 045</td>
<td>Architectural Building Codes</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 046</td>
<td>History of Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 047</td>
<td>History of Modern Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 052</td>
<td>Architectural Graphics: Color Rendering</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Major Units: 50

To be awarded a Certificate of Achievement, a student must
1. Complete all the required courses.
2. Earn a grade of "C" or better for all required courses.
3. 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.

For crosswalk of new subject codes, see page 51
Course ID | Title | Units
---|---|---
ARCH 082 | Landscape Plants: Winter & Spring | 3
ARCH 083 | Plant Composition | 2

Total Certificate Units 26

For crosswalk of new subject codes, see page 51

Recommended Course Sequence:

**Fall, Year 1 (12 Units):**
ARCH 051, ARCH 056, ARCH 072, ARCH 081

**Spring, Year 1 (14 Units):**
ARCH 045, ARCH 050, ARCH 058, ARCH 082, ARCH 083

**ARCH 043 STYLES IN ARCHITECTURE**
2 units
Lecture 2 units; lab 0 units
Acceptable for credit: University of California, California State University
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 styles of American colonial architecture. Pass/No Pass Option

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

**ARCH 046 HISTORY OF ARCHITECTURE**
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, California State University
This course is a study of the world history of architecture from pre-history to 1945. The course content includes the study of Roman concurrences, the triumph of Christ (early Christian architecture) to Absolutism, Bourgeoisie (European architecture 1600-1750), architecture for a new world, and Victorian Environments. Pass/No Pass Option

**ARCH 047 HISTORY OF MODERN ARCHITECTURE**
3 units
Lecture 3 units; lab 0 units
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 are also discussed. Pass/No Pass Option

**ARCH 048 DIGITAL TOOLS FOR ARCHITECTURE**
2 units
Lecture 1 unit; lab 1 unit
Advisory: MATH 902 and/or MATH 902P
Acceptable for credit: University of California, California State University
This course explores traditional and contemporary methods of graphic presentations as a means of communication in architectural design. The course emphasizes a variety of presentation techniques including color renderings, delineation of elevation, section, plan views and articulation of image and transfer methodologies. Media include computer-generated images, vellum based renderings, and architectural model building. Emphasis is also placed on preparation of student portfolio and presentation skills, in preparation for student interviews upon entering the profession. Students should be familiar with Photoshop, InDesign or similar programs before enrolling in this course. Pass/No Pass Option
ARCH 049 INTRODUCTION TO RHINO
3 units
Lecture 1.5 units; lab 1.5 units
Acceptable for credit: University of California, California State University
This course is an introduction to Rhino. This software is designed specifically for use in architecture, landscape architecture, and interior design to focus on complex, compositional forms. This course emphasizes students' creativity on the construction of 3D models. Pass/No Pass Option

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

ARCH 051 ARCHITECTURAL GRAPHICS: DRAWING & SKETCHING
3 units
Lecture 1.5 units; lab 1.5 unit
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 1.5 units; lab 1.5 unit
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 literacy, freehand sketching techniques, and an understanding of perspective. Additional topics include natural and human-made 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. Additional topics include natural and human-made forms and advanced architectural color rendering. Pass/No Pass Option

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

ARCH 056 BASIC ARCHITECTURAL DESIGN
3 units
Lecture 1.5 units; lab 1.5 unit
Acceptable for credit: University of California, California State University
This course is a study of architectural design principles and methodologies. Students have the opportunity to apply these principles to studio problems of increasing complexity. Various representation techniques are utilized, including sketching, manual graphics and rendering, computer graphics, and architectural model making. Pass/No Pass Option

ARCH 057 ARCHITECTURAL MODEL MAKING
1 unit
Lecture 0.5 units; lab 0.5 units
Acceptable for credit: California State University
This course covers the most common aspects of materials, tools, and skills required to build architectural models. Pass/No Pass Option

ARCH 058 INTRODUCTION TO REVIT ARCHITECTURE
3 units
Lecture 1.5 units; lab 1.5 unit
Acceptable for credit: University of California, 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 units
Lecture 1.5 units; lab 1.5 unit
Acceptable for credit: California State University
This course is a 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 project. 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 units; lab 0 units
Acceptable for credit: California State University
This intermediate level architecture course is a study of green building and sustainable design requirements. Students have opportunities to learn about green building and sustainable design requirements through lectures and case studies. Additional topics include green design strategies: envelope, lighting, heating, cooling, energy production, water and waste. Pass/No Pass Option

ARCH 061 ARCHITECTURAL DESIGN 1
3 units
Lecture 1.5 units; lab 1.5 unit
Prerequisites: ARCH 056
Advisory: ARCH 049 or ARCH 058
Acceptable for credit: University of California, California State University
This course is an architectural design studio. It introduces a full range of architectural ideas and issues through drawing exercises, analysis of precedents, and exploration of design methods. Students develop design skills by conceptualizing and representing architectural ideas and making aesthetic judgments about building design. Design problems range from those of the immediate environment of the individual to those of small social groups. Students develop their architectural creativity by use of software such as Rhino, SketchUp, and Revit. Pass/No Pass Option

ARCH 062 ARCHITECTURAL DESIGN 2
3 units
Lecture 1.5 units; lab 1.5 unit
Prerequisites: ARCH 061
Acceptable for credit: University of California, California State University
This course is an architectural design studio. It covers human, social, technical, and aesthetic factors related to space and form. Additional topics include designing as a conceptual discipline directed at the analysis, interpretation, synthesis, analyses of precedents, and transformation of the physical environment. Exercises are aimed at developing an understanding of the issues, elements, and processes of structural and environmental design. Students have the opportunity to develop their architectural creativity by use of software such as Rhino, SketchUp, and Revit. Pass/No Pass Option
ARCH 063 ARCHITECTURAL DESIGN 3
3 units
Lecture 1.5 units; lab 1.5 unit
Prerequisite: ARCH 062
Acceptable for credit: University of California, California State University
This course is an advanced architectural design studio. Students have the opportunity to develop an understanding of context and precedent in the construction of architectural form, and are introduced to contextual and programmatic densities in addition to circulatory, spatial, and organizational strategies in the design process. Discussions regarding architecture’s role in mediating culture, nature and technology give students the opportunity to develop their architectural vocabulary. Students have the opportunity to develop their architectural creativity by use of software such as Rhino, SketchUp, and Revit. Pass/No Pass Option

ARCH 064 ARCHITECTURAL PRACTICE
3 units
Lecture 1.5 units; lab 1.5 units
Acceptable for credit: California State University
This course is an advanced level architectural practice course. Students have opportunities to study environmental and visual phenomena through architectural design exercises. Additional topics include architect’s duties and responsibilities, and the development of an architectural production set: construction documents, construction specifications, and cost estimation. Pass/No Pass Option

ARCH 066 ADVANCED REVIT ARCHITECTURE
3 units
Lecture 1.5 units; lab 1.5 units
Acceptable for credit: California State University
This course focuses on 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 units; lab 0 units
Acceptable for credit: University of California, California State University
This course is a study of world landscape architectural history from prehistory to present. Pass/No Pass Option

ARCH 076 LANDSCAPE CONSTRUCTION TECHNOLOGY
3 units
Lecture 2 units; lab 1 unit
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 AND AUTUMN
3 units
Lecture 2 units; lab 1 unit
Acceptable for credit: University of California, California State University
This course is a study of ornamental trees, vines, and ground-covers 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 AND SPRING
3 units
Lecture 2 units; lab 1 unit
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 unit; lab 1 unit
Acceptable for credit: University of California, California State University
This course is a study of the design placement of ornamental trees, shrubs, vines, and ground covers in the environmental landscape. Emphasis is on the aesthetic and functional relationship of plant combinations, forms, and scale in relation to structures and outdoor spaces. Pass/No Pass Option

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

**THE FACULTY**
Kathy Arnold  
Heidi Brueckner  
Jason Challas  
Christopher Cryer  
Mitra Fabian  
Dan Fenstermacher  
Ron Guzman  
Cynthia Napoli-Abella Reiss

**Degrees:**
- A.A.-T, Art History  
- A.A.-T, Studio Arts

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, photography and sculpture. Art Department curriculum accommodates students with various goals and levels of experience. The Art Department faculty facilitates a supportive, creative learning environment where all students may explore their interests: transfer to four-year institutions and priority art schools or career options listed below. Instructional emphasis is placed on:
- the fundamental principles of art;  
- developing technical skills and good craftsmanship; and  
- exploring creativity and self-expression.

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

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

**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  
- Photographer  
- Restoration

**Visual Resources Curator**
Note: Some career options require more than two years of college study.

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

**ASSOCIATE IN ARTS IN ART HISTORY FOR TRANSFER DEGREE (AA-T in Art History)**

The Associate in Arts in Art History for Transfer degree (AA-T in Art History) is a 60-unit program which provides lower division education to students planning to transfer to a CSU in pursuit of a baccalaureate degree in Art History or Art with an emphasis in Art History. Students completing the Associate in Arts in Art History for Transfer degree (AA-T in Art History) will be able to attribute artworks to artist, culture, country and/or style, give rationale for attribution, respond to artworks on both intellectual and emotional levels, and analyze iconography.

Students must complete the following ADT requirements:
- 60 semester or 90 quarter CSU-transferable units  
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.  
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.  
- obtainment of a minimum grade point average (GPA) of 2.0.  
- earn a grade of C or better in all courses required for the major or area of emphasis.

Students are not required to complete the information competency requirements, PE requirements, or cultural diversity requirements found in other degrees at the college.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td><strong>Required Core Courses: 9 units</strong></td>
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<td></td>
</tr>
<tr>
<td>ART 001A</td>
<td>Survey of Western Art I</td>
<td>3</td>
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<tr>
<td>ART 001B</td>
<td>Survey of Western Art II</td>
<td>3</td>
</tr>
<tr>
<td>ART 031A</td>
<td>Beginning Drawing</td>
<td>3</td>
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<tr>
<td><strong>List A (select one): 3 units</strong></td>
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<tr>
<td>ART 007</td>
<td>The Art of Asia</td>
<td>3</td>
</tr>
<tr>
<td>ART 012A</td>
<td>Art of Pre-Hispanic Mexico</td>
<td>3</td>
</tr>
<tr>
<td>ART 012B</td>
<td>Art of Colonial and Modern Mexico</td>
<td>3</td>
</tr>
<tr>
<td>ART 001J</td>
<td>Survey of Non-Western Art: Africa, Oceania, and Indigenous North Americas</td>
<td>3</td>
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<tr>
<td><strong>List B (select one): 3 units</strong></td>
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</tr>
<tr>
<td>ART 033A</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 033C</td>
<td>Color Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 035A</td>
<td>Beginning Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 055</td>
<td>Introduction to Computer Arts</td>
<td>3</td>
</tr>
<tr>
<td>ART 081</td>
<td>3-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 062A</td>
<td>Basic Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 031B</td>
<td>Expressive Drawing</td>
<td>3</td>
</tr>
<tr>
<td><strong>List C (select one): (including any course from List A or B not already used): 3 units</strong></td>
<td></td>
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<tr>
<td>ART 001D</td>
<td>Survey of Modern Art</td>
<td>3</td>
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<tr>
<td>ART 001E</td>
<td>Design in Society</td>
<td>3</td>
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<tr>
<td>ART 001G</td>
<td>History of Photography</td>
<td>3</td>
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<tr>
<td>ART 010</td>
<td>American Art: A Multicultural Approach</td>
<td>3</td>
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<tr>
<td>ART 013</td>
<td>African-American Art History</td>
<td>3</td>
</tr>
<tr>
<td>ART 014</td>
<td>Women in Art History</td>
<td>3</td>
</tr>
</tbody>
</table>
The Associate in Arts in Studio Arts for Transfer degree (AA-T in Studio Arts) is designed to provide lower division education to students planning to transfer to a CSU institution in pursuit of a baccalaureate degree in Art, Visual and Public Art or Visual and Performing Arts. Students completing the Associate in Arts in Studio Arts for Transfer degree (AA-T in Studio Arts) will be able to examine and evaluate artwork in terms of strengths and goals; create drawings that demonstrate proportion, value, volume, composition, chiaroscuro and perspective and techniques of pencil, ink and charcoal application; and create an art project that uses the elements of design point, line, plane, value, and other design principles of organization. Students must complete the following requirements:

- 60 semester or 90 quarter CSU-transferable units
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis.

Students are not required to complete the information competency requirements, PE requirements or cultural diversity requirements found in other degrees at the College.

### Recommended Course Sequence:

**Fall, Year 1 (6 Units):**
- ARTS 001B, ARTS 031A

**Spring, Year 1 (3 Units):**
- ARTS 001A

**List A, B, C**

**Spring, Year 1, Fall, Year 2, Spring, Year 2 (9 Units):**
Select 1 course from List A, B, C. See above for more details.

**Total Major Units:** 18

**GE Units (CSU GE or IGETC):** 39 or 37

**Total Degree Units:** 60

For crosswalk of new subject codes, see page 51

### Course ID | Title | Units
--- | --- | ---
**ARTS 001A** | Survey of Western Art I | 3
**ARTS 001B** | Survey of Western Art II | 3
**ARTS 031A** | Beginning Drawing | 3
**ARTS 033A** | Two-Dimensional Design | 3
**ARTS 081** | 3-Dimensional Design | 3
**List A (select one): 3 units**
**ARTS 001A** | Survey of Western Art I | 3
**ARTS 001E** | Design in Society | 3
**ARTS 007** | The Art of Asia | 3
**ARTS 001J** | Survey of Non-Western Art: Africa, Oceania, and Indigenous North Americas | 3

**List B (Curricular Areas): (9 units)**
**ARTS 035A** | Beginning Life Drawing | 3
**ARTS 033C** | Color Design | 3
**ARTS 049A** | Beginning Painting | 3
**ARTS 055** | Introduction to Computer Arts | 3

**Total Degree Units:** 60

**GE Units (CSU GE or IGETC):** 39 or 37

**Total Major Units:** 24-25

For crosswalk of new subject codes, see page 51

### Recommended Course Sequence:

**Fall, Year 1 (6 Units):**
- ARTS 001B, ARTS 031A

**Spring, Year 1 (6 Units):**
- ARTS 033A, one course from List A

**Fall, Year 2 (6 Units):**
- ARTS 081, one course from List B

**Spring, Year 2 (6 Units):**
- Two courses from List B

**ARTS 001A SURVEY OF WESTERN ART 1**
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, California State University C-ID ARTH 110

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

**ARTS 001AH HONORS SURVEY OF WESTERN ART I**
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, California State University C-ID ARTH 110

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 trans-disciplinary 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

**ARTS 001B SURVEY OF WESTERN ART II**
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, California State University C-ID ARTH 120

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
ARTS 001D SURVEY OF MODERN ART  
3 units  
Lecture 3 units; lab 0 units  
Acceptable for credit: University of California, California State University  
C-ID ARTH 150  
This course is a general survey of painting, sculpture, and architecture in the Western modern world of the 19th and 20th centuries emphasizing the evolution of changing attitudes toward form and content. Pass/No Pass Option

ARTS 001DH HONORS ART OF THE 20TH CENTURY  
3 units  
Lecture 3 units; lab 0 units  
Acceptable for credit: University of California, California State University  
C-ID ARTH 150  
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

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

ARTS 001G HISTORY OF PHOTOGRAPHY  
3 units  
Lecture 3 units; lab 0 units  
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

ARTS 001J SURVEY OF NON-WESTERN ART: AFRICA, OCEANIA, AND INDIGENOUS NORTH AMERICA  
3 units  
Lecture 3 units; lab 0 units  
Acceptable for credit: University of California, California State University  
C-ID ARTH 140  
This course is a general survey of painting, sculpture and architecture in the non-western world and includes Africa, Oceania and Indigenous North America using art as a reflection of human interaction with events of the time, emphasizing aesthetic, cultural and historical values. Pass/No Pass Option

ARTS 004 ART APPRECIATION  
3 units  
Lecture 3 units; lab 0 units  
Acceptable for credit: University of California, California State University  
C-ID ARTH 100  
This course provides 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 an opportunity to gain greater awareness of processes and media required to create art. Pass/No Pass Option

ARTS 007 THE ART OF ASIA  
3 units; lab 0 units  
Lecture 3 units; lab 0 units  
Acceptable for credit: University of California, California State University  
C-ID ARTH 130  
This course is a general survey of arts and culture in Asia from prehistory to present. Emphasis is on painting, sculpture, ceramics and architecture of India, China and Japan. Development of artistic ideas and expressions based in cultural interactions from prehistory to present are studied. Pass/No Pass Option

ARTS 010 AMERICAN ART: A MULTICULTURAL APPROACH  
3 units  
Lecture 3 units; lab 0 units  
Acceptable for credit: University of California, California State University  
C-ID ARTH 145  
This course is a multicultural history of American Art pre-colonial to contemporary times. The course examines the multiple histories and identities present in American art and culture providing understanding and awareness of their participation within America's visual expression. Pass/No Pass Option

ARTS 012A ART OF PRE-HISPANIC MEXICO  
3 units  
Lecture 3 units; lab 0 units  
Acceptable for credit: University of California, California State University  
C-ID ARTH 140  
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

ARTS 012B ART OF COLONIAL & MODERN MEXICO  
3 units  
Lecture 3 units; lab 0 units  
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

ARTS 013 AFRICAN-AMERICAN ART HISTORY  
3 units  
Lecture 3 units; lab 0 units  
Acceptable for credit: University of California, California State University  
This is a multicultural history of American Art pre-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

ARTS 014 WOMEN IN ART HISTORY  
3 units  
Lecture 3 units; lab 0 units  
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 the 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
ARTS 031A BEGINNING DRAWING
3 units
Lecture 2 units; lab 1 unit
Acceptable for credit: University of California, California State University
C-ID ARTS 110
This is a beginning drawing course for students with no former drawing experience. Students draw natural and human-made forms from observation directed toward realistic rendering of objects. Students receive an introduction to pictorial composition and perspective and an introduction to drawing media: pencil, charcoal, conte, and pen and ink. Studio practice emphasizes basic shading principles, techniques and development of "line" qualities of graphic presentation. Students have the opportunity to learn skills, which enable them to develop an aesthetic vocabulary leading to independent critical judgment. Pass/No Pass Option

ARTS 031B EXPRESSIVE DRAWING
3 units
Lecture 2 units; lab 1 unit
Advisory: ARTS 031A
Acceptable for credit: University of California, California State University
C-ID ART 205
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

ARTS 031C REPRESENTATIONAL DRAWING
3 units
Lecture 2 units; lab 1 unit
Acceptable for credit: University of California, California State University
In this course, students have the opportunity to expand their understanding of rendering a physical likeness of three-dimensional form in black and white media. Concepts such as linear and atmospheric perspective, proportioning and scale, value/contrast, modeling with light and shade, planar relationships, and surface texture is emphasized. Pass/No Pass Option

ARTS 033A TWO-DIMENSIONAL DESIGN
3 units
Lecture 2 units; lab 1 unit
Acceptable for credit: University of California, California State University
C-ID ARTS 100
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. C-ID Arts 100. Pass/No Pass Option

ARTS 033B COLOR DESIGN
3 units
Lecture 2 units; lab 1 unit
Advisory: ARTS 033A
Acceptable for credit: University of California, California State University
C-ID ARTS 270
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. C-ID Arts 270. Pass/No Pass Option

ARTS 035A BEGINNING LIFE DRAWING
3 units
Lecture 2 units; lab 1 unit
Acceptable for credit: University of California, California State University
C-ID ARTS 200
This course provides students 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

ARTS 035B INTERMEDIATE LIFE DRAWING
3 units
Lecture 2 units; lab 1 unit
Acceptable for credit: University of California, California State University
This course provides students the opportunity to refine basic figure drawing skills through an emphasis on creative expression. This course emphasizes the concepts of proportion, structure, modeling, movement, and description of the human form. A variety of drawing materials are used including color media. Pass/No Pass Option

ARTS 035C INTERMEDIATE-ADVANCED LIFE DRAWING
3 units
Lecture 2 units; lab 1 unit
Advisory: ARTS 035B
Acceptable for credit: University of California, California State University
In this course students have the opportunity to refine their technical skills associated with watercolor and related aqueous media. The focus of this class is on paint handling, using appropriate compositional structure and color necessary to the development of a personal style. Pass/No Pass Option

ARTS 047A BEGINNING WATERCOLOR
3 units
Lecture 2 units; lab 1 unit
Acceptable for credit: University of California, California State University
In this class, students are introduced to basic techniques and applications of traditional materials associated with painting in aqueous media. Pass/No Pass Option

ARTS 047B INTERMEDIATE WATERCOLOR
3 units
Lecture 2 units; lab 1 unit
Acceptable for credit: University of California, California State University
In this class students have the opportunity to refine their technical skills associated with watercolor and related aqueous media. The focus of this class is on paint handling, using appropriate compositional structure and color necessary to the development of a personal style. Pass/No Pass Option

ARTS 047C INTERMEDIATE-ADVANCED WATERCOLOR
3 units
Lecture 2 units; lab 1 unit
Acceptable for credit: University of California, California State University
In this class students are introduced to alternative painting surfaces, materials and procedures in combination with traditional watercolor and aqueous media approaches. This class emphasizes advanced theories of color and composition. Further evolution of a personal style is encouraged in this class in combination with art historical research. Pass/No Pass Option

ARTS 047D ADVANCED WATERCOLOR
3 units
Lecture 2 units; lab 1 unit
Acceptable for credit: University of California, California State University
In this course, students continue their study of personal artistic direction by developing a cohesive body of work within the confines of watercolor or other aqueous media. Projects focus on series and theme development. Studio work is supplemented with painting-oriented research, writing, and verbal appraisals. Pass/No Pass Option
ARTS 049A BEGINNING PAINTING
3 units
Lecture 2 units; lab 1 unit
Advisory: ARTS 031A and ARTS 033A
Acceptable for credit: University of California, California State University
C-ID ARTS 210
In this course students have the opportunity to learn the elements of painting using a variety of techniques, materials, and tools. Structure, composition, paint handling, light affects, and color theory are stressed in relationship to the painting process and a variety of subject matter. Pass/No Pass Option

ARTS 049B INTERMEDIATE PAINTING
3 units
Lecture 2 units; lab 1 unit
Advisory: ARTS 049A
Acceptable for credit: University of California, California State University
In this course, students have the opportunity to 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

ARTS 049C INTERMEDIATE-ADVANCED PAINTING
3 units
Lecture 2 units; lab 1 unit
Advisory: ARTS 049B
Acceptable for credit: University of California, California State University
In this course, students have the opportunity to 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

ARTS 049D ADVANCED PAINTING
3 units
Lecture 2 units; lab 1 unit
Advisory: ARTS 049C
Acceptable for credit: University of California, California State University
In this course students have the opportunity to 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

ARTS 055 INTRODUCTION TO COMPUTER ARTS
3 units
Lecture 2 units; lab 1 unit
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.

ARTS 057A ANIMATION I
4 units
Lecture 3 units; lab 1 unit
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.
ARTS 057B ANIMATION II  
4 units  
Lecture 3 units; lab 1 unit  
Prerequisite: ARTS 057A  
Acceptable for credit: California State University  
This course provides students with the opportunity to develop intermediate computer generated imaging (CGI) skills. Topics include mechanical and organic modeling, UV mapping and shading, best practices for lighting with default render engines, basic bi-pedal character rigs, rendering parameters for basic editing.

ARTS 057C ANIMATION III  
4 units  
Lecture 3 units; lab 1 unit  
Prerequisite: ARTS 057B  
Acceptable for credit: California State University  
This course provides students with the opportunity to develop intermediate to advanced computer generated imaging (CGI) skills. Topics include realistic organic modeling and UV mapping, multi-node shading networks, photo-real lighting environments, advanced rigging set-up and animation techniques, including dynamic simulations, rendering and editing.

ARTS 062A BASIC PHOTOGRAPHY  
3 units  
Lecture 2 units; lab 1 unit  
Acceptable for credit: University of California, California State University  
This course is an introduction to the processes, principles, and tools of photography. Topics include the development of technical and aesthetic skills, elements of design and composition, camera technology, materials and equipment, and contemporary trends in photography. This course is an investigation of the historical and practical aspects of photography as an art form. This course offers students the opportunity to gain a solid understanding of the theory and practice of photography by developing a point of view about the variety of possibilities for the photographic image in our culture. Pass/No Pass Option

ARTS 062B INTERMEDIATE PHOTOGRAPHY  
3 units  
Lecture 2 units; lab 1 unit  
Advisory: PHOTO 101 or ARTS 062A  
Acceptable for credit: University of California, 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. Pass/No Pass Option

ARTS 062C COLOR PHOTOGRAPHY  
3 units  
Lecture 2 units; lab 1 unit  
Advisory: PHOTO 101 or ARTS 062A  
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. Pass/No Pass Option

ARTS 062D STUDIO PHOTOGRAPHY  
3 units  
Lecture 2 units; lab 1 unit  
Advisory: PHOTO 101 or ARTS 062A  
Acceptable for credit: California State University  
This beginning studio lighting course introduces the students to basic portrait and product lighting techniques. Students have the opportunity to use one, two and three light studio portrait configurations. Students have the opportunity to explore different lighting arrangements for metal, glass, fabric and food and the opportunity for hands on exploration of all aspects of beginning studio photography. Pass/No Pass Option

ARTS 065A CERAMICS - HANDBUILDING  
3 units  
Lecture 2 units; lab 1 unit  
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 includes art theories as they relate to ceramics and a survey of ceramic artists and history. This course gives students an opportunity to develop awareness and vocabulary leading to critical thinking and exploration of the physical properties of clay for creative expression. Pass/No Pass Option

ARTS 065B CERAMICS-HANDBUILDING II  
3 units  
Lecture 2 units; lab 1 unit  
Acceptable for credit: University of California, California State University  
This is an intermediate course in ceramics hand-building techniques, kilns, clay body construction, and ceramic decorative effects. The course includes further development of 3-D design concepts, self expression, as well as art theories as they relate to ceramics and a survey of ceramic artists and history. This course gives students the opportunity to develop a critical awareness and vocabulary leading to independent critical thinking. Pass/No Pass Option

ARTS 065C CERAMICS-HANDBUILDING III  
3 units  
Lecture 2 units; lab 1 unit  
Acceptable for credit: University of California, California State University  
This advanced course explores additional course content and further develops artistic skills including large-scale building, slip-casting, organic burn-out, and various firing techniques. The course gives students an opportunity to develop a critical awareness and vocabulary leading to independent critical thinking. Pass/No Pass Option

ARTS 065D ADVANCED HANDBUILT CERAMICS IV  
3 units  
Lecture 2 units; lab 1 unit  
Acceptable for credit: University of California, California State University  
This advanced course explores additional course content and further develops artistic skills including large-scale building, slip-casting, organic burn-out, and various firing techniques. The course gives students an opportunity to develop a critical awareness and vocabulary leading to independent critical thinking. Pass/No Pass Option

ARTS 067A CERAMICS - POTTER'S WHEEL  
3 units  
Lecture 2 units; lab 1 unit  
Acceptable for credit: University of California, California State University  
This course is an introduction to wheel throwing and decoration techniques. This course includes vocabulary and art theories as they relate to ceramics and a survey of ceramic artists and history. This course gives students an opportunity to develop awareness and vocabulary leading to independent critical thinking and exploration of the physical properties of clay for functional ware and creative expression. Pass/No Pass Option

ARTS 067B CERAMICS - POTTER'S WHEEL  
3 units  
Lecture 2 units; lab 1 unit  
Acceptable for credit: University of California, California State University  
This wheel throwing course directed toward refinement of skills on the wheel, complex thrown ceramics ware, and a combination of hand built and wheel thrown forms. This course includes vocabulary and art theories as they relate to ceramics and a survey of ceramic artists and history. This course gives students an opportunity to develop awareness and vocabulary leading to critical thinking and exploration of the physical properties of clay for functional ware and creative expression. Pass/No Pass Option
ARTS 081 3-DIMENSIONAL DESIGN
3 units
Lecture 2 units; lab 1 unit
Acceptable for credit: University of California, California State University
C-ID ARTS 101
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

ARTS 085A SCULPTURE
3 units
Lecture 2 units; lab 1 unit
Acceptable for credit: University of California, California State University
This course introduces traditional and contemporary sculptural techniques, including casting, reductive carving, and additive/fabrication techniques. Contemporary and historical art movements and concepts are introduced. This course gives students an opportunity to develop critical awareness and vocabulary leading to independent critical thinking. Pass/No Pass Option

ARTS 085B SCULPTURE
3 units
Lecture 2 units; lab 1 unit
Acceptable for credit: University of California, California State University
This course further explores sculptural techniques in casting, mixed media, wood-working, metal fabrication, and installation. Contemporary and historical art movements and concepts are discussed. This course gives students an opportunity to develop critical awareness and vocabulary leading to independent critical thinking. Pass/No Pass Option

ARTS 088A METAL SCULPTURE CASTING
3 units
Lecture 2 units; lab 1 unit
Acceptable for credit: University of California, California State University
This course introduces metal casting in bronze and aluminum using investment molds, ceramic shell molds, and green sand casting. Contemporary and historical art movements and concepts are introduced. This course gives students an opportunity to develop critical awareness and vocabulary leading to independent critical thinking. Pass/No Pass Option

ARTS 088B METAL SCULPTURE CASTING
3 units
Lecture 2 units; lab 1 unit
Acceptable for credit: University of California, California State University
This course is a continuation of metal casting in bronze and aluminum using investment molds, ceramic shell molds, and green sand casting. Contemporary and historical art movements and concepts are discussed. This course gives students an opportunity to develop critical awareness and vocabulary leading to independent critical thinking. Pass/No Pass Option

ARTS 095 NEW MEDIA AND SOCIAL CHANGE
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, 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. The course also covers 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. 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 961. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

Astronomy

THE FACULTY
Benjamin Mendelsohn
Doug Epperson

DIVISION Science and Math
DEAN Laura Hyatt
DEPARTMENT CHAIR Mel Vaughn
PHONE 408-741-2483
EMAIL melvin.vaughn@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.

ASTR 002 ASTRONOMY LABORATORY
1 unit
Lecture 0 units; lab 1 unit
Corequisites: ASTR 010 or 011 or previous completion of ASTR 10 or 11
Acceptable for credit: University of California, California State University
This course is a hands-on approach to learning astronomical data-collecting methods that reinforces the concepts learned in Astronomy 010 or 011. Methods include use of the planetarium instrument, celestial globes, spectrosopes, optical benches, computer simulations and analysis tools. Pass/No Pass Option

ASTR 005 PLANETARIUM ASTRONOMY
2 units
Lecture 2 units; lab 0 units
Acceptable for credit: California State University
Naked eye astronomy is taught using the planetarium as a space simula - tor and teaching tool. Students have the opportunity to find and recognize northern hemisphere constellations and identify their brightest stars. The motion of the starry skies including celestial viewing of moon and planets is studied. Telescopes and methods of analyzing starlight are introduced. A brief history of astronomy from an earth centered to expanding universe view is presented. Planetarium astronomy makes use of our campus planetarium and, when practical, visit(s) to Bay Area planetarium(s). This class is also useful to prospective teachers and youth leaders. Pass/No Pass Option

ASTR 010 SOLAR SYSTEM ASTRONOMY
3 units
Lecture 3 units; lab 0 units
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 Terres trials and Jovians are investigated; followed by an exploration of moons, ring systems, asteroids and comets. Pass/No Pass Option
ASTR 011 STELLAR ASTRONOMY
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, California State University
This is a course in descriptive Astronomy, with emphasis on stars: their origin and evolution, their distribution within the galaxies and the origin of the universe within which the galaxies of stars are found. The 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 course also covers the nature of light and employs telescopic observations to explore the properties of stars and their evolution. An investigation of the stages in the life of a star from birth to the different forms of stellar death is also offered. The course also examines the origins of the galaxies and the fate of the Universe. Pass/No Pass Option

ASTR 014 LIFE IN THE UNIVERSE
3 units
Lecture 3 units; lab 0 units
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 have the opportunity to 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. The course also examines the possibilities for life outside of the solar system. Pass/No Pass Option

ASTR 020 FAMILY OF THE SUN
4 units
Lecture 3 units; lab 1 unit
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

ASTR 020H HONORS FAMILY OF THE SUN
4 units
Lecture 3 units; lab 1 unit
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. 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

ASTR 021 LIFESTYLES OF THE STARS
4 units
Lecture 3 units; lab 1 unit
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

ASTR 021H HONORS LIFESTYLES OF THE STARS
4 units
Lecture 3 units; lab 1 unit
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. 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

ASTR 022 FROM BIG BANG TO BLACK HOLES
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, California State University
This is an introductory course in Cosmology. Topics include an examination of the technologies (telescopes, particle accelerators and neutrino detectors) that are used to study the Cosmos, the study of interactions of light, matter, space-time and gravity, and the study of the history of the Universe including the Big Bang, cosmic expansion, inflation, large scale structure, dark matter & dark energy. Pass/No Pass Option

ASTR 030 FIELD ASTRONOMY
1 unit
Lecture 1 unit; lab 0 units
Corequisite: GEOL 030
Acceptable for credit: California State University
This is a lecture course conducted partially in the field, whose location may change from semester to semester. This allows students to study, through direct observation, the night sky. The class uses direct visual and telescopic observations of the sky to help explain solar system, stellar and galactic objects. The course includes pre-trip lecture meetings that cover the fundamentals of the motion of the heavens, star charts and telescope optics. Hiking, observations and overnight camping are required. Pass/No Pass Option
Aviation

THE FACULTY
Christopher Cruz
Benjamin Mendelsohn

Certificate:
Unmanned Aircraft System Technology

UNMANNED AIRCRAFT TECHNOLOGY
Certificate of Achievement

This certificate is designed to prepare students to enter the Unmanned Aircraft Technology field. The required course work provides the students with the skills to manage and plan flight operations. Students demonstrate the ability to collect and process imagery data for analysis. Students also develop skills that they can apply in multiple applications including agriculture, natural and cultural resources management, emergency response, aerial videography and photography.

Upon completing this certificate, students should be able to:

a. Demonstrate a basic knowledge of aircraft systems, to include airframe, power plants and flight instruments.

b. Demonstrate a basic knowledge of Unmanned Aircraft Systems including fixed wing and rotor-wing Unmanned Aircraft Systems.

c. Demonstrate knowledge of image acquisition and analysis from images acquired by Unmanned Aircraft Systems.

d. Select the type of Unmanned Aircraft System for a specific mission and identify types of payload to be carried and to complete a mission.

Potential careers students may enter upon completing this certificate are: UAS Operator, UAS Maintenance Technician, Aerial Videographer, UAS Marketing Specialist, Drone Facilitator, Sales and Account Manager for Drones, Field Service Technician, UAV Pilot, Avionics Technician, UAS Trainer, Remotely Piloted Aircraft Sensor Operator, Drone Instructor and Remote Sensing Data Management Specialist.

This is a new and emerging field so standards are still evolving. The FAA (Federal Aviation Administration) is currently developing training standards for UAS Operators and UAS Technicians. The FAA has set regulations for commercial operations and businesses that operate UAS must have a Section 333 exemption. Public entities like government/public agencies must have Certificates of Authorization for the aircraft they fly and the locations they fly in. Also, they need to have an airworthiness certificate. There will be a small UAS Rule approved this summer by the FAA.

Course ID | Title | Units
--- | --- | ---
Required Core Courses: (15 units)
AVIA 30B | Introduction to Unmanned Aircraft Systems | 3
AVIA 30A | Aviation-Pilot Ground School | 3
AVIA 30C | UAS Image Analysis and Visualization | 3
AVIA 30D | UAS Flight Operations and Flight Planning | 3
PKMGT 016G OR PKMGT 016A | Introduction to Remote Sensing or Introduction to Geospatial Technology | 3

Total Certificate Units 15

For crosswalk of new subject codes, see page 51

AVIA 030A AVIATION - PILOT GROUND SCHOOL
3 units
Lecture 3 units; lab 0 units
The course provides the background required by the FAA in subject areas including: aerodynamics, aircraft performance, navigation, weather, and aviation regulations leading to pilot certification.

AVIA 030B INTRODUCTION TO UNMANNED AIRCRAFT SYSTEMS
3 units
Lecture 3 units; lab 0 units
This course covers the foundations of unmanned aerial systems, including history, UAS systems, payloads, data links, ground support equipment, classes of UAS systems, categories, applications, mission planning and control and recovery systems.

AVIA 030C UAS IMAGE ANALYSIS AND VISUALIZATION
3 units
Lecture 3 units; lab 0 units
This course is designed to develop image analysis skills to allow for the student to create 3-D visualizations for 3-D modeling. These visualizations are to be used to analyze the subjects of the imagery acquired through use of Unmanned Aircraft.

AVIA 030D UAS FLIGHT OPERATIONS AND FLIGHT PLANNING
3 units
Lecture 2 units; lab 1 unit
This course provides students with the opportunity to develop skills to operate and plan flights, including both fixed wing and rotor wing aircraft.

For related courses
(See Park Management)
Biology

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

DEAN
Laura Hyatt

DEPARTMENT CO-CHAIRS
Leticia Gallardo & Nathan Norris

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COUNSELING
408-741-2009

DEGREES:
A.S.-T, Biology
A.S., Biological Sciences
A.S., Ecology, Biodiversity & Conservation

CERTIFICATE:
Biotech Lab Technician

BIOLOGICAL SCIENCE: Transfer: (Includes Biochemistry, Botany, Cell Biology, Zoology)
See assist.org and/or consult with a counselor.

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.

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

- Pharmacist
- Physical Therapist
- Physician’s Assistant
- Researcher
- Science Writer/ Journalist
- Scientific Illustration
- Sports Medicine
- Ultrasound Technician
- Veterinary Medicine
- Wild Life Biologist
- X-ray Technician
- Zoologist

ASSOCIATE IN SCIENCE IN BIOLOGY FOR TRANSFER DEGREE (A.S.-T in Biology)
The Associate in Science in Biology for Transfer degree (AS-T in Biology) is a 60-unit program which provides students the lower division coursework required for transfer to a CSU institution for the major in Biology. Students who complete the AS-T in Biology will be able to communicate core biological principles both orally and in writing. These principles include but are not limited to the following: the procedures of the scientific method, the results of experiments, and their analysis of biological problems; the setup of experiments implementing the scientific method, collection and analysis of data, identification of sources of errors, and interpretation of results; use of critical thinking and observational skills when applying knowledge of biological principles and concepts to novel problems, demonstration of knowledge of the relationship between structure and function in biological systems; understanding of how principles of evolution by natural selection impact living systems, how information stored in DNA is transmitted and expressed in biological systems, and how conversion of matter and energy is fundamental in living systems.

Students must complete the following requirements:
- A minimum of 60 semester or 90 quarter CSU-transferable units
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0
- earn a grade of C or better in all courses required for the major or area of emphasis.

Students are not required to complete the information competency requirements, PE requirements or cultural diversity requirements found in other degrees at the College.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>BIOL 040</td>
<td>Organismal Biology</td>
<td>4</td>
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<tr>
<td>BIOL 043</td>
<td>Principles of Cell Biology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 001</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 001B</td>
<td>General Chemistry</td>
<td>5</td>
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<tr>
<td>MATH 033A</td>
<td>Calculus and Analytic Geometry</td>
<td>5</td>
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<tr>
<td>PHYS 002A</td>
<td>General Physics-Mechanics</td>
<td>5</td>
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<tr>
<td>PHYS 002B</td>
<td>General Physics - Electricity and Magnetism</td>
<td>5</td>
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<tr>
<td>OR</td>
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<tr>
<td>PHYS 004A</td>
<td>Engineering Physics - Electricity and Magnetism</td>
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</tr>
<tr>
<td>PHYS 004B</td>
<td>Engineering Physics-Mechanics</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Major Units \( 34 \)

GE Units (CSU GE or IGETC) \( 33 \) or \( 31 \)

Total Degree Units \( 60 \)

CSU transferable elective courses are required when the major units plus transfer GE units total is less than 60.
BIOLOGICAL SCIENCE

A.S. Degree

The Associate of Science in Biological Sciences program supports students wishing to transfer whose academic pathways include a variety of biological based degrees, ranging from health sciences to zoology, or students who wish to grow in their critical thinking and analytical abilities that are present in the Biological Sciences or other disciplines. Upon completion of the program students should demonstrate the ability to apply the scientific method; use critical thinking and/or utilize observational skills to apply biological knowledge to a novel problem; exhibit proper use of laboratory and/or field equipment, techniques and/or technology. Students should demonstrate understanding of basic principles of biology such as, cell theory, genetics, evolution by natural selection, patterns of forms and function, conversion of matter and energy in biological systems, and understand the background of current issues related to health and the environment so they may make informed decisions. The Biological Sciences support a wide array of transfer majors. Students should consult counselors at both West Valley College and their transfer institutions to determine the Biological Sciences A.S. course pathway most suitable for the degree they seek. After completing an Associate of Science degree in Biology, a student will be able to:

- 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;
- Demonstrate knowledge of the scientific method by applying to a laboratory problem.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
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**Required Core Courses: Select three courses for a total of 15 units**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BIOL 041</td>
<td>Principles of Animal Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 042</td>
<td>Principles of Plant Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 043</td>
<td>Principles of Cell Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 045</td>
<td>Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 047</td>
<td>Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 048</td>
<td>Human Physiology</td>
<td>5</td>
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**Electives List A. 2 Courses Different from above**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 002 AND BIOL 002L</td>
<td>Environmental Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 010 AND BIOL 010L</td>
<td>Introduction to Biology and Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 011</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 012</td>
<td>Introduction to Ecology and Wildlife</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 013</td>
<td>Natural History of California</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 014</td>
<td>California Plants and Animals</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 018</td>
<td>Marine Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 022</td>
<td>Genetics</td>
<td>4</td>
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</table>

**Electives List B. Minimum 1 course**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 001A</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 030A</td>
<td>Fundamentals of Chemistry</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Major Units:** 21-30

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

1. Achieve a grade of “C” or better in 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.

For crosswalk of new subject codes, see page 51
ECOLOGY, BIODIVERSITY AND CONSERVATION
A.S. Degree

The goals of the Ecology, Biodiversity and Conservation transfer degree are to educate students in diverse areas of ecological and environmental science in order to understand conservation of the biodiversity found in the natural world. Students will receive a broad overview of topics such as ecological patterns, biodiversity, extinction, conservation, and evolution. The degree may exceed 60 units if students select higher unit courses. Through this transfer degree, the student will develop the ability to think logically, analyze data, apply critical thinking and scientific methodology, and develop problem-solving skills necessary for success in any field of study. The Ecology, Biodiversity and Conservation major is transferable to four-year universities where students have the opportunity to complete a Bachelor’s degree in Biology, Environmental Biology, Ecology and Evolutionary Biology, Marine Biology, Evolution and Ecology, Integrative Biology, Evolution, Ecology & Biodiversity, Environmental Science, Ecology, Behavior and Evolution, Conservation Biology, Wildlife Management, Conservation and Resource Studies.

Career Options:
- Agricultural Biologist
- Biochemist
- Biologist
- Botanist
- Entomologist
- Environmental Specialist
- Fish and Game Technical Aide
- Fish and Game Warden
- Forester
- Horticulturist
- Habitat Restoration
- Ecologist
- Laboratory Technician
- Ecologist
- Marine Biologist
- Environmental Lawyer
- Park Naturalist/Ranger
- Research Assistant
- Conservation Biologist
- Researcher
- Scientific Illustrator
- Educator
- Technical/Science Writer
- Naturalist
- Park Management
- Veterinarian
- Wildlife Specialist
- Zoo Curator
- Zoologist
- Environmental Consultant
- Environmental Policy and Management
- Green Technology

After completing an A.S. in Ecology, Biodiversity and Conservation, a student will be able to:
- Demonstrate knowledge of the scientific method by applying to a laboratory problem.
- Apply proper use of laboratory equipment, techniques and/or technology commonly employed in the field of biology.
- Demonstrate critical thinking and/or observational skills by applying knowledge of biological principles and concepts to a novel problem.
- Demonstrate knowledge of the relationship between the structure of a biological component (such as an organism or ecological system) and its function.
- Analyze and illustrate how evolution by natural selection can be seen at every level in the hierarchy of life.
- Demonstrate knowledge of how biological systems depend on obtaining, converting and releasing energy and matter.
- Evaluate and demonstrate ability to make informed decisions pertaining to the environment.

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<tbody>
<tr>
<td>BIO 002</td>
<td>Environmental Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 037</td>
<td>Evolution - Life on Earth</td>
<td>3</td>
</tr>
<tr>
<td>BIO 038</td>
<td>Biodiversity and Extinction: Hotspots, Crisis and Conservation</td>
<td>3</td>
</tr>
<tr>
<td>BIO 012</td>
<td>Introduction to Ecology and Wildlife</td>
<td>4</td>
</tr>
<tr>
<td>BIO 013</td>
<td>Natural History of California</td>
<td>3</td>
</tr>
<tr>
<td>BIO 014</td>
<td>California Plants and Animals</td>
<td>4</td>
</tr>
<tr>
<td>BIO 041</td>
<td>Principles of Animal Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIO 042</td>
<td>Principles of Plant Biology</td>
<td>5</td>
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</table>

List A: 2 courses Different from above

<table>
<thead>
<tr>
<th>Course ID</th>
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<tbody>
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<td>BIO 018</td>
<td>Marine Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 022</td>
<td>Genetics</td>
<td>4</td>
</tr>
<tr>
<td>BIO 024</td>
<td>Contemporary Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 035</td>
<td>Biology of Birds</td>
<td>4</td>
</tr>
<tr>
<td>BIO 036</td>
<td>Animal Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BIO 037</td>
<td>Evolution - Life on Earth</td>
<td>3</td>
</tr>
<tr>
<td>BIO 038</td>
<td>Biodiversity and Extinction: Hotspots, Crisis and Conservation</td>
<td>3</td>
</tr>
<tr>
<td>BIO 043</td>
<td>Principles of Cell Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIO 055</td>
<td>Biology of Sex</td>
<td>3</td>
</tr>
<tr>
<td>BIO 056</td>
<td>Ecology of the Sierra Nevada</td>
<td>3</td>
</tr>
<tr>
<td>BIO 058</td>
<td>Field Ecology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 059</td>
<td>Climate Change</td>
<td>3</td>
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List B: Minimum 2 courses (one may come from List A)

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANTHR 001</td>
<td>Introduction to Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTHR 003</td>
<td>Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 060</td>
<td>Green Building and Sustainable Design</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 001A</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 001B</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 012A</td>
<td>Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 012B</td>
<td>Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 30A</td>
<td>Fundamentals of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 30B</td>
<td>Fundamentals of Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>COMM 008</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 001</td>
<td>Intro Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 001A</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 015</td>
<td>Geology of California</td>
<td>3</td>
</tr>
</tbody>
</table>
Upon completion of the certificate, students will be able to:

- Demonstrate knowledge of the scientific method by applying to a laboratory problem.

Students who successfully complete the certificate will be prepared for employment as a lab technician, lab assistant, or quality control officer in biotech companies and similar industries in the Bay Area and elsewhere.

**Complete the following courses 13 Units**

<table>
<thead>
<tr>
<th>Course ID</th>
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<th>Units</th>
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<tbody>
<tr>
<td>BIOL 010</td>
<td>Introduction to Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 010L</td>
<td>Introduction to Biology Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

**OR**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 011</td>
<td>Human Biology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Recommended Course Sequence:**

**Fall, Year 1 (3 Units):**
- BIOL 002 or 037 or 038* (note: if choose Biol 38 – avail Spring only)

**Spring, Year 1 (3-4 Units):**
- BIOL 012 and BIOL 013* or BIOL 014 (note: if choose BIOL 013 – avail Fall only)

**Fall, Year 2 (4-5 Units):**
- BIOL 040* or BIOL 041 (note: if choose BIOL 040 – avail Summer only)

**Spring, Year 2 (4-5 Units):**
- BIOL 040* or BIOL 042 (note: if choose BIOL 040 – avail Summer only)

**Spring, Year 2 (4-5 Units):**
- BIOL 040* or BIOL 042 (note: if choose BIOL 040 – avail Summer only)

**Elective Courses**

**Fall, Year 1, Spring Year 1 (6-9 Units):**
Choose 2 courses from List A

**Fall, Year 2, Spring, Year 2 (5-10 Units):**
Choose 2 courses from List B

**BIOTECH LAB TECHNICIAN Certificate of Achievement**

This program is designed to provide students with the technical skills and knowledge to obtain a certificate in pursuit of a career in the field of biotechnology. This certificate is designed to provide the education and technical experience necessary for employment in pharmaceutical companies, genetics companies, medical technology companies, and biotechnical companies, all of which require employees to have a background in biology, chemistry, and math.

Upon completion of the certificate, students will be able to:

- Demonstrate proper use of laboratory equipment, techniques and/or technology commonly employed in the field of biology.
BIOL 010L INTRODUCTION TO BIOLOGY LAB
1 unit
Lecture 0 units; lab 1 unit
Corequisite: BIOL 010
Acceptable for credit: University of California, California State University
This lab is a required Corequisite to the Biology 010 lecture course. This introductory laboratory class in general biology is designed for non-science majors and covers topics in ecology, evolution, anatomy, cell and molecular biology, and genetics. Emphasis is on using critical thinking skills to understand and apply biological principles to better understanding topics in general biology. Concurrent enrollment and a passing grade in both the lecture and the laboratory is required to receive credit for transfer as a GE science course with lab. BIOL 010/10L and BIOL 011 meet the same general education requirements. Note: UC will accept credit for only one course, BIOL 010 or BIOL 011/011H, not both. West Valley College will only allow students to take BIOL 010 or BIOL 011/011H, not both.

BIOL 011 HUMAN BIOLOGY
4 units
Lecture 3 units; lab 1 unit
Acceptable for credit: University of California, California State University
Using human anatomy and physiology as its medium, this is an introduction 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, basic chemistry, genetics, 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 the course. A passing grade in both the lecture and the laboratory is required to receive credit for the course. BIOL 010/10L and BIOL 011 meet the same general education requirements. Note: UC will accept credit for only one course, BIOL 010 or BIOL 011/011H, not both. West Valley College will only allow students to take BIOL 010 or BIOL 011/011H, not both.

BIOL 012 INTRODUCTION TO ECOLOGY AND WILDLIFE
4 units
Lecture 3 units; lab 1 unit
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 are covered, along with animal biology, behavior, population dynamics and human impact and management. Laboratory and field exercises emphasize investigative techniques used in scientific studies.

BIOL 013 NATURAL HISTORY OF CALIFORNIA
3 units
Lecture 2 units; lab 1 unit
Acceptable for credit: University of California, California State University
This course explores the plant and animal communities of California. 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.

BIOL 014 CALIFORNIA PLANTS AND ANIMALS
4 units
Lecture 3 units; lab 1 unit
Acceptable for credit: University of California, 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 lifeforms and their community associations. In-class activities and out-of-class projects involve learning the natural history of California lifeforms, as well as recognizing and naming them. Anyone who is interested in teaching, working in recreation or in park management has the opportunity to learn identification, display, and field techniques. This course also provides an introduction to the natural history of California with an emphasis on plants and animals. The most common life forms from the coast to the mountains to the desert are explored within the ecological context. This class is designed for non-majors.

BIOL 018 MARINE BIOLOGY
4 units
Lecture 3 units lab 1 unit
Acceptable for credit: University of California, California State University
This course is a survey of the biological principles of marine science. It is 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.

BIOL 022 GENETICS
4 units
Lecture 3 units; lab 1 unit
Acceptable for credit: University of California, California State University
This general education course is 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.

BIOL 023 INTRODUCTION TO INFECTIOUS DISEASES
3 units
Lecture 3 units; lab 0 units
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 bio-terrorism, 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.

BIOL 024 BIO IN THE NEWS
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, California State University
This course allows students of all disciplines the opportunity to learn about a wide range of currently relevant biological topics that affect students’ lives including issues relating to the environment, human physiology, genetics, and many others. Students have an opportunity to choose from a variety of basic biological concepts to encourage meaningful discussions of these issues and to help students understand biological concepts in news articles, books, and essays on these topics. Topics may include but are not limited to the affect of love, sleep, or drugs on the brain, biotechnology, cloning, genetic engineering, introduced species, the Anthropocene, neurological disorders, nutrition, cancer, sex reassignment surgery, and more!

BIOL 025 LAB TECHNICIAN METHODS
2 units
Lecture 1 unit; lab 1 unit
Corequisite: BIOL 043 or BIOL 045
Acceptable for credit: California State University
This course covers basic concepts and common methods used by biotech and chemistry lab technicians, including making solutions and media and using of pH meters, autoclaves, sterile and fume hoods, micropipetters, and microscopes. Important practices such as aseptic and sterile technique, lab safety and proper waste disposal are also discussed and demonstrated.

BIOL 026 CERTIFIED QUALITY IMPROVEMENT
1 unit
Lecture 1 unit; lab 0 units
Acceptable for credit: California State University
This course is designed to combine the content on the Certified Quality Improvement Associate (CQIA) certification exam from the American Society for Quality with an exploration of bioscience industry regulation. The CQIA certification covers the basics of quality, teamwork, and customersupplier relations. This course provides this information in the context of the biotech and biomedical workplace. Pass/No Pass Option
B I O L  0 2 7  S C I E N T I F I C  L I T E R A C Y  A N D  T E C H N I C A L  W R I T I N G

1 unit
Lecture 1 unit; lab 0 units
Acceptable for credit: California State University
This introductory course surveys the writing style and optimal methods for reading, reviewing, and critically analyzing scientific literature. This course covers important sections found in scientific journal articles, how to best write in typical scientific journal style, and how to format and read through the dense information often found in technical writing.

B I O L  0 3 5  B I O L O G Y  O F  B I R D S

4 units
Lecture 3 units; lab 1 unit
Acceptable for credit: University of California, 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 museum and environmental docents, environmental educators, as well as bird enthusiasts. Students are responsible for transportation and costs associated with travel.

B I O L  0 3 6  A N I M A L  B E H A V I O R

3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, California State University
Have you ever wondered why animals behave the way they do? This course explores 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.

B I O L  0 3 7  E V O L U T I O N  -  L I F E  O N  E A R T H

3 units
Lecture 3 units; lab 0 units
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.


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

B I O L  0 4 0  O R G A N I S M A L  B I O L O G Y

4 units
Lecture 3 units; lab 1 unit
Prerequisites: MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University
This course, intended for biology majors, is a survey of the basic biology and diversity of unicellular and multi-cellular organisms. It emphasizes general biological principles, classification, structure, function and evolutionary adaptations of organisms (including plants, fungi, animals, and unicellular organisms) to their environments.

B I O L  0 4 1  P R I N C I P L E S  O F  A N I M A L  B I O L O G Y

5 units
Lecture 3 units; lab 2 units
Prerequisites: BIOL 010 or BIOL 011 or equivalent high school biology course, MATH 106 or MATH 106R
Advisory: BIOL 043
Acceptable for credit: University of California, California State University
C-ID BIOL 150
This course is intended for biology majors and introduces the principles and concepts of animal biology. The material includes a survey of animal phyla and non-photosynthetic, single-celled, eukaryotic taxa and covers the comparative structure, function, and life cycles of animals, as well as principles of evolution, taxonomy, and systematics. Topics include development, morphology and physiology, phylogeny, and behavior of animals, as well as principles of evolution, mechanisms of evolutionary change, and speciation.

B I O L  0 4 2  P R I N C I P L E S  O F  P L A N T  B I O L O G Y

5 units
Lecture 3 units; lab 2 units
Prerequisites: MATH 106/106R
Advisory: BIOL 043
Acceptable for credit: University of California, California State University
C-ID BIOL 155
This course for biology majors surveys basic principles of the plant sciences by examining all levels of biological organization. It covers comparative diversity, structure, and function of plant, fungal and protistan phyla. Topics include development, morphology and physiology, taxonomy, systematics, and evolution. Principles of population and community ecology and ecosystem interactions are emphasized. Laboratory activities include microscopic work, experimental physiology, and studies of biodiversity, natural history, and ecology. Field trips to several ecosystems in the Bay Area provide numerous opportunities to study local flora.

B I O L  0 4 3  P R I N C I P L E S  O F  C E L L  B I O L O G Y

5 units
Lecture 3 units; lab 2 units
Prerequisites: CHEM 001A; MATH 106 or MATH 106R; and BIOL 010 or BIOL 011 or Successful completion of any college biology course
Acceptable for credit: University of California, California State University
C-ID BIOL 190
This course, intended for majors, covers principles and applications of prokaryotic and eukaryotic cell structure and function, taxonomy, viruses, biological molecules, homeostasis, cell reproduction and its controls, molecular genetics, genetic engineering, mitosis, cell metabolism including photosynthesis and respiration, cellular communication, 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. The philosophy of science, methods of scientific inquiry and experimental design are foundational to the course. This course is designed to complete the preparation of the biology and pre-professional major for specialized upper division courses.

B I O L  0 4 5  M I C R O B I O L O G Y

5 units
Lecture 3 units; lab 2 units
Prerequisite: BIOL 010 or BIOL 011 or Successful completion of any college biology course; and CHEM 002 or CHEM 001A or CHEM 030A or Successful completion of any college chemistry course
Acceptable for credit: University of California, California State University
This course is designed for nursing and other majors in life science. This serves as an introduction to microorganisms and the laboratory techniques employed in their study. The characteristics, particularly of bacteria, but also including viruses, algae, fungi, and protozoa will be studied with emphasis on their relationship to human life. Laboratory work includes studying morphology, culturing methods, and biochemical characteristics of microorganisms. The student has the opportunity to gain experience with basic laboratory skills common in the field of microbiology.
BIOL 047 HUMAN ANATOMY
5 units
Lecture 3 units; lab 2 units
Prerequisite: BIOL 010 or BIOL 011 or Successful completion of a High School general biology course. (Course should include an overview of cellular structure, cellular function, cell division and the scientific method.)
Acceptable for credit: University of California, California State University
C-ID BIOL 110B
This course for health professionals covers the principles and concepts of human anatomy through the comprehensive study of the gross and microscopic structure of the human body. Lab consists of human cadaver examination, specimen dissection, and microscopic examination of human tissues.

BIOL 048 HUMAN PHYSIOLOGY
5 units
Lecture 3 units; lab 2 units
Prerequisites: BIOL 047; CHEM 002 or CHEM 030A or CHEM 001A
Acceptable for credit: University of California, California State University
C-ID BIOL 120B
Physiology is the study of the organ systems of the human body and the physiological principles involved in normal function. Emphasis is upon cellular and organ system function, integration and homeostasis, and regulatory mechanisms. The laboratory includes experiments stressing function of the body systems. Some experiments will be carried out on the students themselves.

BIOL 050 HUMAN CADAVER DISSECTION
1 unit
Lecture 0 units; lab 1 unit
Prerequisite: BIOL 047
Acceptable for credit: California State University
This is a whole human cadaver dissection course. The course is designed for nursing, medical, physical therapy, physician assistant, chiropractic and other health related majors. The course uses a regional approach to cadaver dissection. Working in small groups, student have the opportunity to dissect cadavers while the instructor provides necessary guidance and information for accomplishing the dissection. Pass/No Pass Option

BIOL 055 BIOLOGY OF SEX
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, 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 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.

BIOL 056 ECOLOGY OF THE SIERRA NEVADA
3 units
Lecture 2 units; lab 1 unit
Acceptable for credit: University of California, 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, camping equipment, and related expenses.

BIOL 058 FIELD ECOLOGY
3 units
Lecture 2 units; lab 1 unit
Acceptable for credit: University of California, California State University
This course explores the ecology of plant and animal communities. 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 are responsible for transportation and costs associated with travel, meals, camping equipment and related expenses.

BIOL 059 CLIMATE CHANGE
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, California State University
This non-major course is an introduction to the biology of climate change. Students have the opportunity to learn the basics of how climate change works with an overview of both natural and anthropogenic forces that drive climate patterns. This course reviews climate change data and the evidence of past and present climate patterns. Students have the opportunity to learn how evidence and models predict how climate change is impacting and will impact the environment, biodiversity and human society; and to learn about climate change policy and the future of climate change impacts by exploring mediation at the global, national, state, community and individual level.

Botany
(See Biology)

Cell Biology
(See Biology)
Business Administration and Real Estate

THE FACULTY
Manny Capello
Karina Dundurs
Jim Henderson
Lance Shoemaker

DIVISION The School of Professional Studies
DEAN Renee Paquier
DEPARTMENT CHAIR Jim Henderson
PHONE 408-741-4609
EMAIL jim.henderson@westvalley.edu
COUNSELING 408-741-4068

Degrees:
A.S.-T, Business Administration
A.S., Business Administration

Certificates:
Administrative Management
Business Administration
Business Communication
Business Leadership Skills
Business Management
Finance/Accounting
Human Resources
Marketing
Professional Selling
Project Management
Small Business Startup


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

ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION FOR TRANSFER DEGREE (A.S.-T in Business Administration)
The Associate in Science in Business Administration for Transfer Degree (A.S.-T in Business Administration) is a 60-unit program which provides students the lower division course work required for transfer to a CSU institution with a similar major in Business Administration. Students completing the Associate in Science in Business Administration for Transfer Degree (A.S.-T in Business Administration) will be able to apply generally accepted accounting theories and procedures to corporate, financial and managerial budgeting; utilize current software to perform various accounting functions; apply business theories and practices to researching and critically analyzing contemporary business issues; develop and prepare professional team-based projects and business presentation; analyze economic models as they apply to market economies and specific project and factor markets; solve problems using appropriate mathematical symbols, operations, and techniques; apply knowledge of legal principles to facilitate resolution of business problems; and speak and write effectively in business and workplace settings.

Students must complete the following requirements:
- 60 semester or 90 quarter CSU-transferable units
- the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis.

Students are not required to complete the information competency requirements, PE requirements or cultural diversity requirements found in other degrees at the College.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Core Courses: 19 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 010</td>
<td>Accounting Fundamentals - Financial</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 011</td>
<td>Managerial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ECON 001A</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 001B</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 028</td>
<td>Business Law</td>
<td>3</td>
</tr>
</tbody>
</table>

List A: Choose one course
- MATH 008 Finite Mathematics 3
- MATH 010 Elementary Statistic 4
- MATH 012 Applied Calculus 4

List B: Choose two courses (may choose any course from list A not already used in addition to those listed below)
- CIS 002 Introduction to Computing 4
- BUS 051 OR Business Communication 3
- BUS 078 OR Introduction to Business 3

Total Major Units 29-30
GE Units (CSU GE or IGETC) 39 or 37
Total Degree Units 60

For crosswalk of new subject codes, see page 51

Recommended Course Sequence:
Fall, Year 1 (8 Units):
- ACCT 010, BUSN 028

Spring, Year 1 (8 Units):
- ECON 001A, ACCT 011

Fall, Year 2 (3 Units):
- ECON 001B

Elective Courses
Fall, Year 2 (3-4 Units):
- Choose 1 from List A.

Spring, Year 2 (6-7 Units):
- Choose 2 courses from List B

BUSINESS ADMINISTRATION A.S. Degree
The Business Administration AS degree at West Valley College focuses on preparing students for a diverse range of careers in the business world. The curriculum is designed to provide students with the basic skills that all business professionals should have, including an understanding of the world of business, marketing, human relations, communication skills, modern office skills, and understanding how business is viewed from a sociocultural point of view.

The courses are designed for students who do not have previous experience in business. The required courses for this degree prepare students not only for transfer to a four-year university, but also for jobs in a general business office setting, or prepare students already in business for promotions at work.

The courses aim to develop skills in business analytics, team projects, critical thinking, modern office administration skills, and understanding organizational behavior and key behavioral dynamics of people at work.

Upon successful completion of the degree students should be able to enter the business world with a better understanding of the complexities of business and of the career options in business. In addition, students should be able to demonstrate competency in understanding business and understanding how to be a successful employee within a modern business office and:
• Apply introductory business theories and concepts to researching and analyzing contemporary business issues.
• Research and write strategic business and marketing plans.
• Utilize mathematical skills to solve business math problems.
• Develop and prepare team based projects and professional business presentations.
• Demonstrate critical thinking skills for analyzing legal and business cases.

Potential careers specific to this degree include, but are not limited to: office manager, executive assistant, financial analyst, project management, human relations specialists, and marketing.

Course ID Title Units

**Required Core Courses: 23 units**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 050</td>
<td>Accounting for Small Business</td>
<td>1</td>
</tr>
<tr>
<td>BUSN 028</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 062</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 070</td>
<td>Effective Office Skills</td>
<td>3</td>
</tr>
<tr>
<td>CIST 002</td>
<td>Introduction to Computing</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 078</td>
<td>Business Communication</td>
<td>3</td>
</tr>
</tbody>
</table>
| BUSN 024  | International Business Management  | 3     | OR
| BUSN 036  | Strategic Management               | 3     |
| BUSN 051  | Introduction to Business           | 3     | OR
| BUSN 061  | Business, Government, and Society  | 3     |

Complete one of the following concentrations (Finance/Accounting, Marketing, Human Resources, or Entrepreneurship emphasis): 12 units

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 010</td>
<td>Financial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 060</td>
<td>Accounting Fundamentals: Quickbooks</td>
<td>4</td>
</tr>
</tbody>
</table>
| BUSN 046  | Excelling With Excel               | 3     | OR
| BUSN 006  | Negotiation Principles             | 3     |
| BUSN 040  | Sales Strategies                   | 3     |
| BUSN 056  | Marketing Principles               | 3     |
| BUSN 081  | Advertising Principles             | 3     |

OR

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 006</td>
<td>Negotiation Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 034</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 066</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 068</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
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</table>

OR

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 005</td>
<td>Introduction to Project Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 015</td>
<td>The Entrepreneurial Mindset</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 054</td>
<td>Small Business Start Up and Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 056</td>
<td>Marketing Principles</td>
<td>3</td>
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</table>

**Total Major Units:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>-required courses</td>
<td></td>
</tr>
<tr>
<td>Total Major Units</td>
<td>35</td>
</tr>
</tbody>
</table>

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

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

For crosswalk of new subject codes, see page 51

**CERTIFICATES AWARDED UPON COMPLETION**

(No more than one may be completed.)

**Recommended Course Sequence:**

**Example - Human Resources**

**Fall, Year 1 (9 Units):**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 051</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>

**Spring, Year 1 (9 Units):**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 006</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 024</td>
<td>Accounting for Small Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 028</td>
<td>Business Law</td>
<td>3</td>
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</tbody>
</table>

**Fall, Year 2 (9 Units):**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 034</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 066</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 068</td>
<td>Organizational Behavior</td>
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</table>

**Spring, Year 2 (8 Units):**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ACCT 050</td>
<td>Accounting for Small Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 070</td>
<td>Effective Office Skills</td>
<td>3</td>
</tr>
</tbody>
</table>

**ADMINISTRATIVE MANAGEMENT Certificate of Achievement**

After completing an Administrative Management Certificate, a student will be able to:

• Apply introductory business theories and concepts to researching and analyzing legal and business cases.
• Develop and prepare team based projects and professional business presentations.
• Demonstrate critical thinking skills for analyzing legal and business cases.
• Research and write strategic business and marketing plans.
• Utilize mathematical skills to solve business math problems.

**Course ID | Title                              | Units |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 034</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 036</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 068</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 078</td>
<td>Business Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Certificate Units:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Core Courses</td>
<td>12</td>
</tr>
<tr>
<td>Total Certificate Units</td>
<td>12</td>
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</tbody>
</table>

For crosswalk of new subject codes, see page 51

**Recommended Course Sequence**

**Fall, Year 1 (3 Units):**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 034</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Spring, Year 1 (3 Units):**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 068</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

**Fall, Year 2 (3 Units):**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 034</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Spring, Year 2 (3 Units):**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 051</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>

**BUSINESS ADMINISTRATION Certificate of Achievement**

The Business Administration Certificate at West Valley College focuses on preparing students for a diverse range of careers in the business world. The curriculum is designed to provide students with the basic skills that all business professionals should have, including an understanding of the world of business, marketing, human relations, communication skills, modern office skills, and understanding how business is viewed from a sociocultural point of view. The courses are designed for students who do not have previous experience in business. The required courses for this Certificate prepare students for jobs in a general business office setting, or prepare students already in business for promotions at work. The courses aim to develop skills in business analytics, team projects, critical thinking, modern office administration skills, and understanding organizational behavior and key behavioral dynamics of people at work.

Upon successful completion of the Certificate students should be able to enter the business world with a better understanding of the complexities of business and of the career options in business.

Potential careers specific to this Certificate include, but are not limited to: office manager, executive assistant, financial analyst, project management, human relations specialists, and marketing. After completing the Certificate, a student should be able to demonstrate competency in understanding business and understanding how to be a successful employee within a modern business office.

**Course ID | Title                              | Units |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 051</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>
BUSINESS ADMINISTRATION / REAL ESTATE

Course ID  Title  Units  
BUSN 056  Marketing Principles  3  
BUSN 061  Business, Government, and Society  3  
BUSN 066  Human Relations in Business  3  
BUSN 070  Effective Office Skills  3  
BUSN 078  Business Communication  3  

Total Certificate Units  18

For crosswalk of new subject codes, see page 51

Recommended Course Sequence:
Fall, Year 1 (6 Units):
BUSN 051, BUSN 061

Spring, Year 1 (6 Units):
BUSN 056, BUSN 066

Fall, Year 2 (6 Units):
BUSN 070, BUSN 078

BUSINESS COMMUNICATION
Certificate of Achievement

After completing a Business Communication certificate, a student will be able to:
- Apply introductory business theories and concepts to researching and analyzing.
- Develop and prepare team-based projects and professional business presentations.
- Demonstrate critical thinking skills for analyzing legal and business cases.
- Research and write strategic business and marketing plans.
- Utilize mathematical skills to solve business math problems.

Course ID  Title  Units  
BUS 040  Sales Strategies  3  
BUS 051  Introduction to Business  3  
BUS 061  Business and Society  3  
BUS 066  Human Relations in Business  3  
BUS 078  Business Communication  3  

Total Certificate Units  15

For crosswalk of new subject codes, see page 51

Recommended Course Sequence:
Fall, Year 1 (3 Units):
BUSN 051 or BUSN 061

Spring, Year 1 (6 Units):
BUSN 068, BUSN 066

Fall, Year 2 (3 Units):
BUSN 078

BUSINESS MANAGEMENT
Certificate of Achievement

After completing a Business Management certificate, a student will be able to:
- Research and write strategic business and marketing plans.
- Apply a variety of management approaches to the effective and efficient running of business enterprises and organizations.

Courses do not have to be sequenced.

Course ID  Title  Units  
BUS 040  Sales Strategies  3  
BUS 056  Marketing Principles  3  
BUS 066  Human Relations in Business  3  
BUS 078  Business Communication  3  
BUS 036  Strategic Management  3  

Total Certificate Units  15

For crosswalk of new subject codes, see page 51

Recommended Course Sequence:
Fall, Year 1 (6 Units):
BUSN 066, BUSN 056

Spring, Year 1 (3 Units):
BUSN 078

Fall, Year 2 (3 Units):
BUSN 040, BUSN 036

FINANCE/ACCOUNTING
Certificate of Achievement

The Finance/Accounting Certificate of Achievement requires the successful completion of the required core courses (15 units) plus 3 additional required courses with a finance/accounting concentration (12 units) for a total of 27 units.

This program provides Career Technical Education opportunities in the areas of finance, accounting, and bookkeeping for a small to medium-size business. This certificate provides a specialized focus on learning accounting rules and standards, how to record the financial transactions of a business, financial statement preparation, and providing management financial information that enables management to plan for and control the business.

Emphasis is on learning Generally Accepted Accounting Principles, applying these principles to the recording of financial transactions and the preparation of financial statements, and providing management accurate and meaningful financial information that enables management to perform their function.
Upon completion of this program, a student should be able to:

- Demonstrate an understanding of the accounting cycle by identifying financial transactions for a business, recording those transactions in accordance with Generally Accepted Accounting Principles, and preparing end-of-period financial statements.
- Analyze the financial statements of the business, evaluate the financial health of the business, and communicate their overall assessment.

This certificate is designed for students who wish to pursue a career in bookkeeping, accounting, or auditing in a small to medium size business environment.

This program provides Career Technical Education opportunities in the areas of human resource support and management for a small to medium size business. This certificate provides a specialized focus on the various aspects of the human resources discipline in a business including recruiting, compensation, benefits, and training.

Upon completion of this program a student should be able to:

- Demonstrate an understanding of the Human Resources functions (recruiting, compensation, benefits, legal considerations).
- Demonstrate an understanding of the different employee motivational theories and how to apply them in specific situations.
- Demonstrate an understanding of the Human Resources role in a business.

This certificate is designed for students who wish to pursue a career in human resource departments in a small to medium size business environment.

### HUMAN RESOURCES

Certificate of Achievement

The Human Resources Certificate of Achievement requires the successful completion of 5 required core courses (15 units) plus 4 required courses with a human resources concentration (12 units) for a total of 27 units.

This program provides Career Technical Education opportunities in the areas of human resource support and management for a small to medium sized business. This certificate provides a specialized focus on the various aspects of the human resource discipline in a business including recruiting, compensation, benefits, and training.

Upon completion of this program a student should be able to:

- Demonstrate an understanding of the Human Resources functions (recruiting, compensation, benefits, legal considerations).
- Demonstrate an understanding of the different employee motivational theories and how to apply them in specific situations.
- Demonstrate an understanding of the Human Resources role in a business.

This certificate is designed for students who wish to pursue a career as a human resource assistant in human resource departments in a small to medium size business environment.

### Table: Course List

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 028</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 062</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 078</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 051</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSN 061</td>
<td>Business, Government, and Society</td>
<td></td>
</tr>
<tr>
<td>BUSN 024</td>
<td>International Business Management</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSN 036</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>Complete the following 3 courses: 12 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 010</td>
<td>Financial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 060</td>
<td>Accounting Fundamentals Quickbooks</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 046</td>
<td>Excelling With Excel</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Certificate Units: **27**

For crosswalk of new subject codes, see page 51

### Recommended Course Sequence:

**Fall, Year 1, example courses (11 Units):**

ACCT 010, BUSN 026, BUSN 061

**Spring, Year 1, example courses (16 Units):**

ACCT 060, BUSN 024, BUSN 046, BUSN 062, BUSN 078

### MARKETING

Certificate of Achievement

The Marketing Certificate of Achievement requires the successful completion of 5 required core courses (15 units) and 5 required courses with a marketing concentration (13 units) for a total of 28 units.

Students who complete this certificate apply introductory basic theories and concepts in marketing to all of the various fields of advanced marketing, such as social media marketing, sales, and advertising. The classes that make up the certificate require students to demonstrate critical thinking skills for analyzing specific real and hypothetical marketing cases. Students also prepare, research, and write strategic business and marketing plans; additionally, the classes in the certificate require students to prepare and develop team projects and professional business demonstrations.

Upon completion of this certificate, students should be able to:

- Apply introductory business theories and concepts to researching and analyzing marketing strategies and plans.
- Research and write strategic business and marketing plans.

Students completing this certificate qualify for, but are not limited to, careers in social media marketing, traditional marketing, internet-based marketing strategies, market analysis, advertising, sales, business communications, and other areas in the fields of marketing, communications, and advertising.

### Table: Course List

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 028</td>
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<td>3</td>
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<tr>
<td>BUSN 062</td>
<td>Business Mathematics</td>
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<tr>
<td>BUSN 078</td>
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<td>3</td>
</tr>
<tr>
<td>BUSN 051</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSN 061</td>
<td>Business, Government, and Society</td>
<td></td>
</tr>
<tr>
<td>BUSN 024</td>
<td>International Business Management</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSN 036</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>Complete the following 4 courses: 12 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSN 034</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 066</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 068</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 006</td>
<td>Negotiation Principles</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Certificate Units: **27**

For crosswalk of new subject codes, see page 51

### Recommended Course Sequence:

**Fall, Year 1, example courses (15 Units):**

BUSN 006, BUSN 034, BUSN 061, BUSN 066, BUSN 068

**Spring, Year 1, example courses (12 Units):**

BUSN 024, BUSN 028, BUSN 062, BUSN 078
business administration / real estate

The Project Management Certificate at West Valley College focuses building the required skills to keep your projects on task, on time and on budget. This is a comprehensive curriculum covering project, quality and organizational management, as well as negotiations practices. Using highly interactive curriculum, the courses are designed for students of all levels. They provide hands-on experience through instruction in various management issues and challenges specific to project management. Upon successful completion of the requirements of the program, the student will be able to demonstrate the knowledge and skills necessary to achieve success in planning, organizing, scheduling and delivering a project. Potential careers specific to these skills include: IT Project Manager, E-Commerce Project Manager, Web Project Managers, Engineering Project Manager, Construction Management, Small Business Owners and any management career that requires the above listed needs.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 081</td>
<td>Advertising Principles</td>
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<tr>
<td>BUSN 006</td>
<td>Negotiation Principles</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Certificate Units 28

For crosswalk of new subject codes, see page 51

Recommended Course Sequence:

Fall, Year 1, example courses (16 Units):
BUSN 006, BUSN 024, BUSN 040, BUSN 044, BUSN 056, BUSN 081

Spring, Year 1, example courses (12 Units):
BUSN 028, BUSN 061, BUSN 062, BUSN 078

PROFESSIONAL SELLING

Certificate of Achievement

Students who complete this certificate will be able to:
• Research and write strategic business and marketing plans.
• Apply professional sales strategies to closing sales in business-to-customer and business-to-business settings.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>BUSN 005</td>
<td>Introduction to Project Management</td>
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<tr>
<td>BUSN 006</td>
<td>Negotiation Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 044</td>
<td>Presentation, Powerpoint</td>
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</tr>
</tbody>
</table>

Total Certificate Units 16

For crosswalk of new subject codes, see page 51

Recommended Course Sequence:

Fall, Year 1 (6 Units):
BUSN 005, BUSN 046

Spring, Year 1 (6 Units):
BUSN 006, BUSN 068

Fall, Year 2 (4 Units):
BUSN 044, BUSN 078

SMALL BUSINESS STARTUP

Certificate of Achievement

The Small Business Start-up Certificate at West Valley College focuses on the kind of businesses most people start – small businesses in traditional markets. The certificate also focuses on sales strategies, marketing principles, human relations skills, and business communications. This is a comprehensive curriculum covering rewards and risks of starting a small business, entrepreneurial competencies, environmental scanning, building legitimacy, developing a social network, women and minorities in small business, screening business ideas, identifying opportunities through creativity, cultivating an innovative frame of mind, small business strategies, marketing plans, managing cash flow, small business finance, inventory and operations management, and human resource management. The courses are designed for students of all levels, providing hands-on experience and thorough training in the creative and technical challenges specific to starting a small entrepreneurial business. Upon successful completion of the requirements of this program the student should be able to demonstrate the skills necessary to launch a small business in today’s environment, develop and execute a business strategy, and achieve success as an entrepreneur. Potential careers specific to these skills include but are not limited to: Entrepreneur, Small Business Owner, Product Developer, Marketing Assistant, Marketing Coordinator, Brand Assistant, Growth Marketing Assistant, Market Analyst, Acquisition Analyst, Process Assistant, Business Development Assistant.

After completing the Small Business Start-up Certificate, a student should be able to:
• Demonstrate small business start-up skills specific to operating an enterprise that successfully competes in today’s ever-changing marketplace.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 060</td>
<td>Accounting Fundamentals Quickbooks</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 040</td>
<td>Sales Strategies</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 054</td>
<td>Small Business Start Up and Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 056</td>
<td>Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 066</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Certificate Units 16

For crosswalk of new subject codes, see page 51

Recommended Course Sequence:

Fall, Year 1 (6 Units):
BUSN 054, BUSN 056

Spring, Year 1 (6 Units):
BUSN 040, BUSN 066

Fall, Year 2 (4 Units):
ACCT 060
BUSN 005 INTRODUCTION TO PROJECT MANAGEMENT
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
Students have the opportunity to 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. Pass/No Pass Option

BUSN 006 NEGOTIATION PRINCIPLES
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
This class helps students plan for negotiating situations that arise in business environments. Students are introduced to the negotiating process through the study of written materials, classroom discussions, and role-playing. Emphasis is placed on understanding communication dynamics, defining goals, establishing tactics, assessing one's bargaining power, and resolving disagreements and conflicts. Through one-on-one and group role-playing, students have hands-on experience gaining negotiating skills. This class also discusses ethical issues arising in negotiations and negotiating in a cross-cultural context. This class is one of the classes needed to obtain a Certificate in Project Management. Pass/No Pass Option

BUSN 015 THE ENTREPRENEURIAL MINDSET
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
This course reviews and analyzes social and business entrepreneurs throughout history and around the world. The personality traits and situational variables that facilitate the growth of an entrepreneurial mindset in different cultures and during various eras are explored. The motivations, contributions, and innovations of entrepreneurs are addressed in order to assist and empower students as they develop their own personal "entrepreneurial mindset" approaches for achieving their goals and aspirations. Pass/No Pass Option

BUSN 024 INTERNATIONAL BUSINESS MANAGEMENT
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, 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
BUSN 028 BUSINESS LAW
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, California State University
C-ID BUS 125
This course is an introduction to law relating to the conduct of business, the meaning and sources of law, organization of courts and court procedures, and fundamental principles of the law of contracts and agency. A fundamental understanding of common law principles is achieved by analyzing selected cases and court decisions. Fundamental legal principles pertaining to business transactions. Introduction to the legal process. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes. Pass/No Pass Option

BUSN 034 HUMAN RESOURCE MANAGEMENT
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
This course is an in-depth study of human resources management in public and private organizations. Specific areas of human resource management to be studied are: the principles and methods involved in recruitment, selections 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

BUSN 036 STRATEGIC MANAGEMENT
3 units
Lecture 3 units; lab 0 units
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, start-up organizations and entrepreneurship. Pass/No Pass Option

BUSN 040 SALES STRATEGIES
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
This course includes the nature and concept of sales principles and strategies. This course covers careers in selling in various fields. This course examines how to prospect, qualify, and make an effective sales presentation. Students taking this class have the opportunity to learn how to succeed in sales regardless of their chosen field. Motivation of the customer, handling customer objections and complaints, closing the sale, and follow up procedures are explored in depth. Pass/No Pass Option

BUSN 042 BEGINNING MICROSOFT WORD DOCUMENTS
1 unit
Lecture 1 unit; lab 0 units
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

BUSN 043 MS OFFICE - BEGINNING OFFICE COMPUTING
3 units
Lecture 3 units; lab 0 units
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 Option.

BUSN 043A INTRODUCTION TO G-SUITE CLOUD-BASED SOFTWARE
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
This course introduces students to the G-Suite cloud-based software, which includes Google Docs, Sheets, and Slides. Students have the opportunity to learn the basic functionality of each. Pass/No Pass Option

BUSN 043B OFFICE 365 & G-SUITE INTEROPERABILITY
1 unit
Lecture 1 unit; lab 0 units
Prerequisite: BUSN 043 or BUSN 043A
Acceptable for credit: California State University
This course introduces students to the methods of importing and exporting files between G-Suite cloud-based software (Google Docs, Sheets, and Slides) and Microsoft Office 365 (MS Word, Excel, and PowerPoint). Pass/No Pass Option

BUSN 044 PRESENTATION, POWERPOINT
1 unit
Lecture 1 unit; lab 0 units
Acceptable for credit: California State University
Students in this course are given the opportunity to learn to use a comprehensive software program. Using templates for formatting text and data organized in outline form, creating overhead transparencies, preparing slide presentations, and printing presentation notes are studied. Pass/No Pass Only

BUSN 046 EXCELING WITH EXCEL
3 units
Lecture 3 units; lab 0 units
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 is covered also, and students are introduced to macro capabilities. Pass/No Pass Only

BUSN 046B BEGINNING SPREADSHEETS: MICROSOFT EXCEL
1 unit
Lecture 1 unit; lab 0 units
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

BUSN 047 ADOBE ACROBAT AND PDF
1 unit
Lecture 1 unit; lab 0 units
Acceptable for credit: California State University
This course focuses on using Adobe Acrobat to convert Microsoft documents to the PDF format. Also, the course covers enhancing PDF files with bookmarks, thumbnails, and links. Converting digital forms and web documents to PDF format is covered also. 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 961. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
BUSN 051 INTRODUCTION TO BUSINESS
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, California State University
C-ID BUS 110
This business survey course provides an overview of the various areas of concentration business majors can pursue. The course covers topics such as globalization, human resources, marketing, leadership, information technology, accounting, personal finance, legal issues, and operations management. The course also examines how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business. Pass/No Pass Option

BUSN 054 SMALL BUSINESS START UP AND MANAGEMENT
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
This introductory course is designed to develop an overall personal concept of the functions of business and its role in society. The course covers the functions, objectives, ethics, and environment of business to provide students the opportunity to grasp the importance and functioning of a market directed economic system and to understand and appreciate modern business methods and problems. This course includes a study of sole proprietorship, partnership, and corporate functions, international trade and business/government relations, production and products liability, accounting, marketing, personal management, and capital formation and a study of the securities markets. Pass/No Pass Option

BUSN 056 MARKETING PRINCIPLES
3 units
Lecture 3 units; lab 0 units
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

BUSN 061 BUSINESS, GOVERNMENT, AND SOCIETY
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, 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 societal challenges and benefits of business activity. Pass/No Pass Option

BUSN 062 BUSINESS MATHEMATICS
3 units
Lecture 3 units; lab 0 units
Prerequisite: MATH 903 or MATH 903R or LRSV 945
Acceptable for credit: California State University
In this course, students have the opportunity to apply mathematical principles used in accounting, banking, insurance, finance, buying, selling, and real estate. Applied mathematics is emphasized through the study of world problems, time value of money, simple and compound interest, and analysis of financial statements. Pass/No Pass Option

BUSN 066 HUMAN RELATIONS IN BUSINESS
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
This course is the study of human relations behavior in business organizations. Emphasis is on personal/interpersonal relationships; developing leadership for business success; maximizing human potential to meet present and future challenges by developing teamwork, building commitment, and applying traditional human relations theories to today's society. Pass/No Pass Option

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

BUSN 070 EFFECTIVE OFFICE SKILLS
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
This course provides comprehensive coverage and integration of business skills and issues. It is designed to help develop decision making skills, and establish a foundation in business procedures. Study of the electronic office, technology and procedures, document creation and distribution, research and organization of business reports, travel and conference planning, financial and legal procedures, and employment and career advancement is included. Pass/No Pass Option

BUSN 078 BUSINESS COMMUNICATION
3 units
Lecture 3 units; lab 0 units
Prerequisite: ENGL 001A
Acceptable for credit: California State University
C-ID BUS 115
This course applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. This course emphasizes planning, organizing, composing and revising documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. This course is designed for students who already have college-level writing skills. Pass/No Pass Option

BUSN 081 ADVERTISING PRINCIPLES
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
The course is an introduction to the basic principles and techniques of advertising as applied to business and to media. Advertising campaigns and their effectiveness are covered. Pass/No Pass Option
Real Estate

Learning Outcomes
After completing courses in Real Estate, a student will be able to:

• Identify and evaluate the legal issues affecting real estate practices;
• Analyze and solve real estate finance and economics problems;
• Apply real estate appraisal principles and procedures.

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

Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLST 090</td>
<td>3</td>
</tr>
<tr>
<td>RLST 091</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 028</td>
<td>3</td>
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<tr>
<td>RLST 092</td>
<td>3</td>
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<td>RLST 093A</td>
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<td>RLST 096A</td>
<td>3</td>
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<tr>
<td>RLST 099</td>
<td>3</td>
</tr>
</tbody>
</table>

RLST 090 PRINCIPLES OF REAL ESTATE
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
This is a required course to obtain a Real Estate Salesperson license. This course summarizes information required for the State of California Real Estate Salesperson's license examination. This course covers the basic background and terminology necessary for advanced study in other real estate courses. This course is intended to acquaint students with little or no training or experience in real estate with the real estate industry. This course also applies toward the educational requirements for the California Real Estate Broker's license examination. Pass/No Pass Option

RLST 091 REAL ESTATE PRACTICE
3 units
Lecture 3 units; lab 0 units
Advisory: RLST 090
Acceptable for credit: California State University
Real Estate Practice is an overview of the operational methods of a real estate business and the procedures used in a typical real estate transaction. The course covers the day-to-day operations of a real estate office, with an emphasis on topics such as listings, purchase and sale agreements, advertising, financing, escrows, taxation, and appraisal. This course summarizes information required for the State of California real estate license examinations. This course is required for a Real Estate Salesperson's license and for a Real Estate Broker's license. Pass/No Pass Option

RLST 092 REAL ESTATE ECONOMICS
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
This course provides students with the opportunity to analyze the causes and effects of value fluctuations in real estate, the nature of land development, socioeconomic factors, and what is considered a good or bad real estate investment. Students distinguish between general and specific governmental controls affecting real estate activity and analyze the effect of local, state and federal taxes on real estate activity. Students apply basic economic principles to understand how land values are influenced by multiple factors. This course applies toward the educational requirements of both the California real estate broker's and the California real estate salesperson's license examination. Pass/No Pass Option

RLST 093A LEGAL ASPECTS OF REAL ESTATE I
3 units
Lecture 3 units; lab 0 units
Advisory: RLST 090
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
RLST 094C REAL ESTATE APPRAISAL PRINCIPLES AND PROCEDURES
3 units
Lecture 3 units; lab 0 units
Advisory: RLST 090
Acceptable for credit: California State University
This introductory real estate appraisal course meets both California Office of Real Estate Appraisers (OREA) and California Bureau of Real Estate (BRE) educational requirements. This course satisfies the OREA Basic Appraisal Principles requirement with 30 hours of principles and 15 hours of procedures instruction. This course also applies to the educational requirements for the California BRE 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

RLST 095A REAL ESTATE FINANCE
3 units
Lecture 3 units; lab 0 units
Advisory: RLST 090
This course analyzes real estate financing, including financing for residential and commercial properties, and development opportunities. Other topics include secured transactions, investment vehicles, government financing options, interest rates, and evaluation of loan applicants. This course covers content required for the State of California real estate license examinations. It applies toward the educational requirements for a California Real Estate Broker’s license and as an elective for the Real Estate Salesperson’s license requirements. Pass/No Pass Option

RLST 096A REAL ESTATE INVESTMENT I
3 units
Lecture 3 units; lab 0 units
Advisory: RLST 090
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 multifamily residential, commercial, industrial, professional, recreational, condominiums and special purpose properties. This class addresses the effects of inflation, depreciation, taxes, tax-deferred exchanges, real estate cycles, growth patterns, risk and liquidity on the total real estate investment. Students also study the advantages and disadvantages of investments in related fields of real estate investments including syndications, limited partnerships, the use of leverage, and creative financing. Pass/No Pass Option

RLST 099 PROPERTY MANAGEMENT
3 units
Lecture 3 units; lab 0 units
Advisory: RLST 090
Acceptable for credit: California State University
This course covers the 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

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**Chemistry**

**THE FACULTY**
Glenn Eldridge
Blaine Harrison
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**DEAN** Laura Hyatt
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**COUNSELING** 408-741-2009

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

**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.

**CHEM 001A GENERAL CHEMISTRY**
5 units
Lecture 4 units; lab 1 unit
Prerequisite: MATH 106 or MATH 106R, and CHEM 002 or 1 year high school chemistry
Acceptable for credit: University of California, California State University
C-ID CHEM 110, C-ID CHEM 120S
This course covers the nature of matter and the changes it undergoes. Concepts covered include dimensional analysis, the structure of atoms, chemical equations, and stoichiometric calculations, properties of solutions, gas laws, calorimetry, Lewis structures, molecular geometry, oxidation-reduction, equilibrium, electron configurations and intermolecular forces.
CHEM 001B GENERAL CHEMISTRY
5 units
Lecture 4 units; lab 1 unit
Prerequisite: CHEM 001A
Acceptable for credit: University of California, California State University
C-ID CHEM 120S
This course is a continuation of Chem 001A. The units of study will include solution equilibria, electrochemistry, thermodynamics, coordination compounds, and kinetics. The laboratory will consist of qualitative analysis of cations and anions and the synthesis ofsome specific compounds.

CHEM 002 INTRODUCTORY CHEMISTRY
4 units
Lecture 3 units; lab 1 unit
Prerequisite: MATH 106 or 106R
Acceptable for credit: University of California, California State University
C-ID CHEM 101
This course is an introduction to the fundamental principles of chemistry and includes atomic theory, chemical bonding, molecular structure, chemical reactions, stoichiometry, gas laws, liquids and solids, acids and bases, equilibrium, and solution chemistry. The course stresses problem solving and is designed specifically to prepare the student for Chemistry 001A.

CHEM 012A ORGANIC CHEMISTRY
5 units
Lecture 3 units; lab 2 units
Prerequisite: CHEM 001B
Acceptable for credit: University of California, California State University
C-ID CHEM 150
This course focuses on the fundamentals of organic chemistry with emphasis on underlying concepts. Modern laboratory techniques, including instrumental methods. Recommended for chemistry majors, chemical engineering majors, most biology majors, and for pharmacy, pre-medical and pre-dental students.

CHEM 012B ORGANIC CHEMISTRY
5 units
Lecture 3 units; lab 2 units
Prerequisite: CHEM 012A
Acceptable for credit: University of California, California State University
This is a continuation of Chemistry 12A. Chemistry 12B covers the fundamentals of organic chemistry with emphasis on families of organic compounds and the unique reactions they undergo; synthesis; reaction mechanisms; molecular structure and properties; modern laboratory techniques; and instrumental methods of structure determination. It is recommended for chemistry majors, chemical engineering majors, most biology majors, and for pre-medical and pre-dental students.

CHEM 025 LABORATORY TECHNICIAN METHODS
2 units
Lecture 1 unit; lab 1 unit
Prerequisites: BIOL 043 or BIOL 045
Acceptable for credit: California State University
This course covers basic concepts and common methods used by biotechnology and chemistry lab technicians, including making solutions and media and use of pH meters, autoclaves, sterile and fume hoods, micropipettes, and microscopes. Important practices such as aseptic and sterile technique, lab safety and proper waste disposal are also discussed and demonstrated.

CHEM 030A FUNDAMENTALS OF CHEMISTRY
4 units
Lecture 3 units; lab 1 unit
Prerequisite: MATH 106 or MATH 106R
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 units; lab 1 unit
Prerequisite: CHEM 030A or 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. Topics include an introduction to organic chemistry, DNA, RNA, important biological molecules and metabolic pathways.

CHEM 050 CHEMICAL SKILLS
1 unit
Lecture 0 units; lab 1 unit
This course is designed to strengthen the basic skills required in Chem 001A. Topics covered include chemical problem solving with the following concepts: atomic structure and electron configurations, dimensional analysis, chemical formulas, chemical equations, stoichiometric calculations, solutions, gas laws, calorimetry, molecular geometry, oxidation-reduction, net ionic equations, intermolecular forces, equilibrium. Pass/No Pass Option

CHEM 161 WATER TREATMENT II
3 units
Lecture 3 units; lab 0 unit
Advisory: CHEM 002, ENGR 010 and PHYS 001
Acceptable for credit: California State University
This course covers water resources, water quality, unit operations of advanced water treatment systems, public health, water chemistry microbiology, and fluoridation. It is designed to prepare students for T2 Water Treatment Operator's Certificate examinations required by the California Department of Public Health.
Child Studies

THE FACULTY
Laurie Dotson
Leslie Hotta
Katherine Moore-Wines

DEAN
The School of Professional Studies

DEPARTMENT CHAIR
Leslie Hotta

PHONE
408-741-4603

EMAIL
leslie.hotta@westvalley.edu

COUNSELING
408-741-4068

Degrees:
- A.S.-T, Early Childhood Education
- A.S., Early Childhood Education

Certificates:
- Early Childhood Teacher Level 1
- Early Childhood Teacher Level 2

Program Director Specialization

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

CHILD STUDIES
Two certificates and 3 degrees (ECE AS degree, AS-T ECE, and AA-T Elementary Teacher Education) are designed to prepare students to work in a variety of early childhood and elementary school 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.

ASSOCIATE IN SCIENCE IN EARLY CHILDHOOD EDUCATION FOR TRANSFER DEGREE (A.S.-T in Early Childhood Education)
The Associate in Science in Early Childhood Education for Transfer degree (AS-T in Early Childhood Education) is a 60 unit program which provides students the lower division coursework required for transfer to a CSU institution for the major in Child Development. Students completing the BA/BS in Child Development will be prepared to enter the fields of education, social welfare, parent education, child advocacy, counseling, and public health. Students who complete the Associate in Science in Early Childhood Education for Transfer degree (AS-T in Early Childhood Education) will be able to apply ethical guidelines and advocacy skills to maintain standards of high quality care and education for young children.

Students must complete the following requirements:
- 60 semester or 90 quarter CSU-transferable units
- the California State University-General Education-Breadth pattern (CSU GE-Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis.

Students are not required to complete the information competency requirements, PE requirements or cultural diversity requirements found in other degrees at the College.

After completing an A.S.-T in Early Childhood Education, a student will be able to:
- integrate an understanding of the needs, characteristics, and multiple influences on the development of children birth to age eight as it is related to high quality care and education of young children.
- design, implement, and evaluate environments and activities that support positive, developmental play and learning outcomes for all young children.
- develop strategies that promote partnerships between programs, teachers, families, and their communities.

• demonstrate ethical standards and professional behaviors that deepen understanding, knowledge and commitment to the Early Childhood profession.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CHST 001</td>
<td>Principles &amp; Practices of Teaching Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CHST 002</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHST 005</td>
<td>Diversity - Childhood &amp; Culture</td>
<td>3</td>
</tr>
<tr>
<td>CHST 035</td>
<td>Practicum in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CHST 063</td>
<td>Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td>CHST 066</td>
<td>Child Safety, Health and Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Major Units 24

GE Units (CSU GE or IGETC) 39 or 37

Total Degree Units 60

For crosswalk of new subject codes, see page 51

Recommended Course Sequence:

Fall, Year 1 (9 Units):
CHST 001, CHST 002, CHST 003

Spring, Year 1 (9 Units):
CHST 060, CHST 066, CHST 087

Fall, Year 2 (6 Units):
CHST 005, CHST 035

EARLY CHILDHOOD EDUCATION
A.S. Degree

Early Childhood Education is a vital component to our local, state, and national system of care and education for young children and offers many exciting career opportunities. The Associate in Science in Early Childhood Education is designed to prepare students to qualify for a variety of permits issued by the Teacher Credentialing, State of California. These permits include a Master Teacher, Site Supervisor, and Program Director permit. Receiving an A.S. in Early Childhood Education also meets the requirement to teach in a National Head Start Program. Possible career options are: Assistant Teacher, Teacher, Master Teacher, Site Supervisor, Parent Educator, Program Director, and Early Intervention Assistant.

After completing an Early Childhood Education A.S. Degree, a student will be able to:
- Design, implement, and evaluate environments and activities that support positive, developmental play and learning outcomes for all young children;
- Develop strategies that promote partnerships between programs, teachers, families, and their communities;
- Demonstrate ethical standards and professional behaviors that deepen understanding, knowledge and commitment to the Early Childhood profession;
- Integrate an understanding of the needs, characteristics, and multiple influences on the development of children birth to age eight as it is related to high quality care and education of young children.

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<td>CHST 001</td>
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<td>CHST 002</td>
<td>Child Growth and Development</td>
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</tr>
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</tr>
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<td>CHST 066</td>
<td>Child Safety, Health and Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Units 39 or 37

For crosswalk of new subject codes, see page 51
**Child Studies**

**94**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHST 080</td>
<td>Introduction to Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>CHST 087</td>
<td>Observation and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>WRKX 303</td>
<td>Occupational Work Experience</td>
<td>2</td>
</tr>
</tbody>
</table>

**Electives: Select 12 units from the following list:**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHST 088A</td>
<td>The Outdoor Environment</td>
<td>1</td>
</tr>
<tr>
<td>CHST 088</td>
<td>Early Childhood Environments</td>
<td>3</td>
</tr>
<tr>
<td>CHST 086</td>
<td>Technology for Administrators and Teachers in Early Childhood Programs</td>
<td>3</td>
</tr>
<tr>
<td>CHST 085</td>
<td>Adult Supervision in Early Childhood Programs</td>
<td>3</td>
</tr>
<tr>
<td>CHST 070</td>
<td>Infant - Toddler Development &amp; Care</td>
<td>3</td>
</tr>
<tr>
<td>CHST 067</td>
<td>Creative Art Experiences and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHST 065</td>
<td>Supervision and Administration II</td>
<td>3</td>
</tr>
<tr>
<td>CHST 064</td>
<td>Supervision and Administration I</td>
<td>3</td>
</tr>
<tr>
<td>CHST 060</td>
<td>Children’s Ways of Thinking and Knowing</td>
<td>3</td>
</tr>
<tr>
<td>CHST 059</td>
<td>Music and Movement for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CHST 058</td>
<td>Language and Literacy Development</td>
<td>3</td>
</tr>
<tr>
<td>CHST 053</td>
<td>Contemporary Education in a Changing Society</td>
<td>3</td>
</tr>
<tr>
<td>CHST 034A</td>
<td>Introduction to the Child With Special Needs</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Major Units** 38  
**GE Units** 25  
**Total Degree Units** 60

*CHST 070 is required to work with infants/toddlers.  
**CHST 085 is required for students applying for the Title 5 California Department of Education Master Teacher, Site Supervisor, or Program Director permit.  
***CHST 064 and 065 are required for students applying for the Title 5 California Department of Education Site Supervisor or Program Director permit.  
****CHST 034A is required to work as an Early Intervention Assistant.

**NOTE:** Students must also complete AS degree general education requirements for college graduation.

To be awarded an A.S. Degree, a student must complete:
1. Achieve a grade of “C” or better in the major requirements.
2. Additional units to meet the college graduation requirements.

For crosswalk of new subject codes, see page 51

**Recommended Course Sequence:**

**Fall, Year 1 (9 Units):**  
CHST 001, CHST 002, CHST 063

**Spring, Year 1 (6 Units):**  
CHST 066, CHST 087

**Fall, Year 2 (12 Units):**  
CHST 005, CHST 080, 6 Units from Electives List

**Spring, Year 2 (11 Units):**  
CHST 035, WRKX 303, 6 Units from Electives List

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**EARLY CHILDHOOD TEACHER LEVEL 1 Certificate of Achievement**

This certificate requires the successful completion of 6 required core courses and 3 units of electives for a total of 21 units.

This certificate satisfies the Department of Social Services Title 22 Community Care Licensing requirements for qualified infant-toddler and pre-school teachers, and before and after school age caregivers in a licensed early childhood program.  
It also satisfies the California Department of Education Title 5 child development coursework requirements for the Child Development Assistant or Associate Teacher permit.

After completing the Early Childhood Teacher Level 1 Certificate of Achievement, students will be able to:

- Provide and support service in the care, development, and instruction of children in a child care and development program.
- Establish and maintain collaborative partnerships with children, families, colleagues, and the community.
- Apply for and receive an Associate Teacher permit from the California Department of Education Child Development Teacher Permit Matrix.

Possible career options are infant-toddler assistant or caregiver, assistant teacher or aide, teacher, early intervention assistant, family care provider, and before and after school-age caregiver.

**Course ID | Title | Units**
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>CHST 001</td>
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<td>CHST 034A</td>
<td>Introduction to the Child With Special Needs</td>
<td>3</td>
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<tr>
<td>CHST 063</td>
<td>Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td>CHST 066</td>
<td>Child Safety, Health and Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

**Choose one of the following options**

- CHST 070 Infant-Toddler Development & Care 3
- OR
- ELED 020 Introduction to Elementary Teaching 2
- ELED 020A Field Experience in Elementary Teaching 1

**Choose 3 units from the following electives**

- CHST 058 Language and Literacy Development 3
- CHST 059 Music and Movement for Young Children 3
- CHST 060 Children's Ways of Thinking and Knowing 3
- CHST 067 Creative Art Experiences and Development 3

**Total Certificate Units** 21

For crosswalk of new subject codes, see page 51

**Recommended Course Sequence:**

**Fall, Year 1 (12 Units):**  
CHST 001, CHST 002, CHST 063, CHST 066

**Spring, Year 1 (9 Units):**  
CHST 034A, CHST 058, CHST 070
## EARLY CHILDHOOD TEACHER LEVEL 2

### Certificate of Achievement

This certificate is intended to follow successful completion of the Early Childhood Teacher Level 1 certificate, including prerequisite courses CHST 001, 002 and 065. This certificate requires the successful completion of 6 required courses and 6 units of electives for a total of 21 units. This certificate satisfies California Department of Education Title 5 child development coursework requirements for the Child Development Teacher permit.

After completing the Early Childhood Teacher Level 2 Certificate of Achievement, students 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.
- Apply ethical guidelines and advocacy skills to maintain standards of high quality care and education of young children.
- Apply for and receive a Teacher permit from the California Department of Education Child Development Teacher Permit Matrix.

Possible career options are infant-toddler teacher, preschool teacher, pre-K teacher, and before and after school-age teacher.

### Required Courses: 12 units

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHST 005</td>
<td>Diversity - Childhood &amp; Culture</td>
<td>3</td>
</tr>
<tr>
<td>CHST 035</td>
<td>Practicum in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CHST 078</td>
<td>Observation and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>CHST 088</td>
<td>The Outdoor Environment</td>
<td>1</td>
</tr>
<tr>
<td>WRKX 303</td>
<td>Occupational Work Experience</td>
<td>2</td>
</tr>
</tbody>
</table>

Complete the following courses: 15 units

### Recommended Course Sequence:

Fall, Year 1 (9 Units):
- CHST 064, CHST 085, CHST 086

Spring, Year 1 (3 Units):
- CHST 086

### Total Certificate Units

21

### 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. For crosswalk of new subject codes, see page 51

### Recommended Course Sequence:

#### Fall, Year 1 (9 Units):
- CHST 064, CHST 085, CHST 086

#### Spring, Year 1 (3 Units):
- CHST 086

### CHST 001 PRINCIPLES & PRACTICES OF TEACHING YOUNG CHILDREN

3 units
- Lecture 3 units; lab 0 units
- Acceptable for credit: California State University
- C-ID ECE 120

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

### CHST 002 CHILD GROWTH AND DEVELOPMENT

3 units
- Lecture 3 units; lab 0 units
- Acceptable for credit: University of California, California State University
- C-ID CDEV 100

This course provides an introduction to human growth and development from conception through adolescence including physical growth, language, social-emotional and cognitive development of the child. Topics discussed include theories of development; developmental and cultural contexts; heredity; societal influences and interaction with the environment. Observation of children is required. Pass/No Pass Option

### CHST 005 DIVERSITY: CHILDHOOD AND CULTURE

3 units
- Lecture 3 units; lab 0 units
- Acceptable for credit: University of California, California State University
- C-ID ECE 230

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

### PROGRAM DIRECTOR SPECIALIZATION

### Certificate of Achievement

After completing a certificate in Program Director, a student will be able to:

- Supervise a licensed early childhood program operated in a single site or multiple-sites by coordinating curriculum and staff development.

### Required Courses: 12 units

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
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</table>
CHST 033A FAMILY DEVELOPMENT
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
The course focuses on 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

CHST 033B FAMILY DEVELOPMENT
3 units
Lecture 3 units; lab 0 units
Prerequisite: CHST 033A
Acceptable for credit: California State University
This course provides students with the opportunity to apply the skills acquired in CHST 33A by practicing the skills required to help coach families to set and reach their goals for healthy self-reliance. The advanced skills and competencies in the areas of establishing healthy boundaries, home visitations, group conferencing and making and following through on referrals to community agencies are covered. This course is designed 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

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

CHST 035 PRACTICUM IN EARLY CHILDHOOD EDUCATION
3 units
Lecture 3 units; lab 0 units
Prerequisites: CHST 001 and CHST 002 and CHST 063 and CHST 080.
Corequisite: WRKX 303
Acceptable for credit: California State University
C-ID ECE 210
In this course students have the opportunity to practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment and knowledge of curriculum content areas are emphasized as student teachers design, implement, and evaluate experiences that promote positive development and learning for all young children. 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. Pass/No Pass Option

CHST 035 CONTEMPORARY EDUCATION IN A CHANGING SOCIETY
3 units
Lecture 3 units; lab 0 units
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

CHST 058 LANGUAGE AND LITERACY DEVELOPMENT
3 units
Lecture 3 units; lab 0 units
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

CHST 059 MUSIC AND MOVEMENT FOR YOUNG CHILDREN
3 units
Lecture 3 units; lab 0 units
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

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

CHST 063 CHILD, FAMILY, AND COMMUNITY
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
C-ID CDEV 110
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

CHST 064 SUPERVISION AND ADMINISTRATION I
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
This course is an in-depth study of effective application of management and supervision procedures in early childhood programs. Topics include the unique goals, role and responsibility of the director, licensing and other regulation requirements, administrative structure and governance, budgeting, staff selection, program operation, policies and procedures, marketing, program assessment, and professional advocacy. Pass/No Pass Option
CHST 065 SUPERVISION AND ADMINISTRATION II
3 units
Lecture 3 units; lab 0 units
Advisory: CHST 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. Pass/No Pass Option

CHST 066 CHILD SAFETY, HEALTH AND NUTRITION
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
C-ID ECE 220
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

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

CHST 070 INFANT-TODDLER DEVELOPMENT & CARE
3 units
Lecture 3 units; lab 0 units
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

CHST 080 INTRODUCTION TO CURRICULUM
3 units
Lecture 3 units; lab 0 units
Prerequisites: CHST 002 and CHST 063
Acceptable for credit: California State University
C-ID ECE 130
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 have the opportunity to examine a teacher’s role in supporting development and engagement for all young children. This course covers 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

CHST 085 SUPERVISION AND ADMINISTRATION II
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
This course is a study of methods and principles of program and professional assessment, evaluation, and communication appropriate for individuals who supervise adult teachers, parents, and volunteers in early childhood programs. A variety of professional and program instruments including NAEYC and NAFCC Accreditation self-study materials designed for use in assessing staff performance and program quality are discussed in an in-depth analysis of ongoing assessment and its importance in program and professional development. In addition, self-assessment, leadership style, communication styles and career development are examined. Pass/No Pass Option

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

CHST 087 OBSERVATION AND ASSESSMENT
3 units
Lecture 2.5 units; lab 0.5 units
Prerequisites: CHST 002 and CHST 063
Acceptable for credit: California State University
C-ID ECE 200
This course is an in-depth study of techniques to observe and record behavior in educational settings. Emphasis is on the observation and assessment of behavior as an integral element within the context of the developmental interaction and emergent curriculum models. Recording strategies, rating systems, portfolios, and multiple assessment methods are explored. Pass/No Pass Option

CHST 088 EARLY CHILDHOOD ENVIRONMENTS
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
This course explores the latest concepts in creating and implementing indoor and outdoor early childhood environments which meet the developmental needs and interests of young children. Discussion of research, theory, and practice of environmental requirements for children’s optimal growth and well-being include: facility and assessment of child 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 children, families, teachers, and other professionals in curriculum planning and implementation. Pass/No Pass Option

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

### THE FACULTY

John Hannigan  
Meg Farrell  
Michelle Zajac

### DEPARTMENT CHAIR

John Hannigan

### PHONE

408-741-2629

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john.hannigan@westvalley.edu

### COUNSELING

408-741-2009

### Degrees:

A.A.-T, Communication Studies  
A.A., Communication Studies

The Communication Studies Department at West Valley College creates a transformative community within the classroom by encouraging students to listen intentionally, think critically, and speak passionately. Their six-course curriculum bridges theoretical concepts with lived experiences, creating a personalized educational journey.

### Highlights

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

### Career Options

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

### Degree

A.A., Communication Studies, Communication Studies A.A.-T

### COMMUNICATION STUDIES: For transfer information 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/.

### ASSOCIATE IN ARTS IN COMMUNICATION STUDIES FOR TRANSFER DEGREE (A.A.-T in Communication Studies)

The Associate in Arts in Communication Studies for Transfer degree (AA-T in Communication Studies) is a 60 unit program, which provides students the lower division coursework required for seamless transfer to a CSU institution for the major in Communication Studies. Students who complete the Associate in Arts in Communication Studies for Transfer degree (AA-T in Communication Studies) 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 increase in communication competency.

Students must complete the following requirements:

- 60 semester or 90 quarter CSU-transferable units;  
- The California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curricular (IGETC) pattern;  
- A minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district;  
- Obtaining of a minimum grade point average (GPA) of 2.0;  
- Earn a grade of C or better in all courses required for the major or area of emphasis.

Students are not required to complete the information competency requirements, PE requirements or cultural diversity requirements found in other degrees at the College.

After completing an A.A. –T in Communication Studies, a student will be able to:

- Demonstrate effective communication skills in a variety of settings.  
- Identify and explain concepts/theories of communication.

### Course ID | Title | Units
--- | --- | ---
**Required Core Courses: (3 units)**
COMM 001 | Public Speaking | 3
List A: Any two of the following
COMM 020 | Argumentation and Debate | 3
COMM 008 | Interpersonal Communication | 3
COMM 004 | Small Group Discussion | 3
List B: Any two of the following or any course not used from List A
COMM 012 | Intercultural Communication | 3
COMM 010 OR COMM 010H | Persuasive Speaking | 3
List C. Any 1 of the following or any course not already used above
COMM 007 | Survey of Communication: Career Building Strategies | 3
ANTH 003 | Introduction to Cultural Anthropology | 3
PSYC 001 | General Psychology | 3
SOCI 001 | Introduction to Sociology | 3
ENGL 001B | Critical Thinking Through Literature | 3
ENGL 001C | Critical Thinking and Writing | 3
ENGL 001CH | Honors Critical Thinking and Writing | 3

### Total Major Units

18

### GE Units (CSU GE or IGETC)

39 or 37

### Total Degree Units

60

CSU transferable elective courses are required when the major units plus transfer GE units total is less than 60.

For crosswalk of new subject codes, see page 51

### Recommended Course Sequence:

**Fall, Year 1 (Sample Course Shown) (6 Units):**
COMM 001, COMM 008

**Spring, Year 1 (Sample Course Shown) (6 Units):**
COMM 004, COMM 007

**Fall, Year 2 (Sample Course Shown) (3 Units):**
COMM 012

**Spring, Year 2 (Sample Course Shown) (3 Units):**
COMM 020

### COMMUNICATION STUDIES A.A. Degree

The Communication Studies Department at West Valley College creates a transformative community within the classroom by encouraging students to listen intentionally, think critically, and speak passionately. This seven course curriculum bridges theoretical concepts and lived experiences, creating a personalized educational journey. After completing an A.A. degree in Communication Studies a student should be able to: demonstrate effective communication skills in a variety of settings and identify and explain concepts/
COMM 010 PERSUASIVE SPEAKING 3 units
Lecture 3 units; lab 0 units
Prerequisite: ENGL 905
Advisory: READ 053
Acceptable for credit: University of California, California State University
C-ID COMM 190
This communication studies course offers students the opportunity to examine historical and contemporary approaches to persuasive messages throughout time. It focuses on the presentation of persuasive appeals, and learning to construct, deliver, critique, and analytically evaluate persuasive messages in a variety of contexts. This course includes preparing, outlining, and presenting at least two extemporaneous oral persuasive speeches that are given in the physical presence of other listeners. This course also includes a project that analyzes persuasive messages with a presentation of findings component.

COMM 008 INTERPERSONAL COMMUNICATION 3 units
Lecture 3 units; lab 0 units
Advisory: READ 053 and ENGL 905
Acceptable for credit: California State University
C-ID COMM 180
This introductory survey of communication course is focused on the basic foundations of interpersonal communication, small group communication, and public speaking with an emphasis on career building strategies. Students are introduced to the conceptual breadth of the human communication discipline as it relates to social behavior in the workplace. Additionally, students have the opportunity to examine and practice communication theories and principles to develop critical thinking and communication competencies in a variety of business and professional contexts, such as: team-building, leadership, presentation skills, interviewing strategies, cross-cultural competence, organizational communication, and conflict management.

COMM 007 SURVEY OF COMMUNICATION: CAREER BUILDING STRATEGIES 3 units
Lecture 3 units; lab 0 units
Advisory: READ 053 and ENGL 905
Acceptable for credit: California State University
C-ID COMM 180
This introductory survey of communication course is focused on the basic foundations of interpersonal communication, small group communication, and public speaking with an emphasis on career building strategies. Students are introduced to the conceptual breadth of the human communication discipline as it relates to social behavior in the workplace. Additionally, students have the opportunity to examine and practice communication theories and principles to develop critical thinking and communication competencies in a variety of business and professional contexts, such as: team-building, leadership, presentation skills, interviewing strategies, cross-cultural competence, organizational communication, and conflict management.

COMM 001 PUBLIC SPEAKING 3 units
Lecture 3 units; lab 0 units
Prerequisite: ENGL 905 or LRSV 941C
Advisory: READ 053
Acceptable for credit: University of California, California State University
C-ID COMM 110
This basic course emphasizes the basic principles of preparation, organization, research, outlining, delivery and evaluation of at least three extemporaneous oral speeches that are given in the physical presence of other listeners. It includes study of the process of communication, evaluating and utilizing evidence, principles of speech preparation and outline organization, management of communication apprehension, the role of the listener in public speaking, speech evaluation, rhetorical principles, and verbal and nonverbal delivery techniques.
Computer Information Systems

THE FACULTY
Takyui Liu

DEAN
Renee Paquier

DEPARTMENT CHAIR
Takyui Liu

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Certificates:
Computer Science

The CIS Department at West Valley College offers a complete computer curriculum using state-of-the-art computing equipment. 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 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.

COMPUTER AND INFORMATION SYSTEMS: For transfer information see assist.org and/or consult with a counselor.

NOTE: Students with absolutely no programming experience may consider completing Introduction to Python (CIST005A). Otherwise choose a language path of C++ (CIST004A and CIST004B) or Java (CIST004A1 and CIST004B1). All CS students need to understand computer organization (Microcomputer Assembler CIST039), and apply their knowledge on applications with Programming in C (CIST037) or Advanced Python (CIST005B).

هماCOMPUTER SCIENCE Certificate of Achievement

The goals and objectives of the Computer Science Certificate of Achievement are to provide a solid theoretical foundation and practice of computer organization and software development encompassing analysis and design, to implementation and testing.

Upon completion of the Computer Science Certificate of Achievement, students will demonstrate the ability to:
1. Use a scripting language (like Python) to perform data analysis
2. Design, implement and test programs written with a compiled, object-oriented language (like C++ or Java)
3. Implement and test common data structures (like stacks, queues, heaps, maps, trees and graphs) and algorithms with a compiled, object-oriented language (like C++ or Java)
4. Demonstrate an understanding of computer organization (hardware) and be able to code in assembly language

The certificate is designed for those students who have a desire to pursue a career as a computer or engineering technician.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIST 005A</td>
<td>Introduction to Python</td>
<td>4</td>
</tr>
<tr>
<td>CIST 004A</td>
<td>Computer Programming I (C++ Programming)</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIST 004A1</td>
<td>Computer Programming I (Java)</td>
<td></td>
</tr>
<tr>
<td>MATH 019</td>
<td>Discrete Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>CIST 004B</td>
<td>Computer Programming II (C++ Language)</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIST 004B1</td>
<td>Computer Programming II (Java)</td>
<td></td>
</tr>
<tr>
<td>CIST 039</td>
<td>Microcomputer Assembler Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

Computer Aided Drafting and Design
(See Interior Design)

Computer Applications
(for courses formerly housed in Computer Applications, see Business Administration (BUSN, 42, 44, 46, 47))
CIST 002 INTRODUCTION TO COMPUTING
4 units
Lecture 4 units; lab 0 units
Advisory: MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University
C-ID COMP 122
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. Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. Pass/No Pass Option

CIST 004A COMPUTER PROGRAMMING I (C++ LANGUAGE)
4 units
Lecture 4 units; lab 0 units
Advisory: MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University
C-ID COMP 122
This is a foundation course emphasizing the concepts and methodologies of programming using the C++ language. Emphasis is on good programming style, object-oriented design, decomposition, encapsulation, abstraction, and testing. Example topics include objects, classes, methods and argument passing, control structures, and iteration. Students have the opportunity to learn programming and documentation skills, algorithmic problem-solving, programming methodologies, and to write small to medium-sized programs. Pass/No Pass Option

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

CIST 004A1 COMPUTER PROGRAMMING I (JAVA)
4 units
Lecture 4 units; lab 0 units
Advisory: MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University
C-ID COMP 122
CIST 004A1 focuses on the Java programming language. Emphasis is on good programming style, object-oriented design, decomposition, encapsulation, abstraction, and testing. Example topics include objects, classes, methods and argument passing, control structures, and iteration. Students have the opportunity to learn programming and documentation skills, algorithmic problem-solving, programming methodologies, and to write small to medium-sized programs. Pass/No Pass Option

CIST 004B1 COMPUTER PROGRAMMING II (JAVA)
4 units
Lecture 4 units; lab 0 units
Prerequisite CIST 004A1
Advisory: MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University
C-ID COMP 132
This course is a continuation of CIST 004A1 (Computer Programming I (Java)) expanding on concepts of Java classes, interfaces, and inheritance. Topics in abstract data types, basic data structures, and sorting/searching algorithms are introduced. Additional topics include exceptions, i/o streams and other software engineering concepts. The course includes both lecture and programming in Java. Pass/No Pass Option

CIST 005A INTRODUCTION TO PYTHON
4 units
Lecture 3 units; lab 1 unit
Advisory: MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University
This is a foundation course emphasizing the concepts and methodologies of programming using the Python language. Emphasis is on good programming style, object-oriented analysis and design, decomposition, encapsulation, abstraction and testing. Example topics include objects/classes, functions, argument passing, control structures, repetitions, lists/tuples, strings, dictionaries/sets, and recursion. Students have the opportunity to learn programming and documentation skills, algorithm problem-solving, programming methodology, and to write small-to-medium sized programs. Pass/No Pass Option

CIST 005B ADVANCED PYTHON
4 units
Lecture 3 units; lab 1 unit
Advisory: CIST 005A and MATH 106 or 106R
Acceptable for credit: University of California, California State University
This is a continuation of CIST 005A (Introduction to Computer Programming I (Python)) intended for students majoring in CIS-Computer Science Option and/or planning to transfer to a 4-year college or university. CIST 005B introduces concepts of abstract data types, Python classes, modules, and information hiding. Topics in data structures (collection types, complexity analysis, big-O notation, arrays, linear linked structures, interfaces and implementations, information hiding, polymorphism, stacks, queues, lists, trees, binary search trees, heaps, expression trees, unordered collections, bags, sets, dictionaries and graphs) and sorting/searching algorithms are introduced. Pass/No Pass Option

CIST 037 C PROGRAMMING
3 units
Lecture 3 units; lab 0 units
Advisory: MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University
The 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.
CIST 039 MICROCOMPUTER ASSEMBLER PROGRAMMING
3 units
Lecture 3 units; lab 0 units
Advisory: MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University
This course is designed to teach students how to write assembly language for Intel/DOS-compatible personal computers. It emphasizes fundamentals of computer operation. Also, 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 use the instruction set developed for the Intel 80 x 86 and related microprocessors.

CIST 046A INTRODUCTION TO LINUX
4 units
Lecture 3 units; lab 1 unit
Advisory: MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University
This course covers Linux operating system essential features such as Linux history, root privileges, basic utilities, file utilities, pipelines, compressing and archiving files, user/system information, user messaging, email, file system, links, shell, regular expressions, and secure network connectivity tools.

CIST 046B LINUX SHELL PROGRAMMING
4 units
Lecture 3 units; lab 1 unit
Advisory: CIST 046A and MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University
This course covers shell scripting in Linux. Students have the opportunity to access the command line interface, use basic bash shell commands to navigate the filesystem, manage files/directories, monitor programs and disk space, use built-in bash commands, write shell scripts (with variables, pipes, repetitions, user-inputs), run commands in background, use regular expressions, sed, gawk for pattern searching/transformation and stream processing. Students have the opportunity to automate system administration tasks, install application packages, create and use MySQL database objects, use lynx text-based browser to retrieve text data from web sites, and send emails via Linux email server. Pass/No Pass Option

COUN 000A ORIENTATION
0.5 units
Lecture 0.5 units; lab 0 units
This course is designed to equip students with basic survival tools for college. The course includes an orientation to West Valley College programs and services, including: rules and regulations, basic skills assessment, an overview of general education requirements for transfer and graduation, an introduction to the registration process, and educational planning. Pass/No Pass Only

COUN 002 ACADEMIC & PERSONAL PLANNING
1 unit
Lecture 1 unit; lab 0 units
Acceptable for credit: California State University
This course provides the opportunity for students to increase self-awareness, knowledge and understanding of personal, as well as educational objectives. The course facilitates academic and personal decision-making and promotes setting life goals, determining educational objectives, and developing appropriate short- and long-term plans. Pass/No Pass Option
COUN 005 COLLEGE SUCCESS
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, California State University
This course focuses on life management, goal setting, career decision making, educational planning, college expectations and opportunities, instructor-student relationships, cultural diversity, health maintenance, stress management, and resources. Learning styles and academic success strategies are also included. Pass/No Pass Option

COUN 012 CAREERS AND LIFE STYLES
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
This course assists students in identifying values, interests, 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

COUN 012C CAREERS AND LIFE STYLES
1 unit
Lecture 1 unit; lab 0 units
Acceptable for credit: California State University
Couns 12C is a special topic module for those who desire more in-depth career direction. This course focuses on specialized concerns relating to job search and the world of work. Pass/No Pass Option

COUN 018 JOB SEARCH METHODS
1 unit
Lecture 1 unit; lab 0 units
Acceptable for credit: California State University
This course covers practical step-by-step instructions, techniques, and strategies for planning and organizing an effective job search. Emphasis is on developing strategies to address job market trends, employer contacts, professional resumes, job interviews, online job search tools and the world of work. Pass/No Pass Option

COUN 024 PERSONAL GROWTH
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
Personal growth is designed to assist students in increasing their awareness of themselves and others and identifying their personal strengths and weaknesses and potential for personal growth. By enhancing their self esteem, students will function more effectively and fully in dealing with conflicts and life changing events. 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

COUN 045 SUCCESSFUL STUDY STRATEGIES
1 unit
Lecture 1 unit; lab 0 units
Acceptable for credit: California State University
This course offers students the opportunity to improve their study skills and become more aware of their potential for success. Strategies for time management, note taking, preparation for examinations, taking examinations, and other study techniques are presented. Pass/No Pass Option

COUN 050 CROSS-CULTURAL PERSPECTIVES
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, California State University
This course will explore cross-cultural theories and research relative to personal and cultural identity, communication styles, value orientation, leadership styles, social justice, cultural assimilation, the family, health care, education, the world of work, media in the United States, ethnocentrism and racism. The goals will be to enhance understanding, insights, and respect for diverse cultural groups. Cultures examined include: African American, Latino/Chicano, Japanese American, Chinese American, Vietnamese American, Native American, and Middle Eastern. This course satisfies Cultural Diversity requirement for an Associate degree. Pass/No Pass Option

COUN 090 TRANSFER WITH SUCCESS
1 unit
Lecture 1 unit; lab 0 units
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
Court Reporting and Related Technologies

THE FACULTY
Margaret Ortiz

DIVISION The School of Professional Studies
DEAN Renee Paquier
DEPARTMENT CHAIR Stacy Hopkins
PHONE 408-741-2445
EMAIL stacy.hopkins@westvalley.edu
COUNSELING 408-741-4068

Certificates:
Scoping and Proofreading
Transcription Technology and Office Support
Educational Captioning
Court Reporting

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

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

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTR 007A</td>
<td>Court Reporting Theory I</td>
<td>5</td>
</tr>
<tr>
<td>READ 053</td>
<td>Critical and Efficient Reading</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 905</td>
<td>English Fundamentals-A Preparatory</td>
<td>3</td>
</tr>
<tr>
<td>CTR 007B</td>
<td>Court Reporting Theory II</td>
<td>5</td>
</tr>
<tr>
<td>CTR 026</td>
<td>Adv English &amp; Office Practices for Ctr</td>
<td>3</td>
</tr>
<tr>
<td>CTR 007C</td>
<td>Court Reporting Theory III</td>
<td>5</td>
</tr>
<tr>
<td>CTR 030A</td>
<td>Realtime and Computer-Aided Basic</td>
<td>2</td>
</tr>
<tr>
<td>CTR 008</td>
<td>Introduction to the Legal Record: Jury Charge/Literary Focus</td>
<td>6.5</td>
</tr>
<tr>
<td>CTR 028A</td>
<td>Computer Aided Transcription</td>
<td>2.5</td>
</tr>
</tbody>
</table>

Total Certificate Units 35

A Certificate of Achievement as a Scoping and Proofreading can be earned by students who have completed all required courses with at least a grade of “C” or “Pass”.

For crosswalk of new subject codes, see page 51

TRANSCRIPTION TECHNOLOGY AND OFFICE SUPPORT

Certificate of Achievement
This certificate is designed to provide relevant skills to individuals pursuing careers transcribing legal, medical, or general material, and/or providing office technology/office computer applications support. Transcribers, also known as transcriptionists, convert speech (either live or recorded) into written or electronic text documents. Transcription services are often provided for business, legal, or medical purposes. Transcribers may work from home, in hospitals or physicians’ offices, and in various business environments.

After completing the certificate in Transcription Technology and Office Support, students should be able to:
• Demonstrate proficiency in industry-standard computer-aided software to produce accurate transcripts of legal, medical, and general live and audio-recorded material.
• Write legal, medical, and general subject matter, stenographically, a minimum of 120 words per minute on a machine writer.
• Demonstrate proficiency in Microsoft Word to provide entry-level office support and to import/produce accurate transcripts of legal, medical, and general live and audio-recorded material.
• Write legal, medical, and general subject matter, stenographically, a minimum of 120 words per minute on a machine writer.
• Demonstrate proficiency in Microsoft Word to provide entry-level office support and to import/produce accurate transcripts of legal, medical, and general live and audio-recorded material.
• Demonstrate proficiency in Excel to create spreadsheets, enter data, and construct basic formulas.
• Demonstrate understanding of entry-level office support within various business environments, including, but not limited to, law firms and deposition firms.
• Demonstrate basic software competency in Microsoft Word and Excel.
The Educational Captioning Certificate of Achievement is intended to provide the required academic knowledge, proficiency, and work experience to individuals pursuing careers as educational captioners, also known as Communication Access Realtime Translation providers. Students will be given the opportunity to gain the skills necessary to stenographically write. This certificate includes courses required to qualify students to write accurate realtime translation of the spoken word in classroom and meeting settings. This certificate has an academic captioning focus including appropriate realtime translation of the spoken word in classroom and meeting settings. Before beginning any educational captioning can be earned by students who have completed all required courses with at least a grade of "C" or "Pass". For crosswalk of new subject codes, see page 51

Recommended Course Sequence:
- Fall, Year 1 (9.5 Units):
  - CTRP 010, ADMJ 003 or ADMJ 001
- Spring, Year 1 (9.5 Units):
  - CTRP 012, PARA 021 or BUSN 028
- Fall, Year 2 (7 Units)
  - BUSN 042, BUSN 046, HTCH 005
- Spring, Year 2 (3 Units):
  - PARA 065B or BUSN 070

Certificate of Achievement

Total Certificate Units

A Certificate of Achievement in Educational Captioning can be earned by students who have completed all required courses with at least a grade of "C" or "Pass". Before beginning any Educational Captioning program, the student should have keyboarding skills of at least 45 words per minute; the Computer Applications program offers keyboarding classes.

Total Certificate Units: 26

Courses in the Educational Captioning Certificate include:
- ENGL 001A English Composition (3 units)
- CTR 016 Mastering the Legal Record: Complex Data Formatting Focus (6.5 units)
- CTR 34A1 Medical Dictation for the Court Reporter (1.5 units)
- CTR 018 Mastering the Legal Record: Realtime Skills/Captioning Focus (6.5 units)
- CTR 030B Realtime and Computer-Aided Legal (2 units)

Recommended Course Sequence:
- Fall, Year 1 (9.5 Units):
  - CTRP 014, ENGL 001A
- Spring, Year 1 (8 Units):
  - CTRP 016, CTRP 034A1
- Fall, Year 1 (8.5 Units)
  - CTRP 018, CTRP 030B

EDUCATIONAL CAPTIONING

Certificate of Achievement

The Educational Captioning Certificate of Achievement is intended to provide the required academic knowledge, proficiency, and work experience to individuals pursuing careers as educational captioners, also known as Communication Access Realtime Translation providers. Students will be given the opportunity to gain the skills necessary to stenographically write. This certificate includes courses required to qualify students to write accurate realtime translation of the spoken word in classroom and meeting settings. This certificate has an academic captioning focus including appropriate procedures for the educational captioner and coverage of ethical issues facing educational captioners.

Total Major Units: 21

For crosswalk of new subject codes, see page 51

Recommended Course Sequence:
- Fall, Year 1 (8.5 Units):
  - CTRP 021, CTRP 042A
- Spring, Year 1 (9.5 Units):
  - CTRP 023, CTRP 038
Fall, Year 2 (3 Units)
CTRP 042B, CTRP 044

CTRP 007A COURT REPORTING THEORY 1
5 units
Lecture 3 units; lab 2 units
Acceptable for credit: California State University
In this course, students have the opportunity to study and apply beginning-level computer-compatible stenographic theory language and concepts necessary to write and read back basic English vocabulary at 30 words per minute with 90 percent accuracy. Pass No/Pass Option

CTRP 007B COURT REPORTING THEORY 2
5 units
Lecture 3 units; lab 2 units
Prerequisite: CTRP 007A
Acceptable for credit: California State University
In this course, students have the opportunity to study and apply intermediate-level computer-compatible stenographic theory language and concepts necessary to write and read back English vocabulary. Contractions, prefixes, and suffixes are introduced. Pass No/Pass Option

CTRP 007C COURT REPORTING THEORY 3
5 units
Lecture 3 units; lab 2 units
Prerequisite: CTRP 007B
Acceptable for credit: California State University
In this course, students have the opportunity to complete final theory textbook lessons and to refine machine shorthand skills at 60 words per minute with 97 percent accuracy. Pass/No Pass Option

CTRP 008 INTRODUCTION TO THE LEGAL RECORD- JURY CHARGE/LITERARY FOCUS
6.5 units
Lecture 3.5 units; lab 3 units
Prerequisite: CTRP 007C
Acceptable for credit: California State University
In this course, students have the opportunity to study and apply theory concepts to recognize and create stenographic outlines for standard jury instruction terminology and phrases and literary vocabulary necessary to attain a writing speed of 60 words per minute. Familiarization with basic transcript production is emphasized through a variety of assignments emphasizing correct formatting, punctuation, and proofreading techniques/symbology. Effective strategies for organizing and tracking out-of-class assignments for facilitating skill development are also covered. Pass/No Pass Option

CTRP 010 INTRODUCTION TO THE LEGAL RECORD- QUESTION AND ANSWER TESTIMONY
6.5 units
Lecture 3.5 units; lab 3 units
Prerequisite: CTRP 008
Acceptable for credit: California State University
In this course, students have the opportunity to study and apply theory concepts to recognize and create stenographic outlines for standard legal question and answer testimony terminology and phraseology necessary to attain a writing speed of 100 words per minute. Familiarization with transcript formatting requirements, effective practice techniques, professional communications etiquette and professional association support venues is emphasized through a variety of assignments and class discussion. Pass/No Pass Option
CTRP 012 INTRODUCTION TO THE LEGAL RECORD-MULTIPLE ATTORNEY FOCUS
6.5 units
Lecture 3.5 units; lab 3 units
Prerequisite: CTRP 010
Acceptable for credit: California State University
In this course, students have the opportunity to study and apply theory concepts to recognize and create stenographic outlines for standard legal terminology and phraseology necessary to attain a writing speed of 140 words per minute. Colloquy protocol, speaker identification, and transcript formatting are explained and applied. Familiarization with courtroom staff responsibilities and family and employment law terminology is emphasized through a variety of lecture, assignments and class discussion. One five-hour courtroom observation is required. Pass/No Pass Option

CTRP 014 INTRODUCTION TO THE LEGAL RECORD-MULTIPLE ATTORNEY/WITNESS FOCUS
6.5 units
Lecture 3.5 units; lab 3 units
Prerequisite: CTRP 012
Acceptable for credit: California State University
In this course, students have the opportunity to study and apply theory concepts to recognize and create stenographic outlines for standard legal terminology and phraseology necessary to attain a writing speed of 120 words per minute. Techniques for managing four different speakers are introduced. Familiarization with the language used in legal proceedings, reference source selection, and requirements for making verbatim records of hearings, meetings, and conventions. Pass/No Pass Option

CTRP 016 MASTERING THE LEGAL RECORD-COMPLEX DATA FORMATTING FOCUS
6.5 units
Lecture 3.5 units; lab 3 units
Prerequisite: CTRP 014
Acceptable for credit: California State University
In this course, students have the opportunity to study and apply theory concepts to recognize and create stenographic outlines for intermediate-level legal terminology and phraseology necessary to attain a writing speed of 160 words per minute. Machine writing and transcription focuses on proper formatting of dates, standard and military time, currency, case numbers, exhibits, legal citations, and other numeric expressions regularly used in legal proceedings. Lecture content and assignments include how to read and interpret the court calendar and identify and apply information critical to the official court reporter. Pass/No Pass Option

CTRP 018 MASTERING THE LEGAL RECORD-REALTIME SKILLS/CAPTIONING FOCUS
6.5 units
Lecture 3.5 units; lab 3 units
Prerequisite: CTRP 016
Acceptable for credit: California State University
In this course, students have the opportunity to recognize and create stenographic outlines for intermediate to advanced-level vocabulary, terminology, and phraseology and apply speed building techniques necessary to attain a writing speed of 180 words per minute. Machine writing and transcription focuses on application of "realtime" writing skills for educational captioning, aka Communication Access Realtime Translation (CART), and other types of live captioning. Lecture content and assignments include building a captioning software dictionary, captioning terminology, mechanics, etiquette, ethical issues, expectations of, and responsibilities facing the live captioner. Pass/No Pass Option

CTRP 021 MASTERING THE LEGAL RECORD-COURTROOM FOCUS
6.5 units
Lecture 3.5 units; lab 3 units
Prerequisite: CTRP 018
Acceptable for credit: California State University
In this course, students have the opportunity to further refine stenographic outlines and speed-building techniques to attain an accurate writing speed of 225 words per minute with 95 percent accuracy. Machine writing and transcription focuses on court terminology and phraseology. Lecture content and assignments include record-keeping requirements, application of State of California Minimum Transcript Standards, frequently-used language used in legal proceedings, reference source selection, and requirements for making verbatim records of hearings, meetings, and conventions. Pass/No Pass Option

CTRP 023 MASTERING THE LEGAL RECORD-DEPOSITION FOCUS
6.5 units
Lecture 3.5 unit; lab 3 unit
Prerequisite: CTRP 021
Acceptable for credit: California State University
In this course, students have the opportunity to further refine stenographic outlines and speed-building techniques to attain an accurate writing speed of 225 words per minute with 95 percent accuracy. Machine writing and transcription focuses on deposition terminology and phraseology. Lecture content and assignments include marking, handling, and securing exhibits; swearing in witnesses; managing depositions with more than two attorneys; handling rough transcript requests; and standard deposition protocol and ethics. Pass/No Pass Option

CTRP 026 ADV. ENGLISH & OFFICE PRACTICES FOR COURT REPORTING
3 units
Lecture 3 units; lab 0 unit
Acceptable for credit: California State University
In this course, students have the opportunity to study and apply advanced grammar, punctuation, syntax, and word usage; communication skills; proofreading; filing procedures; dictation/ transcription procedures; and court reporting office methods and forms.

CTRP 028A COMPUTER AIDED TRANSCRIPTION
2.5 units
Lecture 2 units; lab 0.5 units
Prerequisites: CTRP 07C
Acceptable for credit: California State University
In this course, students have the opportunity to apply the theory and practice of Computer-Aided Transcription (CAT) as used in the fields of court reporting and captioning.

CTRP 030A REALTIME AND COMPUTER-AIDED BASIC DICTIONARY BUILDING
2 units
Lecture 1 unit; lab 1 unit
Prerequisite: CTRP 007B
Acceptable for credit: California State University
This course includes instruction in English text entry and non-technical dictionary building using an electronic stenographic writing machine, computer, and specialized software. Students have the opportunity to create and/or edit personal computer-aided transcription software dictionaries containing a minimum of 12,000 words. Pass/No Pass Only

CTRP 030B REALTIME AND COMPUTER-AIDED LEGAL
2 units
Lecture 1 unit; lab 1 unit
Prerequisite: CTRP 007B
Acceptable for credit: California State University
This course offers instruction in legal terminology text entry and legal dictionary building using an electronic stenographic writing machine, computer, and specialized software. Using specialized computer software, students have the opportunity to create software dictionaries of 12,000 words, including several hundred legal terms and phrases. Pass/No Pass Only
CTR P 03 C REALTIME AND COMPUTER-AIDED MEDICAL
DICTIONARY BUILDING
2 units
Lecture 1 unit; lab 1 unit
Prerequisites: CTRP 007B
Acceptable for credit: California State University
This course offers instruction in medical terminology text entry and medical
dictionary building on an electronic stenographic writing machine, computer,
and specialized software. Students have the opportunity to create and/or
edit personal computer-aide transcription software dictionaries containing
a minimum of 12,000 words including several hundred medical terminology
entries. Pass/No Pass Only

CTR P 34 A1 MEDICAL DICTATION FOR THE COURT
REPORTER
1.5 units
Lecture 1 unit; lab 0.5 units
Prerequisites: HTCH 005 and CTRP 012
Acceptable for credit: California State University
Students are given concentrated dictation from various professional medical
publications at varying speeds for testing and transcription. The vocabulary
of various medical specialties and anatomical and medical terminology are
covered. Dictation is given from medical case histories, operation reports,
and other selected medical data. Pass/No Pass Option

CTR P 03 B COURT AND DEPOSITION PROCEDURES
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: California State University
This course provides training in the procedures and professional practices in
federal and California courts as these practices apply to the court reporter.
Students have the opportunity to become acquainted with law govern-
ing the profession of court and deposition shorthand reporting. California
law is emphasized. Ethical issues facing the reporter are examined. Office
practices of the professional reporter are reviewed. Video recording of
depositions, videoconferencing, and other emerging technologies and their
impacts are discussed.

CTR P 04 2A CERTIFIED SHORTHAND REPORTER’S REVIEW 1
2 units
Lecture 2 units; lab 0 units
Prerequisites: CTRP 026 and CTRP 038
Acceptable for credit: California State University
This course is designed for the advanced court reporting student preparing
to take the State of California Certified Shorthand Reporter’s examination.
Emphasis is placed on medical and legal terminology, California codes, and
rules of court of the State of California applicable to court reporting.

CTR P 04 2B CERTIFIED SHORTHAND REPORTER’S REVIEW 2
2 units
Lecture 2 units; lab 0 units
Prerequisites: CTRP 026 and CTRP 038
Acceptable for credit: California State University
This course is designed for the advanced court reporting student preparing
to take the written portion of the State of California Certified Shorthand
Reporter’s examination. Emphasis is placed on English grammar, general
vocabulary, specialized punctuation, and proofreading required to produce a
court or deposition transcript.

CTR P 04 4 COURT REPORTING INTERNSHIP
1 unit
Work Experience Units: 1
Prerequisites: CTRP 018
Acceptable for credit: California State University
This course provides supervised internship training mandated by the Court
Reporters Board of California. Transcript production of actual court and
deposition proceedings is required in this course. Pass/No Pass Only

DANCE SPECIALIST
Certificate of Achievement

The Certificate of Achievement in Dance Specialist provides students an
opportunity for a career in dance as a performer, choreographer, or instructor.
Unique job opportunities include dance studio instructor, teaching assis-
tant, children’s dance instructor, community and musical theater, and group
exercise instructor. Students will gain proficiency in leadership, communica-
tion, performance awareness, and artistic techniques. The main goal of the
program is to prepare students for employment in dance and theater. Demon-
strate proficiency as a dance instructor or performer in one dance form. After
completing the 12 unit Certificate of Achievement in Dance Specialist, stu-
dents are prepared to enter a professional work environment in one or more of
the following careers: choreographer, dance studio instructor, teaching assist-
ant, children’s dance instructor, community and musical theater, and group
exercise instructor. There are no prerequisites for enrolling in this certificate program.

Course ID Title Units
KIN.TH 051 Dance in America: A Cultural Perspective 3
KIN.TH 051H Honors Dance in America: A Cultural Perspective 3
KIN. 3.36 Choreography 1

Choose 6 units of technique classes, 4 units of which are at the
Intermediate level or above
KIN. 3.01 Ballet- Beginning Level 1 1
KIN. 3.02 Ballet- Beginning Level 2 1
KIN. 3.04 Ballet- Intermediate 1
KIN. 3.05 Ballet- Advanced 1
KIN. 3.08 The Flamenco Dance of Spain- Beginning 1
KIN. 3.09 The Flamenco Dance of Spain-Intermediate 1
KIN. 3.11 Jazz Dance- Beginning Level 1 1
KIN. 3.12 Jazz Dance- Beginning Level 2 1
KIN. 3.13 Jazz Dance- Advanced 1
KIN. 3.14 Jazz Dance- Intermediate 1
KIN. 3.16A Modern Dance- Beginning Level 1 1
KIN. 3.16 Modern Dance- Beginning Level 2 1
KIN. 3.17 Modern Dance- Intermediate 1
KIN. 3.19 Modern Dance- Advanced 1
KIN. 3.20 Ballroom and Latin Dance- Beginning 1
KIN. 3.22 Ballroom and Latin Dance- Intermediate 1
KIN. 3.26 Ballroom Dance- Advanced 1

Choose 2 units from the following courses
**DANC 002 BALLET: BEGINNING LEVEL 2**

1 unit  
Lecture 0 units; lab 1 unit  
Prerequisite: DANC 001  
Acceptable for credit: University of California, California State University  
This is the second course in the beginning level ballet sequence, designed to introduce the discipline, aesthetics, traditions, and historical background of classical ballet. An emphasis is placed on exploring the historical court dance forms of the Renaissance through the contemporary era. Pass/No Pass Option

**DANC 003 BALLET: INTERMEDIATE**

1 unit  
Lecture 0 units; lab 1 unit  
Advisory: DANC 002  
Acceptable for credit: University of California, California State University  
This course is a study of the discipline, aesthetic traditions and historical background of classical ballet at the intermediate level, building upon skills learned in DANC 001 and 002. New skills include pirouettes, sissone en pointe and turn combinations such as pique, soutenu, and chaines. Pass/No Pass Option

**DANC 004 BALLET: ADVANCED LEVEL 4**

1 unit  
Lecture 0 units; lab 1 unit  
Prerequisite: DANC 003  
Acceptable for credit: University of California, California State University  
This course provides students the opportunity to develop advanced level skills in the discipline of ballet. This course focuses on perfecting technique and developing advanced level performance skills. Topics include grand adage combinations, and petite allegro and grand allegro combinations. Pass/No Pass Option

**DANC 005 DANCE WORKSHOP**

1 unit  
Lecture 0 units; lab 1 unit  
Acceptable for credit: University of California, California State University  
This course is designed to provide students with an opportunity to work intensively on their technique and performance skills in a specific dance area.

**DANC 006 DANCE INTENSIVE**

1 unit  
Lecture 0 units; lab 1 unit  
Acceptable for credit: University of California, California State University  
This course is designed to provide intermediate to advanced dance students an opportunity to expand and develop their technical skills, style, and performance technique in a specific area of dance such as jazz, modern, tap, ballet, flamenco, or ballroom. Dance techniques are intended to build strength, flexibility, and control. Rhythmic responses to music are emphasized along with the cultural history of the dance form and related terminology. Pass/No Pass Option

**DANC 007 CHOREOGRAPHY**

1 unit  
Lecture 0 units; lab 1 unit  
Acceptable for credit: University of California, California State University  
This course provides students an overview of the field of choreography and a study of the elements of dance composition as related to a specific form of dance, such as Jazz, Modern, Ballet, and Tap, based on individual student need. Emphasis is placed on creating masks, costumes, and props. Students participate in a community and college performance. Pass/No Pass Option

**Old Subject Code** | **New Subject Code**  
---|---  
KIN.TH 051 or 051H | KIN 3.36  
KIN 3.36 | DANC 007  
KIN 3.01 | DANC 001  
KIN 3.02 | DANC 002  
KIN 3.04 | DANC 003  
KIN 3.05 | DANC 004  
KIN 3.08 | DANC 051A  
KIN 3.09 | DANC 051B  
KIN 3.11 | DANC 011  
KIN 3.12 | DANC 012  
KIN 3.13 | DANC 014  
KIN 3.14 | DANC 013  
KIN 3.16A | DANC 022  
KIN 3.16 | DANC 021  
KIN 3.17 | DANC 023  
KIN 3.19 | DANC 024  
KIN 3.20 | DANC 041  
KIN 3.22 | DANC 042  
KIN 3.26 | DANC 043  
KIN 3.29 | DANC 008  
KIN 3.33 | DANC 006  
KIN 3.34 | DANC 060

**DANC 001 BALLET: BEGINNING LEVEL 1**

1 unit  
Lecture 0 units; lab 1 unit  
Acceptable for credit: University of California, California State University  
This course is an introduction to the discipline, aesthetics, traditions, and historical background of classical ballet at a beginning level. Previous ballet experience is not required at this level. Pass/No Pass Option
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 961. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
Digital Media

THE FACULTY
Jean McIntosh
Jeff Rascov

DIVISION   Cilker School of Art and Design
DEAN       Andrew Chandler
DEPARTMENT CHAIR  Diane Hurd
PHONE      408-741-2110
EMAIL      diane.hurd@westvalley.edu
COUNSELING 408-741-4068

Degree:
A.A., Web and App Design

Certificates:
Graphic Design
Marketing/Digital Communications
Web and App Design

The Digital Media department offers programs in design, coding, and marketing of digital media. Digital Media programs focus on conceptualization, design, and development of content and publishing standards for print, web and mobile delivery. Courses are designed to develop skills for successful migration into user experience and graphic design fields. Many of the courses include project based learning that considers the needs of the user and developing appropriate messages for an intended audience. The Department of Digital Media offers an Associate Degree and a certificate in Web and Mobile Design, and certificates in Graphic Design, and Marketing/Digital Communications.

WEB AND APP DESIGN
A.A. Degree

This program provides foundation design skills and technical planning for web and app design fields. Foundation skills in strategic thinking, planning, wire framing, and technology platforms are stressed. Other areas of focus include visual communication, interaction and user experience.

Upon completion of the degree, students will be able to:
• Plan, develop, test and market web and app products

Upon completion of the program, students are prepared for employment in web design and development and may be prepared for employment as a digital media assistant, front end web developer or designer, and multimedia producer.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIGM 002</td>
<td>Introduction to Electronic Communication</td>
<td>3</td>
</tr>
<tr>
<td>DIGM 003</td>
<td>Introduction to Graphic Design</td>
<td>3</td>
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<tr>
<td>DIGM 004</td>
<td>Principles of Design</td>
<td>4</td>
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<tr>
<td>DIGM 02A</td>
<td>Interface Design</td>
<td>4</td>
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<tr>
<td>DIGM 021A</td>
<td>Web Development 1</td>
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<tr>
<td>DIGM 021M</td>
<td>Introduction to App Design</td>
<td>4</td>
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<tr>
<td>DIGM 086</td>
<td>Portfolio Planning and Review</td>
<td>3</td>
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Choose 5 units of the Following Electives

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<th>Title</th>
<th>Units</th>
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<tr>
<td>DIGM 001</td>
<td>Digital Applications Basic</td>
<td>3</td>
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<tr>
<td>DIGM 011</td>
<td>Blogs and Site Development: WordPress</td>
<td>1</td>
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<tr>
<td>DIGM 014C</td>
<td>Digital Illustration: Illustrator</td>
<td>4</td>
</tr>
<tr>
<td>DIGM 021B</td>
<td>Web Development 2</td>
<td>4</td>
</tr>
<tr>
<td>DIGM 021X</td>
<td>Application Design and Development 2</td>
<td>4</td>
</tr>
<tr>
<td>DIGM 022A</td>
<td>Digital Video 1</td>
<td>4</td>
</tr>
<tr>
<td>DIGM 025</td>
<td>Introduction to Internet Marketing</td>
<td>1</td>
</tr>
</tbody>
</table>
digital media

WEB AND APP DESIGN
Certificate of Achievement

The Web and App Design Certificate of Achievement requires the successful completion of 5 required courses and 2 elective courses (25 units). This program provides Career Technical Education in the areas of digital communications, user experience, graphic design and web/app design. Students have the opportunity to plan, develop, test and market web and App design solutions with an emphasis on functionality and code using optimal parameters, accessibility standards and user experience guidelines.

Upon completion of the program students 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 and mobile solutions.
- Upon completion of the program, students are prepared for employment in app design and development and may be prepared for employment as a digital media assistant, front end web developer or designer, and multimedia producer.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>DIGM 001</td>
<td>Digital Applications Basic</td>
<td>3</td>
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<tr>
<td>DIGM 003</td>
<td>Introduction to Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>DIGM 014C</td>
<td>Digital Illustration: Illustrator</td>
<td>4</td>
</tr>
<tr>
<td>DIGM 020A</td>
<td>Interface Design</td>
<td>4</td>
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<tr>
<td>DIGM 086</td>
<td>Portfolio Planning and Review</td>
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<tr>
<td></td>
<td>Electives for concentration in Web; DIGM 021A &amp; DIGM 021B. Electives for concentration in App; DIGM 021M &amp; DIGM 021X. 8 units</td>
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<tr>
<td>DIGM 021A</td>
<td>Web Development 1</td>
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<tr>
<td>DIGM 021B</td>
<td>Web Development 2</td>
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<td></td>
<td>OR</td>
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<tr>
<td>DIGM 021M</td>
<td>Introduction to App Design</td>
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</tr>
<tr>
<td>DIGM 021X</td>
<td>Application Design and Development 2</td>
<td>4</td>
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</tbody>
</table>

Total Major Units 25

For crosswalk of new subject codes, see page 51

Recommended Course Sequence:
Fall, Year 1 (14 Units):
DIGM 001, DIGM 003, DIGM 020A, DIGM 021A or 021M

Spring, Year 1 (11 Units):
DIGM 014C, DIGM 086, DIGM 021B or 021X

GRAPHIC DESIGN
Certificate of Achievement

The Graphic Design Certificate of Achievement requires the successful completion of 7 required courses (20 units) and 8 units of electives. This program provides Career Technical Education opportunities to develop occupational skills focused on graphic design development and production in the areas of: mass communications (broadcasting and print), digital media and graphic design. Students plan and create client-focused design solutions that incorporate traditional design concepts, static and not static layouts, critical ideas, and current technologies. Upon successful completion of this program, entry-level career opportunities exist in graphic design, print production, marketing, corporate communications and other emerging opportunities.

After completing the Graphic Design Certificate of Achievement, a student will be able to:
- Plan, design, create layouts, and prepare files for commercial offset printing.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>DM 001</td>
<td>Digital Applications Basic</td>
<td>3</td>
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<tr>
<td>DM 002</td>
<td>Introduction to Electronic Communication</td>
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<tr>
<td>DM 003</td>
<td>Visual Design for New Media</td>
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<td>DM 004</td>
<td>Principles of Design</td>
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<tr>
<td>DM 011</td>
<td>Blogs and Site Development: Word Press</td>
<td>1</td>
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<tr>
<td>DM 086</td>
<td>Portfolio Planning and Review</td>
<td>3</td>
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<tr>
<td>DM 099</td>
<td>Introduction to Typography</td>
<td>3</td>
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<tr>
<td></td>
<td>Electives: 8 units</td>
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<tr>
<td>DM 014C</td>
<td>Digital Illustration: Illustrator</td>
<td>4</td>
</tr>
<tr>
<td>DM 022A</td>
<td>Digital Video 1</td>
<td>4</td>
</tr>
<tr>
<td>DM 025</td>
<td>Introduction to Internet Marketing</td>
<td>1</td>
</tr>
<tr>
<td>DM 025B</td>
<td>New Media Marketing</td>
<td>1</td>
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</tbody>
</table>

Total Major Units 28

For crosswalk of new subject codes, see page 51

Recommended Course Sequence:
Fall, Year 1 (7 Units):
DIGM 001, DIGM 003, DIGM 011

Spring, Year 1 (7 Units):
DIGM 004, DIGM 086

Summer, Year 1 (3 Units):
DIGM 099

Fall, Year 2 (3 Units):
DIGM 002

Elective Courses
Fall, Year 2 (4 Units):
DIGM 14C

Spring, Year 2 (4 Units):
DIGM 22A
**MARKETING/DIGITAL COMMUNICATIONS**

**Certificate of Achievement**

The Marketing/Digital Communications Certificate of Achievement requires the successful completion of 8 required courses (17 units) and 3 units of electives.

This program provides Career Technical Education opportunities in the areas of business communication, marketing, web communications, digital media production, graphic design and web/mobile design. This certificate provides a specialized focus in developing a foundation for implementing marketing ideas and strategies via web and digital platforms. Students have the opportunity to develop ideas and concepts, delineate marketing strategies, construct and present marketing approaches for web and mobile-based campaigns. Emphasis is on researching and writing strategic business and marketing plans, concept and content development, and integrating marketing solutions into digital, mobile and social media environments.

Upon completion of this program a student should be able to implement a marketing and business plan using a variety of digital and new media technologies.

Career opportunities for students with this certificate exist in marketing communications, social media marketing, web and mobile design and production, and other areas in the field of online marketing communications.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
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<td>BUSN 056</td>
<td>Marketing Principles</td>
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<td>BUSN 078</td>
<td>Business Communication</td>
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<td>DIGM 001</td>
<td>Digital Applications Basic</td>
<td>3</td>
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<tr>
<td>DIGM 011</td>
<td>Blogs and Site Development: Wordpress</td>
<td>1</td>
</tr>
<tr>
<td>DIGM 021A</td>
<td>Web Development 1</td>
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<tr>
<td>DIGM 025</td>
<td>Introduction to Internet Marketing</td>
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<tr>
<td>DIGM 025A</td>
<td>Advanced Internet Marketing</td>
<td>1</td>
</tr>
<tr>
<td>DIGM 025B</td>
<td>Social Media Marketing</td>
<td>1</td>
</tr>
<tr>
<td>DIGM 002</td>
<td>Introduction to Electronic Communication</td>
<td>3</td>
</tr>
<tr>
<td>DIGM 003</td>
<td>Introduction to Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>DIGM 099</td>
<td>Introduction to Typography</td>
<td>3</td>
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</tbody>
</table>

**3 units of Electives**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIGM 004</td>
<td>Principles of Design</td>
<td>4</td>
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<tr>
<td>DIGM 005</td>
<td>Blogs and Site Development: Wordpress</td>
<td>1</td>
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<tr>
<td>DIGM 006</td>
<td>Advanced Internet Marketing</td>
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<tr>
<td>DIGM 007</td>
<td>Social Media Marketing</td>
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<td>DIGM 008</td>
<td>Introduction to Electronic Communication</td>
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<tr>
<td>DIGM 009</td>
<td>Introduction to Graphic Design</td>
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</tr>
<tr>
<td>DIGM 010</td>
<td>Introduction to Typography</td>
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</tr>
</tbody>
</table>

**Total Certificate Units**: 20

For crosswalk of new subject codes, see page 51

**Recommended Course Sequence:**

**Fall, Year 1 (12 Units):**

BUSN 056, DIGM 001, DIGM 011, DIGM 021A, DIGM 025

**Spring, Year 1 (8 Units):**

BUSN 078, DIGM 025A, DIGM 025B, Elective (Any Course)

**DIGM 001 DIGITAL APPLICATIONS BASIC**

3 units

Lecture 2 unit; lab 1 unit

Acceptable for credit: California State University

This course provides an overview of the major software tools used in digital media design and production. The course also focuses on examining and developing the technical and intuitive skills designers use to visually and psychologically convey messages to an audience for communicative effect.

**DIGM 002 INTRODUCTION TO ELECTRONIC COMMUNICATION**

3 units

Lecture 3 unit; lab 0 units

Acceptable for credit: California State University

This course analyzes traditional forms of mass media, and, the impact and development of new electronic communication technologies from both an historical and a cultural perspective. Special attention is given to media theories and effects, media operations and careers, and social, ethical and economic issues in the media. The course also examines the impact of media on the individual and on society as a whole.

**DIGM 003 INTRODUCTION TO GRAPHIC DESIGN**

3 units

Lecture 2 units; lab 1 unit

Acceptable for credit: California State University

This course focuses on the fundamental elements of design and introduces the software applications used in graphic design production. Topics covered include design concepts, creative process, visual construction, and the technical limitations and parameters for creating digital imagery and graphic solutions.

**DIGM 004 PRINCIPLES OF DESIGN**

4 units

Lecture 3 units; lab 1 unit

Advisory: DIGM 003 & DIGM 014C

Acceptable for credit: California State University

This course provides a studio experience that engages a series of problems and themes in basic two design dimension. Students have the opportunity to develop fundamental design and compositional skill sets in a range of media. This course also covers the critical examination and development of design principals, attributes, and elements of design, including the relationship between some production methods and materials. Pass/No Pass Option

**DIGM 011 BLOGS AND SITE DEVELOPMENT: WORDPRESS**

1 unit

Lecture 1 unit; lab 0 units

Advisory: DIGM 003

Acceptable for credit: California State University

Students have the opportunity to learn how to design, customize, and maintain blogs on the Internet. Students use the WordPress content management system (CMS) to develop custom blogs and also have the opportunity to learn how to modify templates for blog and website publishing. Plugins and third party applications are also examined and implemented into blogging solutions. Pass/No Pass Only

**DIGM 014C DIGITAL ILLUSTRATION: ILLUSTRATOR**

4 units

Lecture 3 units; lab 1 unit

Acceptable for credit: California State University

This course introduces design and vector-based illustration techniques, and focuses on conceptual approaches to digital illustration for specific design applications and media. It also explores concept development and composition techniques that pay particular attention to creative approaches to design solutions and developing individual illustration styles. Pass/No Pass Option

**DIGM 014D ADVANCED GRAPHIC TECHNIQUES**

3 units

Lecture 2 units; lab 1 unit

Acceptable for credit: California State University

This course focuses on developing graphic design solutions for a variety of media and platforms. Both conceptual and technical aspects of the design process and design production are considered with additional focus on advanced software features and techniques. Pass/No Pass Option
DIGM 020A INTERFACE DESIGN
4 units
Lecture 3 units; lab 1 unit
Acceptable for credit: California State University
This course focuses on creating a quality user experience and designing responsive web solutions that work well on web and mobile platforms. The course also explores what makes a site user friendly and how some common responsive design patterns work across different devices. Process and strategies for developing responsive layouts, and experimenting with major and minor breakpoints, are also covered in this course. Pass/No Pass Option

DIGM 021A WEB DEVELOPMENT 1
4 units
Lecture 3 units; lab 1 unit
Acceptable for credit: California State University
This course focuses on using the most recent version of HTML and CSS to create web sites and mobile applications. The course also covers web standards following ADA requirements and validation. Students have the opportunity to plan, code and launch web sites for web and mobile platforms and work in teams using UX and interface design techniques. Pass/No Pass Option

DIGM 021B WEB DEVELOPMENT 2
4 units
Lecture 3 units; lab 1 unit
Advisory: DIGM 021A
Acceptable for credit: California State University
This course focuses on advanced programming and markup of code for web sites and applications. The latest web programming languages are explored including: HTML, PHP, Javascript, CSS, and JSON. Students have the opportunity to develop responsive web sites and web applications for desktop as well as mobile platforms. Additional focus is on user experience design guidelines and team development projects. Pass/No Pass Option

DIGM 021M INTRODUCTION TO APP DESIGN
4 units
Lecture 3 units; lab 1 unit
Acceptable for credit: California State University
This course focuses on the planning and the delivery of applications for mobile and tablet devices. Students have the opportunity to learn object oriented programming and use applications to build products. Students have the opportunity to learn UX design processes and build prototype mobile products. Pass/No Pass Option
DIGM 021X APPLICATION DESIGN AND DEVELOPMENT 2
4 units
Lecture 3 units; lab 1 unit
This course focuses on planning and programming applications for phones, tablets, and augmented environments. Interface design and human computer interaction are considered in relation to developing applications. Students have the opportunity to learn the latest application design processes. Working in design teams students also have the opportunity to develop native applications for different platforms and environments. Pass/No Pass Option

DIGM 022A DIGITAL VIDEO 1
4 units
Lecture 3 units; lab 1 unit
Acceptable for credit: California State University
This course introduces the stages of video making, including narrative structure, and acquisition of video production skills in camera, lighting, sound and editing. Also covered are principles of motion graphics, and post-production delivery for webcast and new media. Pass/No Pass Option

DIGM 025 INTRODUCTION TO INTERNET MARKETING
1 unit
Lecture 1 unit; lab 0 units
Acceptable for credit: California State University
This course introduces topics pertinent to foundation skills in web marketing. The course focuses on assessing customer need, building a marketing framework, developing a brand’s story, and strategies for traffic acquisition and developing long term relationships with customers. Other topics covered include: search engine optimization, web analytics and using a diverse range of media (video, ads, blogs) in order to develop a consistent and compelling marketing campaign. Pass/No Pass Only

DIGM 025A ADVANCED INTERNET MARKETING
1 unit
Lecture 1 unit; lab 0 units
Acceptable for credit: California State University
This course focuses on writing an online marketing plan. This course also covers marketing software tools and services used in developing and managing a mobile marketing strategy. Pass/No Pass Only

DIGM 025B SOCIAL MEDIA MARKETING
1 unit
Lecture 1 unit; lab 0 units
Acceptable for credit: California State University
This course provides a critical framework for developing a comprehensive social media campaign. Additional focus is on the digital tools and software used to manage social media content. Pass/No Pass Only

DIGM 086 PORTFOLIO PLANNING AND REVIEW
3 units
Lecture 2 units; lab 1 unit
Acceptable for credit: California State University
This course is designed for students committed to developing a professional quality portfolio for work, transfer and other purposes. The course emphasizes strategies for developing a portfolio to meet a range of needs, and covers identifying professional goals, analyzing different types of portfolios, legal and ethical issues pertinent to the field, and developing a professional skills based resume. All portfolios are presented at the end of the semester.

DIGM 099 INTRODUCTION TO TYPOGRAPHY
3 units
Lecture 2 units; lab 1 unit
Advisory: ARTS 031A and ARTS 033A or DIGM 004
Acceptable for credit: University of California, California State University
This course focuses on creating typographic solutions for designs in visual media and art. This course provides the study and demonstration of letterforms and fundamental typographic principles. Emphasis is on the vocabulary of typographic form and its relationship to message/purpose.

Disability and Educational Support Program

THE FACULTY
Jean Finch
Jessica Jaurequi
Erika Llantero
Cheryl Miller
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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 Kinesiology and Noncredit. In addition to classes, the program provides services that include but are not limited to counseling, registration assistance, test accommodations, note takers, and class materials in alternate format. DESP is located in the Learning Services building.

Learning Outcomes
Following the completion of the DESP Orientation:
• A student will demonstrate knowledge of the next steps required to enroll at West Valley College and DESP with 70% accuracy.

Adapted Physical Education
(See Kinesiology or Noncredit)

Disability and Educational Support Program — Learning Skills Courses

LRSV 001 LEARNING STRATEGIES FOR COLLEGE AND CAREERS
3 units
Lecture 3 units; lab 0 units
Acceptable for credit: University of California, California State University
In this course, students have the opportunity to learn and apply learning strategies to increase their effectiveness both in the classroom and in the workplace. 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.

LRSV 931B LEARNING STRATEGIES FOR MATH
1 unit
Lecture 0 units; lab 1 unit
This lab support course is intended to be taken concurrently with an Algebra course. This course is designed to meet the educational needs of students with disabilities. It focuses on the application of specific learning strategies for math. Pass/No Pass Only

LRSV 941B EFFECTIVE SENTENCE AND PARAGRAPH WRITING
3 units
Lecture 3 units; lab 0 units
This is a basic writing course designed to meet the educational needs of students with learning disabilities. Instruction focuses on improving writing skills, including basic grammar, sentence structure, punctuation/capitalization, vocabulary, and paragraph development and organization. The course employs the writing process in development of college-level paragraphs. Pass/No Pass Only
**LRSV 941C EFFECTIVE ESSAY WRITING**

3 units
Lecture 3 units; lab 0 units

Prerequisite: ENGL 903 or LRSV 941B

This is a basic writing course that is designed to prepare students with disabilities for college-level writing and English 1A. 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

**LRSV 943A LEARNING STRATEGIES FOR WRITING**

1 unit
Lecture 0 units; lab 1 unit

This is a lab course designed to support students enrolled in English composition courses. 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; evaluation of assigned essays for unity, support, coherence and sentence skills; and researching and writing research papers. Pass/No Pass Only

**LRSV 944 PRE-ALGEBRA SKILLS AND STRATEGIES**

3 units
Lecture 3 units; lab 0 units

This course is designed to meet the educational needs of students with disabilities. Instruction focuses on pre-algebra skills with emphasis on the critical thinking and study skills necessary for success in math. Pass/No Pass Option

**LRSV 945 ELEMENTARY ALGEBRA SKILLS AND STRATEGIES**

5 units
Lecture 5 units; lab 0 units

This course covers the basic operations and properties of real numbers, exponential, polynomial, rational and radical expressions. Other topics include first-degree equations and inequalities, systems of linear equations, graphing, and quadratic, rational and radical equations. Specific math learning strategies and adaptive technologies for students with disabilities are integrated throughout the course.

---

**Economics**

**THE FACULTY**

Hashem Kardevani  
Janis Kea  
Samuel Liu

**DIVISION**  
Social Science

**DEAN**  
Raymond Gamba

**DEPARTMENT CHAIR**  
Janis Kea

**PHONE**  
408-741-2538

**EMAIL**  
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**COUNSELING**  
408-741-2009

**Degrees:**

A.A.-T, Economics  
A.A., Economics

Economics courses are college level transfer courses.

**Educational Options**

Economics prides itself in the rigor of its academic and disciplinary training as preparation for academic pursuits in:

- Upper division studies in economics and business administration;
- Upper division studies within the social sciences and in the liberal arts;
- Upper division studies and professional training in applied economics and economics-related disciplines (environmental studies, urban studies, law, etc.)

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

**ECONOMICS A.A.-T Degree**

The Associate in Arts in Economics for Transfer degree (AA-T in Economics) is a 60 unit program which provides students the lower division coursework required for transfer to a CSU institution for the major in Economics. Students who complete the Associate in Arts in Economics for Transfer degree (AA-T in Economics) will be able to explain how individuals and firms make choices under scarcity; describe the major players and institutions that facilitate the market economy; and analyze economic models as they apply to market economies and specific product and factor markets.

Students must complete the following requirements:

- 60 semester or 90 quarter CSU-transferable units;
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern;
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district; obtainment of a minimum grade point average (GPA) of 2.0;
- earn a grade of C or better in all courses required for the major or area of emphasis.

Students are not required to complete the information competency requirements, PE requirements or cultural diversity requirements found in other degrees at the College.

After completing an A.A.-T in Economics, a student should be able to:

- Describe the major players and institutions that facilitate the market economy;
- Explain how individuals and firms make choices under scarcity;
- Analyze economic models as they apply to market economies and specific product and factor markets.
After completing an A.A. degree 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.

### Required Core Courses: (8 units)

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<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ECON 001A</td>
<td>Principles of Macroeconomics</td>
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<tr>
<td>ECON 001AH</td>
<td>Honors Principles of Macroeconomics</td>
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<tr>
<td>ECON 002A</td>
<td>Principles of Macroeconomics Lab</td>
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<td>ECON 002AH</td>
<td>Honors Principles of Macroeconomics Lab</td>
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<td>ECON 001B</td>
<td>Principles of Microeconomics</td>
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<td>ECON 001BH</td>
<td>Honors Principles of Microeconomics</td>
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<td>ECON 002B</td>
<td>Principles of Microeconomics Lab</td>
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<td>ECON 002BH</td>
<td>Honors Principles of Microeconomics Lab</td>
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<tr>
<td>MATH 010</td>
<td>Elementary Statistics</td>
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<td>MATH 012</td>
<td>Honors Elementary Statistics</td>
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<td>MATH 008</td>
<td>Finite Mathematics</td>
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<td>MATH 003B</td>
<td>Calculus and Analytical Geometry</td>
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<td>ACCT 010</td>
<td>Financial Accounting</td>
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<td>ACCT 011</td>
<td>Managerial Accounting</td>
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<td>CIST 002</td>
<td>Introduction to Computing</td>
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<td>BUSN 078</td>
<td>Business Communication</td>
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### Elective Courses: Select 12-13 units from at least 4 of the following:

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<tr>
<td>ANTH 001</td>
<td>Introduction to Physical Anthropology</td>
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<tr>
<td>ANTH 002</td>
<td>Introduction to Archaeology</td>
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<td>ANTH 003</td>
<td>Introduction to Cultural Anthropology</td>
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<td>GEOG 001</td>
<td>Intro Physical Geography</td>
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<td>GEOG 002</td>
<td>Intro Cultural Geography</td>
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<td>HIST 003</td>
<td>Asian American History</td>
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<td>HIST 004A</td>
<td>Western Civilization I: Prehistory to 1500 CE</td>
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<tr>
<td>HIST 004B</td>
<td>Western Civilization II: 1500 CE to present</td>
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<td>HIST 005A</td>
<td>World History: Prehistory to 1500</td>
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<td>HIST 005B</td>
<td>World History From 1500</td>
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<td>HIST 012</td>
<td>African American History</td>
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<td>HIST 014</td>
<td>History of the Native North Americans</td>
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<td>HIST 016</td>
<td>Mexican-American History</td>
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<td>HIST 017A</td>
<td>United States History</td>
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<td>HIST 017B</td>
<td>United States History</td>
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<td>HIST 017BH</td>
<td>Honors United States History</td>
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<td>HIST 020</td>
<td>History and Geography of California</td>
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<td>POLI 001</td>
<td>American Government</td>
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<td>POLI 002</td>
<td>Comparative Governments</td>
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<td>POLI 003</td>
<td>Introduction to Political Science</td>
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<td>POLI 004</td>
<td>International Relations</td>
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<td>PSYC 001</td>
<td>General Psychology</td>
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<td>PSYC 002</td>
<td>Experimental Psychophysiology</td>
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<td>PSYC 007</td>
<td>Physiological Psychology</td>
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<td>PSYC 009</td>
<td>Psychology of Women: a Multicultural</td>
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<td>PSYC 012</td>
<td>Human Growth and Development</td>
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<td>PSYC 025</td>
<td>Introduction to Abnormal Psychology</td>
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<td>SOCI 001</td>
<td>Introduction to Sociology</td>
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<td>SOCI 002</td>
<td>Social Problems</td>
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<td>SOCI 020</td>
<td>Sociology of Race and Ethnicity</td>
<td>3</td>
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<td>SOCI 040</td>
<td>Marriage and Family Sociology</td>
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<tr>
<td>SOCI 045</td>
<td>Sociology of Human Sexuality</td>
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**Elective Course**

**Fall, Year 1 (7 Units):**
- ECON 001A, ECON 002A, Elective Course

**Spring, Year 1 (7 Units):**
- ECON 001A, ECON 002A, Elective Course

**Fall, Year 2 (3-4 Units):**
- Elective Course

**Spring, Year 2 (3 Units):**
- Elective Course

**ECON 001A PRINCIPLES OF MACROECONOMICS**
- Lecture 3 units; lab 0 units
- Prerequisite: MATH 903 or MATH 903R or LRSV 945
- Corequisite: ECON 002A
- Acceptable for credit: University of California, California State University
- C-ID ECON 202

This course provides an introduction to aggregate economic analysis including analysis of: market systems; aggregate measures of the economy; macroeconomic equilibrium; money, the banking system and role of central banks; monetary and fiscal policy; international trade and exchange rates; and macroeconomic growth. Pass/No Pass Option

**ECON 001AH HONORS PRINCIPLES OF MACROECONOMICS**
- Lecture 3 units; lab 0 units
- Prerequisite: MATH 903 or MATH 903R or LRSV 945
- Corequisite: ECON 002AH
- Acceptable for credit: University of California, California State University
- C-ID ECON 202

Honors Principles of Macroeconomics uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. The course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course is an introduction to aggregate economic analysis of market systems; aggregate measures of the economy; macroeconomic equilibrium; money, the banking system and role of central banks; monetary and fiscal policy; international trade and exchange rates; and macroeconomic growth. This class must be taken concurrently with online laboratory Econ 2AH.

**ECON 001B PRINCIPLES OF MICROECONOMICS**
- Lecture 3 units; lab 0 units
- Prerequisite: MATH 903 or MATH 903R or LRSV 945
- Corequisite: ECON 002B
- Acceptable for credit: University of California, California State University
- C-ID ECON 201

This course provides an introduction to microeconomic analysis which focuses on individual economic decision-makers and markets. Topics include scarcity and allocation of resources, distribution of income and wealth; market equilibrium, price ceilings/floors, elasticity, consumer theory, cost/production analysis, market structures, factor markets, market failure, international trade and finance, and the role of public policy in the economy. Pass/No Pass Option

**ECON 001BH HONORS PRINCIPLES OF MICROECONOMICS**
- Lecture 3 units; lab 0 units
- Prerequisite: MATH 903 or MATH 903R or LRSV 945
- Corequisite: ECON 002BH
- Acceptable for credit: University of California, California State University
- C-ID ECON 201

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 microeconomic analysis which focuses on individual economic decision-makers and markets. Topics include scarcity and allocation of resources, distribution of income and wealth; market equilibrium, price ceilings/floors, elasticity, consumer theory, cost/production analysis, market structures, factor markets, market failure, international trade and finance, and the role of public policy in the economy.

**ECON 002A PRINCIPLES OF MACROECONOMICS LAB**
- Lecture 0 units; lab 1 unit
- Corequisite: ECON 001A
- Acceptable for credit: University of California, California State University
- C-ID ECON 202

This online laboratory introduces macroeconomic analysis and principle including analysis of: market systems; aggregate measures of the economy; macroeconomic equilibrium; money, the banking system and role of central banks; monetary and fiscal policy; international trade and exchange rates; and macroeconomic growth. Pass/No Pass Option

**ECON 002AH HONORS PRINCIPLES OF MACROECONOMICS LAB**
- Lecture 0 units; lab 1 unit
- Corequisite: ECON 001AH
- Acceptable for credit: University of California, California State University
- C-ID ECON 202

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 online laboratory introduces macroeconomic analysis and principle including analysis of: market systems; aggregate measures of the economy; macroeconomic equilibrium; money, the banking system and role of central banks; monetary and fiscal policy; international trade and exchange rates; and macroeconomic growth. This lab must be taken concurrently with Econ 001AH.
ECON 002B PRINCIPLES OF MICROECONOMICS LAB
1 unit
Lecture 0 units; lab 1 unit
Corequisite: ECON 001B
Acceptable for credit: University of California, California State University
C-ID ECON 201
This online laboratory introduces microeconomic analysis which focuses on individual economic decision-makers and markets. Topics include scarcity and allocation of resources, distribution of income and wealth, market equilibrium, price ceilings/floors, elasticity, consumer theory, cost/production analysis, market structures, factor markets, market failure, international trade and finance, and the role of public policy in the economy. Pass/No Pass Option

ECON 002BH HONORS PRINCIPLES OF MICROECONOMICS LAB
1 unit
Lecture 0 units; lab 1 unit
Corequisite: ECON 001BH
Acceptable for credit: University of California, California State University
C-ID ECON 201
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 001BH.

Electronic Imaging
(See Photography)

Elementary Education

THE FACULTY
Laurie Dotson
Leslie Hotta
Katherine Moore-Wines

DIVISION
Che School of Professional Studies

DEAN
Renee Paquier

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408-741-4603

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COUNSELING
408-741-4068

Degree:
A.A.-T, Elementary Teacher Education

ASSOCIATE IN ARTS IN ELEMENTARY TEACHER EDUCATION FOR TRANSFER DEGREE (A.A.-T in Elementary Teacher Education)
The Associate in Arts in Elementary Teacher Education for Transfer degree (AA-T in Elementary Teacher Education) is a 60 unit program which provides students the lower division coursework required for transfer to a CSU institution for the major in Elementary Teacher Education for the goal of becoming an elementary school teacher. Students who complete the Associate in Arts in Elementary Teacher Education for Transfer degree (AA-T in Elementary Teacher Education) will be able to demonstrate knowledge in child development theories, apply developmentally appropriate elementary education practices, develop curriculum appropriate for school-age children, and utilize professional skills appropriate for teaching at the elementary school level.

Students must complete the following requirements:

- 60 semester or 90 quarter CSU-transferable units;
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern;
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district;
- obtainment of a minimum grade point average (GPA) of 2.0;
- earn a grade of C or better in all courses required for the major or area of emphasis.

Students are not required to complete the information competency requirements, PE requirements or cultural diversity requirements found in other degrees at the College.

After completing an A.A.-T in Elementary Teacher Education, a student will be able to:

- Utilize child development theories to design developmentally appropriate curriculum for school-age children.
- Demonstrate professional skills with children, families, and colleagues in the elementary school setting.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Core Courses: (46 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHIS 002</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>ELED 020</td>
<td>Introduction to Elementary Teaching</td>
<td>2</td>
</tr>
<tr>
<td>ELED 020A</td>
<td>Field Experience in Elementary Teaching</td>
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</tr>
<tr>
<td>BIO 010</td>
<td>Introduction to Biology</td>
<td>3</td>
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<tr>
<td>BIO 010L</td>
<td>Introduction to Biology Lab</td>
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<tr>
<td>CHEM 002</td>
<td>Introductory Chemistry</td>
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<tr>
<td>PHYS 010</td>
<td>Conceptual Introduction to Physics</td>
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<tr>
<td>GEOL 012</td>
<td>Earth Science with Lab</td>
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<td>MATH 014</td>
<td>Math for Elementary School Teachers</td>
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</tr>
<tr>
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<td>Title</td>
<td>Units</td>
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<tr>
<td>COMM 001</td>
<td>Public Speaking</td>
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<td>English Composition</td>
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<td>ENGL 001B</td>
<td>Critical Thinking Through Literature</td>
<td>3</td>
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<tr>
<td>GEOG 006</td>
<td>World Regional Geography</td>
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</tr>
<tr>
<td>HIST 005A</td>
<td>World History: Prehistory to 1500</td>
<td>3</td>
</tr>
<tr>
<td>HIST 017A</td>
<td>United States History</td>
<td>3</td>
</tr>
<tr>
<td>POLIT 001</td>
<td>American Government</td>
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**List A: Select one course (3 units)**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
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<tbody>
<tr>
<td>ENGL 001C</td>
<td>Critical Thinking and Writing</td>
<td>3</td>
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<tr>
<td>ENGL 001CH</td>
<td>Honors Critical Thinking and Writing</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 003</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 017</td>
<td>Logic &amp; Critical Reasoning</td>
<td>3</td>
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**List B: Select one course (3 units)**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ART 001A</td>
<td>Survey of Western Art I</td>
<td>3</td>
</tr>
<tr>
<td>ART 004</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 010</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 010</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Major Units**: 52

**GE Units (CSU GE or IGETC)** 39 or 37

**Total Degree Units**: 60

For crosswalk of new subject codes, see page 51

**Recommended Course Sequence:**

**Fall, Year 1 (10 Units):**
- CHST 002, BIOL 010, BIOL 010L, ELED 020, ELED 020A

**Spring, Year 1 (15 Units):**
- CHEM 002, PHYS 010, GEOL 012, MATH 014

**Fall, Year 2 (12 Units):**
- COMM 001, ENGL 001A, ENGL 001B, GEOG 006

**Spring, Year 2 (9 Units):**
- HIST 005A, HIST 017A, POLIT 001

**Elective Courses**

**Spring or Fall, Year 1 or 2 (3 Units):**
- Choose 1 course from List A

**Spring or Fall, Year 1 or 2 (3 Units):**
- Choose 1 course from List B

**ELED 020A INTRODUCTION TO ELEMENTARY TEACHING**

2 units
- Lecture 2 units; lab 0 units

**Corequisite: ELED 020A**

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

**C-ID EDUC 200**

This course introduces students to the concepts and issues related to teaching diverse learners in today’s contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California’s content standards and frameworks, and teacher performance standards. In addition to class time, the Corequisite course, ELED 20A, requires a minimum of 45 hours of structured fieldwork in public school elementary classrooms and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher. Pass/No Pass Option
Engineering

THE FACULTY
Takiyu Liu
Thomas Sanford

DIVISION: The School of Professional Studies
DEAN: Renee Paquier
DEPARTMENT CHAIR: Takiyu Liu
PHONE: 408-741-2675
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COUNSELING: 408-741-4068

Degree: A.S., Engineering

Certificate: Engineering Technician with Water Emphasis

Engineers are problem solvers. Engineers apply the principles and theories of math and science to technical problems. Engineers design, discover, and invent new products and processes.

Career Options
- Aerospace Engineering
- Biological Engineering
- Chemical Engineering
- Civil Engineering
- Electrical Engineering
- Materials Engineering
- Mechanical Engineering
- Nanotech Engineering
- Nuclear Engineering
- Software Engineering

Degree A.S., Engineering

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

ENGINEERING A.S. Degree

The Associate in Science in Engineering is designed to provide lower division education to students planning to major in engineering and who may pursue a baccalaureate degree. Students who complete the Associate in Science should be able to demonstrate aptitude for analysis and problem-solving using scientific principles.

After completing an A.S. degree in Engineering, a student should be able to:
- Identify and to solve environmental problems;
- Apply fundamental science and engineering in an integrative fashion, to effectively work and solve problems at the interface of mathematics, science, engineering and technology;
- Demonstrate effective oral and written communication skills;
- Apply diverse techniques, methods, and tools towards the solution of engineering problems;
- Apply the engineering process and design-driven research;
- Conduct independent work as well as teamwork;
- Identify and apply ethical principles and standards.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CHEM 001A</td>
<td>General Chemistry</td>
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<tr>
<td>ENGR 010</td>
<td>Introduction to Engineering</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 020</td>
<td>Engineering Graphics</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 025</td>
<td>Introduction to Materials</td>
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Required Core Courses: 21 units

<table>
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<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
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<td>Intermediate Algebra</td>
<td>5</td>
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<tr>
<td>ENGR 010</td>
<td>Introduction to Engineering</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 004</td>
<td>Introduction to Computer-Aided Design</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 030A</td>
<td>Fundamentals of Chemistry</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Major Units 27

To be awarded an A.S. degree, a student must complete:
1. Achieve a grade of "C" or better in the major requirements.
2. Additional units to meet the college graduation requirements.

For crosswalk of new subject codes, see page 51

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.

Recommended Electives: Choose those general education requirements outside the major which may apply toward the bachelor's degree requirements at the four-year institution where you transfer.

For crosswalk of new subject codes, see page 51

Recommended Course Sequence

Fall, Year 1 (14 Units):
CHEM 001A, ENGR 020, PHYS 004A

Spring, Year 1 (7 Units):
ENGR 010, Elective Course

Fall, Year 2 (3 Units):
ENGR 025

Spring, Year 2 (3 Units):
Elective Course

ENGINEERING TECHNOLOGY: Transfer:
See assist.org for info or the Counseling Center

ENGINEERING TECHNICIAN WITH WATER EMPHASIS Certificate of Achievement

This Certificate of Achievement in Engineering Technician with Water Emphasis requires the successful completion of 31 units and provides a comprehensive curriculum including courses in math, engineering, chemistry and physics. State of the art instruction and industry-based curriculum is suited for students of all levels and provides hands-on experience and thorough training in the areas of water treatment or water distribution.

Students will have acquired the skills to explain metering methods of water flow, describe a system for calculating and recording volume, and analyze unit operations of water disinfection concepts and chemical treatment. These skills are specific to careers in, but are not limited to: waste water treatment technician, water distribution operator, water treatment operator, engineer, mechanic, maintenance technician, electrician, laboratory technician, assistant surveyor or systems control operator II.

After completing this Certificate of Achievement in Engineering Technician with Water Emphasis, students should be prepared to take the exam for the Treatment Level II Operator or Distribution Level II Operator certificate issued by the Water District.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 106</td>
<td>Intermediate Algebra</td>
<td>5</td>
</tr>
<tr>
<td>ENGR 010</td>
<td>Introduction to Engineering</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 004</td>
<td>Introduction to Computer-Aided Design</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 030A</td>
<td>Fundamentals of Chemistry</td>
<td>4</td>
</tr>
</tbody>
</table>
### ENGR 003A BASIC TECHNICAL DRAFTING
- **Units:** 3
- **Lecture:** 2 units; **lab:** 1 unit

This course is a study of basic technical drafting methods. This course covers the principles of engineering drawings in visually communicating engineering designs and begins the use of computer-aided design (CAD). Topics include the basic development of visualization skills, blueprint reading, orthographic projections; architectural and mechanical dimensioning, design and tolerancing. Pass/No Pass Option

### ENGR 003B INTERMEDIATE TECHNICAL DRAFTING
- **Units:** 3
- **Lecture:** 2 units; **lab:** 1 unit

Advisory: ENGR 003A and MATH 903 or MATH 903R

This course provides students with the opportunity to continue developing basic skills and involves intermediate technical drafting methods as well as promoting the study of drafting and blueprint reading. This course covers theory and practical applications related to mechanical and civil design and is useful preparation in furthering computer-aided design (CAD) and 3D printing. This course also provides students the opportunity to understand three-dimensional design, advanced tolerancing and dimensioning techniques. Pass/No Pass Option

### ENGR 003C ADVANCED TECHNICAL DRAFTING
- **Units:** 3
- **Lecture:** 2 units; **lab:** 1 unit

Advisory: ENGR 003B and MATH 106 or MATH 106R

This course is a study of advanced technical drafting methods. This course covers the principles of engineering drawings in visually communicating engineering designs with 3D modeling and advances the use of computer-aided design (CAD), solid modeling and 3D printing. Topics include the advanced development of visualization skills; orthographic projections; architectural and mechanical dimensioning, design and tolerancing. Students in the advanced class expand drawing types from mechanical to civil construction, or electrical drawings. Pass/No Pass Option

### ENGR 004 INTRODUCTION TO COMPUTER-AIDED DESIGN
- **Units:** 3
- **Lecture:** 2 units; **lab:** 1 unit

Acceptable for credit: University of California, California State University

This course is an introduction to computer-aided drafting using AutoCAD on the PC. Mechanical, civil and architectural drawings are used and emphasized with students having the opportunity to develop the skills necessary and capacity to pass an employer entrance exam. Pass/No Pass Option

### ENGR 005 ADVANCED COMPUTER-AIDED DESIGN
- **Units:** 3
- **Lecture:** 2 units; **lab:** 1 unit

Prerequisite: ENGR 004

Advisory: MATH 902P

Acceptable for credit: University of California, California State University

This course provides an opportunity for students to use concepts acquired in ENGR 004 in a more complex way. This course reviews 2D and addresses advanced topics in the construction of two and three-dimensional drafting and solid modeling. Pass/No Pass Option

### ENGR 010 INTRODUCTION TO ENGINEERING
- **Units:** 4
- **Lecture:** 3 units; **lab:** 1 unit

Acceptable for credit: University of California, California State University

This course explores the different engineering disciplines to assist students in a choice of major, and introduces first-year engineering students to experimentation, data analysis, basic computer skills, and engineering design. Pass/No Pass Option

### ENGR 020 ENGINEERING GRAPHICS
- **Units:** 4
- **Lecture:** 3 units; **lab:** 1 unit

Acceptable for credit: University of California, California State University

This course is an introduction to computer-aided drafting using AutoCAD on the PC. Mechanical, civil and architectural drawings are used and emphasized with students having the opportunity to develop the skills necessary and capacity to pass an employer entrance exam. Pass/No Pass Option

### ENGR 021 INTRO COMPUTING FOR SCIENTISTS AND ENGINEERS
- **Units:** 3
- **Lecture:** 2 units; **lab:** 1 unit

Acceptable for credit: University of California, California State University

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

### ENGR 025 INTRODUCTION TO MATERIALS
- **Units:** 4
- **Lecture:** 2 units; **lab:** 1 unit

Acceptable for credit: University of California, California State University

This course is an introduction to engineering materials, including pure metals, binary alloys, steels, semiconductors, plastics and polymers, with an introduction into the mechanics of materials including basic material failure mechanisms.

### ENGR 060 PROGRAMMING AND PROBLEM-SOLVING IN MATLAB
- **Units:** 3
- **Lecture:** 2 units; **lab:** 1 unit

Acceptable for credit: California State University

This course utilizes the MATLAB environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics. Pass/No Pass Option
ENGR 098 INTRODUCTION TO CIRCUIT ANALYSIS
3 units
Lecture 3 units; lab 0 units
Advisory: MATH 003B, PHYS 004B
Acceptable for credit: University of California, California State University
This is an introductory course in the analysis of DC and AC electric circuits using Kirchoff's laws, Ohm's law, and Thevenin's theorem. Pass/No Pass Option

ENGR 099 STATICS/VECTOR MECHANICS
3 units
Lecture 3 units; lab 0 units
Advisory: PHYS 004A, MATH 003A
Acceptable for credit: University of California, California State University
This course covers the application of static principles for solution of problems with particles, trusses, frames, cables, and other structural components under concentrated distributed force systems.

ENGR 166 WATER DISTRIBUTION II
3 units
Lecture 3 units; lab 0 units
Advisory: ENGR 010 and PHYS 001 and CHEM 002
Acceptable for credit: California State University
This is a course in practical water supply hydraulics with an emphasis on the basic principles of hydraulics. The purpose of the course is to clarify pressure, head, buoyancy, friction loss, forces, velocity of flow, and size capacity relationship of distribution systems. The course includes the study of pump characteristics, sizing of pumps, arithmetic, and efficiency test procedures. Typical calculations include line loss in series and parallel pipe systems, residual pressure, forces on thrust blocks, and horsepower requirements for pumps. This course is designed to prepare the student for the D2 Water Distribution Operator's examinations.

English

THE FACULTY
Paulette Boudreaux
Leigh Burriell
Bill Davis
Rebecca Cisneros-Diaz
Nicole Cuttler
Janine Gerzanics
Clementina Golaw
Dulce Gray
Lorene Harris
Cathy Jones
Vicky Kalvitis
Jess Lerma
Nils Michals
Eric Pape
Jeanette Richey
Leslie Saito-Liu
Danielle Shaw
Christina Stevenson
Jennifer Wagner

DIVISION Language Arts
DEAN Jennifer Johnson
DEPARTMENT CHAIR Rebecca Cisneros-Diaz
PHONE 408-741-4014
EMAIL rebecca.cisneros@westvalley.edu
COUNSELING 408-741-2009

Degrees:
A.A.-T, English
A.A., English

The English Department teaches skills that are universal to every other discipline. Taking courses in English increases a student's chances of success in every other area. The ability to read effectively and to write expressively will prove invaluable for any student.

Highlights
- Composition courses designed for all levels of ability
- Transfer level literature and creative writing courses that meet CSU & UC requirements
- Online courses in composition, literature, 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
**ASSOCIATE IN ARTS IN ENGLISH FOR TRANSFER DEGREE (A.A.-T in English)**

The Associate in Arts in English for Transfer degree (AA-T in English) is a 60 unit program which is designed to provide lower division education to students planning to transfer to a CSU institution in pursuit of a baccalaureate degree in English, Literature, or Creative Writing. Students completing the Associate in Arts in English for Transfer degree (AA-T) 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; and write research papers that demonstrate the effective evaluation, integration, and MLA documentation of sources.

Students must complete the following requirements:

- 60 semester or 90 quarter CSU-transferable units
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis.

Students are not required to complete the information competency requirements, PE requirements, or cultural diversity requirements found in other degrees at the College.

<table>
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<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
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<td>ENGL 001C</td>
<td>Critical Thinking and Writing</td>
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<td>ENGL 001CH</td>
<td>Honors Critical Thinking and Writing</td>
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<tr>
<td>ENGL 001B</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 007A</td>
<td>American Literature</td>
<td>3</td>
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<tr>
<td>ENGL 007B</td>
<td>American Literature</td>
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<tr>
<td>ENGL 005A</td>
<td>Survey of English Literature</td>
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<td>ENGL 005B</td>
<td>Survey of English Literature</td>
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</tr>
<tr>
<td>ENGL 006A</td>
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<td>FRNCH 001B</td>
<td>Beginning French</td>
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<tr>
<td>FRNCH 002A</td>
<td>Intermediate French</td>
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<td>FRNCH 002B</td>
<td>Intermediate French</td>
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<td>FRNCH 003A</td>
<td>Adv French Oral and Written Composition</td>
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<tr>
<td>FRNCH 003B</td>
<td>Advanced French Oral &amp; Written</td>
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<td>GERM 001A</td>
<td>Beginning German</td>
<td>5</td>
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<td>GERM 001B</td>
<td>Beginning German</td>
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<td>HUMAN 001A</td>
<td>Human Values in and From the Arts</td>
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<td>Human Values in and From the Arts</td>
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<td>ITAL 001B</td>
<td>Beginning Italian</td>
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<td>ITAL 002A</td>
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<tr>
<td>ITAL 002B</td>
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<tr>
<td>JPNS 001B</td>
<td>Beginning Japanese</td>
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<td>RUSS 001A</td>
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<td>BUS 078</td>
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<td>ENGL 010</td>
<td>Children’s Literature</td>
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<td>ENGL 012</td>
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<tr>
<td>SPAN 001B</td>
<td>Beginning Spanish</td>
<td>5</td>
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<tr>
<td>SPAN 002B</td>
<td>Intermediate Spanish</td>
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<tr>
<td>SPAN 003A</td>
<td>Adv Spanish Oral and Written Composition</td>
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</tr>
<tr>
<td>SPAN 003B</td>
<td>Advanced Spanish Oral and Written</td>
<td>5</td>
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</tbody>
</table>

Total Major Units: 18-20

GE Units (CSU GE or IGETC) 39 or 37

Total Degree Units: 60

CSU transferable elective courses are required when the major units plus transfer GE units total is less than 60.

For crosswalk of new subject codes, see page 51

**Recommended Course Sequence:**

**Fall, Year 1 (3 Units):**
ENGL 001B or ENGL 001C or ENGL 001CH

**Spring, Year 1 (3 Units):**
ENGL 001B or ENGL 001C or ENGL 001CH

**Fall or Spring, Year 2 (6 Units):**
Complete 2 courses from List A

**Fall or Spring, Year 1 or 2 (3 Units):**
Complete 1 course from List B

**Fall or Spring, Year 1 or 2 (3-5 Units):**
Complete 1 course from List C
ENGLISH
A.A. Degree
The Associate in Arts in English is a program that provides students with the necessary coursework required for an associate’s major in English and to transfer to a four-year university where students have the opportunity to complete a Bachelor’s or graduate degree in English. Students completing this degree will have a breadth of knowledge in composition and the study and analysis of literature. Students completing this degree 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; and write research papers that demonstrate the effective evaluation, integration, and MLA documentation of sources.

To obtain this degree, students must complete the 21 units in the major area and the additional units to meet the college graduation requirements. Students must obtain a minimum grade point average (GPA) of 2.0 and earn a grade of C or better in all courses required for the major. Literature courses used to meet general education requirements cannot be used to satisfy major requirements. Students 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 they intend to transfer.

Students planning to undertake graduate study in English are advised to complete Intermediate Foreign Language 002A and 002B before transferring.

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

After completing an A.A. in English, a student will be able to:
- Analyze and evaluate academic essays and literature;
- Write research papers that demonstrate the effective evaluation, integration, and MLA documentation of sources;
- Write focused, organized, well-developed essays that support clear thesis statements and demonstrate competence in standard English grammar and usage;
- Formulate and communicate in writing positions on diverse issues.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Core: 6 units</td>
<td></td>
<td></td>
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<tr>
<td>ENGL 001A</td>
<td>English Composition</td>
<td>3</td>
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<tr>
<td>AND</td>
<td></td>
<td></td>
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<tr>
<td>ENGL 001B</td>
<td>Critical Thinking Through Literature</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 001C</td>
<td>Critical Thinking and Writing</td>
<td>3</td>
</tr>
<tr>
<td>List A: 6 units. Complete courses in one of the following groups:</td>
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<td></td>
</tr>
<tr>
<td>ENGL 005A &amp; ENGL 005B OR ENGL 007A &amp; ENGL 007B</td>
<td></td>
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<tr>
<td>ENGL 005A</td>
<td>Survey of English Literature</td>
<td>3</td>
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<tr>
<td>AND</td>
<td></td>
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<tr>
<td>ENGL 005B</td>
<td>Survey of English Literature 2</td>
<td>3</td>
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<tr>
<td>List B: 9 units. Any course in Group 1 or 2 not already used.</td>
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<tr>
<td>ENGL 006A</td>
<td>World Literature</td>
<td>3</td>
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<td>AND</td>
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<tr>
<td>ENGL 006AH</td>
<td>Honors World Literature</td>
<td>3</td>
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<tr>
<td>ENGL 006B</td>
<td>World Literature 2</td>
<td>3</td>
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<tr>
<td>ENGL 006BH</td>
<td>Honors World Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 010</td>
<td>Children’s Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 012</td>
<td>African American Literature</td>
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<tr>
<td>ENGL 013</td>
<td>Latino/Chicano Literature</td>
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<td>ENGL 018</td>
<td>Asian American Literature</td>
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<td>ENGL 041</td>
<td>Literature and Film</td>
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<tr>
<td>ENGL 043</td>
<td>Classical Mythology</td>
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<tr>
<td>ENGL 043H</td>
<td>Honors Classical Mythology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 044</td>
<td>The Bible as Literature</td>
<td>3</td>
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<tr>
<td>ENGL 046</td>
<td>Contemporary American Multi-Cultural Litera-</td>
<td>3</td>
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<td>ture</td>
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<tr>
<td>ENGL 046H</td>
<td>Contemporary American Multi-Cultural</td>
<td>3</td>
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<tr>
<td>ENGL 047</td>
<td>Introduction to Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 048</td>
<td>Introduction to Shakespeare</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 049</td>
<td>Modern Fiction</td>
<td>3</td>
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<tr>
<td>ENGL 049H</td>
<td>Honors Modern Fiction</td>
<td>3</td>
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<tr>
<td>ENGL 070</td>
<td>Creative Writing</td>
<td>3</td>
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<tr>
<td>ENGL 071</td>
<td>Writing Fiction</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 072</td>
<td>Writing Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 080</td>
<td>Voices: The Literary Arts Magazine</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 081</td>
<td>Voices: Intermediate Literary Arts Magazine</td>
<td>2</td>
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</tbody>
</table>

Total Major Units 21

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

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

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

Students planning to undertake graduate study in English are advised to complete Intermediate Foreign Language 002A and 002B before transferring.

For crosswalk of new subject codes, see page 51

Recommended Course Sequence:
Fall, Year 1 (3 Units):
ENGL 001A

Spring, Year 1 (6 Units):
ENGL 001B and 1 course from List A

Fall or Spring, Year 2 (6 Units):
ENGL 001C or ENGL 001CH and 1 course from List B
ENGL 001A ENGLISH COMPOSITION
3 units
Lecture 3 units; lab 0 units
Prerequisite: ENGL 905; or LRSV 941C; or ENGL 905X; LRSV 942; or READ 961
Acceptable for credit: University of California, California State University C-ID ENGL 100

This course introduces the techniques of collegiate English composition with an emphasis on clear and effective writing and analytical reading. In English 1A, students write a series of essays including a documented research paper. Because this is a collegiate-level writing course, students must enroll with strong grammatical competence. English 1A fulfills the written communication requirement for Associate and Bachelor degrees. This course is also offered in an online format.

ENGL 001B CRITICAL THINKING THROUGH LITERATURE
3 units
Lecture 3 units; lab 0 units
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University C-ID ENGL 120

English 001B introduces students to literary analysis with an emphasis on critical thinking, close reading, and analytical writing skills. Introduces representative works from major genres. Promotes appreciation and critical understanding of the cultural, historical, and aesthetic qualities of literature. Students read, discuss, and compose analytic essays about literary texts (such as short fiction, poetry, drama, and novels) from diverse cultures. This course covers formal and informal fallacies of language and thought, and the principles of inductive and deductive reasoning. Students conduct research, study literary criticism, and write research essays that synthesize multiple sources. This course fulfills the critical thinking requirement for CSU transfer and is also offered in an online format.

ENGL 001C CRITICAL THINKING AND WRITING
3 units
Lecture 3 units; lab 0 units
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University C-ID ENGL 105

This course offers instruction and practice in methods of critical thinking, critical writing, and formal argument writing, emphasizing the following: the principles of classical argument structure and methods of reasoning; analysis and evaluation of rhetorical argument and texts; identification of the assumptions underlying a given argument; identification and critique of fallacies in arguments; analysis of language use and its implications in argument writing; research strategies, information literacy, and proper documentation. Students in this course practice critical thinking by writing substantive arguments, essays, and a documented research paper.

ENGL 001CH HONORS CRITICAL THINKING AND WRITING
3 units
Lecture 3 units; lab 0 units
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University C-ID ENGL 105

Honors Critical Thinking and Writing uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, critical writing, 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, critical writing, and formal argument writing, emphasizing the following: the principles of classical argument structure and methods of reasoning; analysis and evaluation of rhetorical argument and texts; identification of the assumptions underlying a given argument; identification and critique of fallacies in arguments; analysis of language use and its implications in argument writing; research strategies, information literacy, and proper documentation. Students in this course practice critical thinking by writing substantive arguments, essays, and a documented research paper.

ENGL 005A SURVEY OF ENGLISH LITERATURE
3 units
Lecture 3 units; lab 0 units
Advisory: ENGL 001A
Prerequisite: Eligibility for English 1A OR successful completion of English 905 OR completion of English 905X.
Acceptable for credit: University of California, California State University C-ID ENGL 160

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 2
3 units
Lecture 3 units; lab 0 units
Prerequisite: Eligibility for ENGL 001A
Advisory: ENGL 001A or equivalent
Acceptable for credit: University of California, California State University C-ID ENGL 165

This course surveys English literature from the Romantic period to the present. Pass/No Pass Option

ENGL 006A WORLD LITERATURE
3 units
Lecture 3 units; lab 0 units
Advisory: ENGL 001A
Acceptable for credit: University of California, California State University C-ID ENGL 140

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 have the opportunity to 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 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 units; lab 0 units
Advisory: ENGL 001A
Acceptable for credit: University of California, California State University C-ID ENGL 140

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 2
3 units
Lecture 3 units; lab 0 units
Prerequisite: Eligibility for ENGL 001A
Advisory: ENGL 001A or equivalent
Acceptable for credit: University of California, California State University

C-ID ENGL 145
This course surveys and compares 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 units; lab 0 units
Prerequisite: Eligibility for ENGL 001A
Advisory: ENGL 001A or equivalent
Acceptable for credit: University of California, California State University

C-ID ENGL 145
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 and compares 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 units; lab 0 units
Prerequisite: Eligibility for ENGL 001A
Advisory: ENGL 001A or equivalent
Acceptable for credit: University of California, California State University

C-ID ENGL 130
This course surveys major American literary traditions from the colonial period to the Civil War. Pass/No Pass Option

ENGL 007B AMERICAN LITERATURE 2
3 units
Lecture 3 units; lab 0 units
Prerequisite: Eligibility for ENGL 001A
Advisory: ENGL 001A or equivalent
Acceptable for credit: University of California, California State University

C-ID ENGL 135
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 units; lab 0 units
Prerequisite: Eligibility for ENGLISH 1A
Advisory: ENGL 001A
Acceptable for credit: University of California, California State University

C-ID ENGL 180
This course provides a survey of representative samples of the world's literature written for and about children. This course covers both the history of this literature and the trends in style, purpose, and subject matter. Representative works of children's literature from around the world—including folk tales, mythology, fantasy, poetry, biography, and autobiography—form the basic categories of study. Students have the opportunity to develop close reading and analytical writing skills as well as an appreciation for the aesthetic qualities of literature written for children. Pass/No Pass Option

ENGL 012 AFRICAN AMERICAN LITERATURE
3 units
Lecture 3 units; lab 0 units
Advisory: ENGL 001A
Acceptable for credit: University of California, California State University

C-ID ENGL 150
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 units; lab 0 units
Advisory: ENGL 001A
Acceptable for credit: University of California, California State University

C-ID ENGL 160
This course examines and contextualizes representative literary texts written in (or translated to) English by authors who (since the sixteenth century, through the emergence of the “Latino Literature” movement in the twentieth century, and up to now) have self-identified as American Latinos and have addressed the varied traditions, conflicts, and transformations of American Latinos. 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 units; lab 0 units
Advisory: ENGL 001A, READ 053
Acceptable for credit: University of California, California State University

C-ID ENGL 200
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 about 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 AND FILM
3 units
Lecture 3 units; lab 0 units
Advisory: ENGL 001A
Acceptable for credit: University of California, California State University

This course examines cultural, artistic, historical, critical and theoretical aspects of selected works of literature and film. Students will engage a wide range of film and literature—often including adaptations of one into the other—as they learn to analyze and evaluate the techniques used by artists in both media. Pass/No Pass Option
ENGL 043 CLASSICAL MYTHOLOGY
3 units
Lecture 3 units; lab 0 units
Advisory: ENGL 001A
Acceptable for credit: University of California, California State University

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 its recurrence and significance in modern works. Pass/No Pass Option

ENGL 043H HONORS CLASSICAL MYTHOLOGY
3 units
Lecture 3 units; lab 0 units
Advisory: 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.

ENGL 044 THE BIBLE AS LITERATURE
3 units
Lecture 3 units; lab 0 units
Advisory: ENGL 001A, READ 053
Acceptable for credit: University of California, California State University

This course examines the Bible as an anthology, with each work influenced by its sociopolitical context, historical background, and linguistic and literary milieu. To do so entails examination of different literary genres such as letters and poetry; devices such as parallelism and metaphor; as well as the Bible’s compilation, transmission, and translation processes. This course also examines its influence on English-language literature. Pass/No Pass Option

ENGL 046 CONTEMPORARY AMERICAN MULTI-CULTURAL LITERATURE
3 units
Lecture 3 units; lab 0 units
Advisory: ENGL 001A, READ 053
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, US 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 MULTI-CULTURAL LITERATURE
3 units
Lecture 3 units; lab 0 units
Advisory: ENGL 001A, READ 053
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, US 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 units; lab 0 units
Advisory: ENGL 001A, READ 053
Acceptable for credit: University of California, California State University

Course examines poetry from a variety of angles, including terminology, form, performance, and composition. In addition to studying poets and movements, students also perform poetry, create poems, and write at least one analytical essay. Pass/No Pass Option

ENGL 048 INTRODUCTION TO SHAKESPEARE
3 units
Lecture 3 units; lab 0 units
Advisory: ENGL 001A
Acceptable for credit: University of California, California State University

This course provides an overview of Shakespeare’s age, the religious and philosophical ideas of the Early Modern period, and modern critical approaches to Shakespeare’s works. In addition, students in this course have the opportunity to evaluate and critically analyze a selection of Shakespeare’s major plays and poetry. Pass/No Pass Option

ENGL 048H HONORS INTRODUCTION TO SHAKESPEARE
3 units
Lecture 3 units; lab 0 units
Advisory: ENGL 001A
Acceptable for credit: University of California, California State University

Honors Introduction to Shakespeare 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 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 049 MODERN FICTION
3 units
Lecture 3 units; lab 0 units
Advisory: ENGL 001A
Acceptable for credit: University of California, California State University

This course focuses on reading and analyzing fiction from the Modern Period (1895–1945). It also covers Pre-modern literary movements and Postmodern texts. It fulfills general education requirement for literature.

ENGL 049H HONORS MODERN FICTION
3 units
Lecture 3 units; lab 0 units
Advisory: 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.

ENGL 070 CREATIVE WRITING
3 units
Lecture 3 units; lab 0 units
Prerequisite: ENGL 001A
Advisory: ENGL 001A and/or introduction to literature and eligibility for READ 053
Acceptable for credit: University of California, California State University
C-ID ENGL 200

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

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 961. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
ENGL 071 WRITING FICTION
3 units
Lecture 3 units; lab 0 units
Prerequisite: ENGL 001A
Advisory: 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. Pass/No Pass Option

ENGL 072 WRITING POETRY
3 units
Lecture 3 units; lab 0 units
Prerequisite: ENGL 001A
Advisory: 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 their creative writing skills, or creating a portfolio prior to transferring to a 4-year program in creative writing. Pass/No Pass Option

ENGL 080 VOICES: THE LITERARY ARTS MAGAZINE
2 units
Lecture 2 units; lab 0 units
Advisory: ENGL 905 or ENGL 905X
Acceptable for credit: California State University
This course provides instruction and training in the managing, editing, printing, and distribution of a literary arts journal or magazine. The class participants will constitute the staff of the magazine/journal. Pass/No Pass Option

ENGL 081 VOICES: INTERMEDIATE LITERARY ARTS MAGAZINE
2 units
Lecture 2 units; lab 0 units
Advisory: ENGL 905 or ENGL 905X
Acceptable for credit: California State University
This course offers the students the opportunity to participate in the final production of Voices Literary Arts Magazine, West Valley's student literary journal. It provides intermediate practical workshop training in running, producing, and collaborating on Voices. This course focuses on selecting submissions and editing manuscripts; designing and laying out journal content; and finalizing production and the printing of an issue of Voices. Class members constitute the editorial staff of Voices. Pass/No Pass Option

ENGL 099X SUPPLEMENTAL ENGLISH COMPOSITION
2 units
Lecture 2 units; lab 0 units
Prerequisite: ENGL 903 or LRSV 941B
Co-requisite: ENGL 001A
This course is intended for students eligible for English 905 but who wish to enroll in a designated co-requisite English 1A section to complete the sequence in one intensive semester. This course is part of a learning community that provides supplemental instruction through targeted practice on the techniques of critical reading, analysis of texts, essay writing processes, research skills, and the campus resources that enhance student success in English 1A. This course is not designed to meet the needs of ESL students. This course does not fulfill the English requirement for the Associate's degree and is not a baccalaureate level course. Pass/No Pass Only

ENGL 903 BASIC GRAMMAR & SENTENCE STRUCTURE
3 units
Lecture 3 units; lab 0 units
This course provides a basic foundation for developing college-level writing skills. Students in this course have the opportunity to improve grammar, sentence structure, and vocabulary while developing strategies for writing well-structured paragraphs. The course also addresses the reading/writing connection and employs a process-centered approach to writing college-level paragraphs and introduces the components of college essays. Pass/No Pass Only

ENGL 905 ENGLISH FUNDAMENTALS-A PREPARATORY COURSE
3 units
Lecture 3 units; lab 0 units
Prerequisite: ENGL 903 or LRSV 941B
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 have the opportunity to develop various writing strategies and practice writing skills using classroom computers. Pass/No Pass Only

ENGL 905X ACCELERATED ENGLISH FUNDAMENTALS
5 units
Lecture 5 units; lab 0 units
In an Accelerated format, this course provides the necessary foundation for college-level writing, reading, and reasoning, preparing students for English 001A. Students have the opportunity to learn and practice techniques that address the reading/writing connection in preparation for transfer-level courses. Students critically read and respond to a variety of non-fiction texts and employ a process-centered approach to writing multi-paragraph essays. The course addresses developing the main elements of sound essays, including thesis statements, unified and coherent paragraphs with supporting details and evidence, organization, clear and effective sentences, and basic research techniques. Students are expected to produce a minimum of 8,000 formal words and practice writing strategies and skills using classroom computers. Pass/No Pass Only
The English as a Second Language Department at West Valley College offers six levels of courses in grammar/writing, listening/speaking, and reading comprehension/vocabulary. The ESL Skills Lab and the World Languages Center supplement these semester-long courses.

To enroll in ESL, students need to take the ESL placement test or complete the prerequisites. ESL classes at the 960-964 levels are non-degree applicable and non-transferable. Courses at the 65 level are Associate Degree applicable and transferable to either a UC or a CSU.

Learning Outcomes
After completing all levels of ESL, a student will be able to:

- Identify and use the grammatical elements of college-level standard English to write an essay using academic level vocabulary;
- Participate in a group discussion using appropriate social and linguistic forms to join an ongoing discussion;
- Produce speech which is intelligible and accurately articulated;
- Identify aspects of American culture and values and those of other cultural traditions;
- Demonstrate confidence in communicating in English.

ESLW 960 FOUNDATIONS IN ESL
6 units
Lecture 6 units; lab 0 units
This course provides basic functional practice in reading, writing, listening, speaking, and grammar for low-beginning level ESL students. It also provides preparation for placement into ESLW 961 classes. Oral communication tasks involve the comprehension and production of basic verbal instructions and requests, communication strategies, pronunciation, and vocabulary usage. Written communication tasks include completion of grammar exercises and short written assignments. Students are given the opportunity to develop basic study skills such as time management, and to complete simple tasks involving the library, dictionary, and computer. Pass/No Pass Option

ESLW 961GW BASIC GRAMMAR AND WRITING 1
4 units
Lecture 4 units; lab 0 units
Prerequisite: ESLW 960
Advisory: ESLW 961LS and ESLW 961RV
This course is designed to improve the writing and grammar skills of ESL students at the high-beginning level. This course gives students the opportunity to use basic grammatical forms and write simple sentences using correct word forms, word order, function words, spelling, and punctuation. Pass/No Pass Option

ESLW 962GW BASIC GRAMMAR AND WRITING 2
3 units
Lecture 3 units; lab 0 units
Prerequisite: ESLW 961GW
Advisory: ESLW 962LS and ESLW 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

ESLW 963GW SENTENCE DEVELOPMENT
3 units
Lecture 3 units; lab 0 units
Prerequisite: ESLW 962GW
Advisory: ESLW 963LS and ESLW 963RV
This course gives students the opportunity to develop writing fluency at the sentence and paragraph level through study and practice of compound and complex sentence patterns and organizational patterns used in standard written English. Pass/No Pass Option

ESLW 964GW PARAGRAPH DEVELOPMENT
3 units
Lecture 3 units; lab 0 units
Prerequisite: ESLW 963GW
Advisory: ESLW 964LS and ESLW 964RV
This course gives students the opportunity to develop 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, and prewriting techniques including outlining and basic rhetorical patterns.

ESLW 065GW COMPOSITION IN ENGLISH AS A SECOND LANGUAGE
4 units
Lecture 4 units; lab 0 units
Prerequisite: ESLW 964GW
Advisory: ESLW 065RV and ESLW 065LS
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 thesis statements, rhetorical patterns, organization of an essay, coherence and the writing process. Pass/No Pass Option
ESLW 961LS BASIC LISTENING AND SPEAKING 1
4 units
Lecture 4 units; lab 0 units
Prerequisite: ESLW 960LS
Advisory: ESLW 961GW and ESLW 961RV
This course is designed to improve the basic listening and speaking skills of ESL students at the high-beginning level. This course gives students the opportunity to develop comprehension of verbal instructions, vocabulary in context, and ideas in sentences, monologues, and dialogos. Students are given the opportunity to develop correct pronunciation of common words, phrases, and pronunciation patterns of stress and intonation in English. Pass/No Pass Option

ESLW 962LS BASIC LISTENING AND SPEAKING 2
4 units
Lecture 4 units; lab 0 units
Prerequisite: ESLW 961LS
Advisory: ESLW 962GW and ESLW 962RV
This course is designed to improve the basic listening and speaking skills of ESL students by providing instruction and extensive practice in identifying the central message of extended speech. Students are provided the opportunity to comprehend familiar topics spoken by a native speaker at a reduced speed. Topics include current events and issues, life experience, past, and future events, and cultural comparisons. The focus is on American English pronunciation, word endings, word stress, sentence rhythm, and usage of the 3000 most common English words. Pass/No Pass Option

ESLW 963LS ORAL COMMUNICATION 1
4 units
Lecture 4 units; lab 0 units
Prerequisite: ESLW 962LS
Advisory: ESLW 963GW and ESLW 963GW
The course is designed to provide instruction and extensive practice in comprehending the significant details of familiar and unfamiliar topics spoken by a native speaker at a natural speed. Speaking and listening practice includes note-taking, giving opinions, summarizing, discussing, speculating, predicting, and giving short presentations. The focus is on American English intonation, thought groups, connected speech, and usage of the 5000 most common English words. Pass/No Pass Option

ESLW 964LS ORAL COMMUNICATION 2
4 units
Lecture 4 units; lab 0 units
Prerequisite: ESLW 963LS
Advisory: ESLW 964GW and ESLW 964RV
This course is designed to provide instruction and extensive practice in oral communication and in comprehending academic lectures adapted for English language learners. Speaking and listening practice includes identifying main concepts and summarizing using academic vocabulary and reported speech, producing outlines, and describing hypothetical situations. The focus is on usage of the 7000 most common English words and most common academic vocabulary. Pass/No Pass Option

ESLW 065LS ACADEMIC LISTENING & SPEAKING 4 units
Lecture 4 units; lab 0 units
Prerequisite: ESLW 964LS
Advisory: ESLW 065GW and ESLW 065RV
Acceptable for credit: California State University
This course is designed to provide instruction and extensive practice in academic listening and speaking such as comprehending academic lectures, note-taking, producing original speeches, analyzing hypothetical situations and becoming proficient in academic discourse. The focus is on usage of the 10,000 most common English words, including academic vocabulary. Pass/No Pass Option

ESLW 961RV BASIC READING AND VOCABULARY 1
4 units
Lecture 4 units; lab 0 units
Prerequisite: ESLW 960
Advisory: ESLW 961GW and ESLW 961LS
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. Pass/No Pass Option

ESLW 962RV BASIC READING AND VOCABULARY 2
3 units
Lecture 3 units; lab 0 units
Prerequisite: ESLW 961RV
Advisory: It is strongly recommended that students enroll concurrently in ESLW 962GW and 962LS.
This course emphasizes reading and vocabulary development of ESL students at a basic level. This course gives students the opportunity to develop reading skills and increase their active vocabulary through adapted readings about real people, places, events, and ideas using the most common 1500 English words. Materials and class discussions are designed to increase knowledge of American culture necessary for understanding concepts and texts in English. Pass/No Pass Option

ESLW 963RV INTERMEDIATE READING AND VOCABULARY 1
3 units
Lecture 3 units; lab 0 units
Prerequisite: ESLW 962RV.
Advisory: It is strongly recommended that students enroll concurrently in ESLW 963GW and ESLW 963LS.
ESL 963RV is an intermediate reading & vocabulary course for non-native speakers of English. The course focuses on vocabulary development and reading comprehension through reading strategies, skimming, scanning, organizational patterns and structure, summarizing, and word-pair analogies. Pass/No Pass Option

ESLW 964RV INTERMEDIATE READING AND VOCABULARY 2
3 units
Lecture 3 units; lab 0 units
Prerequisite: ESLW 963RV
Advisory: It is strongly recommended that students enroll concurrently in ESLW 964GW and 964LS.
ESL 964RV is a high-intermediate reading & vocabulary course for non-native speakers of English. This course emphasizes paraphrasing, summarizing, making inferences and analysis of academic and native-speaker texts in order to identify main ideas and distinguish fact from opinion. This course focuses on development of academic and sophisticated vocabulary needed for academic success. Pass/No Pass Option

ESLW 065RV ACADEMIC READING & VOCABULARY
3 units
Lecture 3 units; lab 0 units
Prerequisite: ESLW 964RV
Advisory: ESLW 065LS and ESLW 065GW
Acceptable for credit: California State University
This course emphasizes reading and vocabulary development for ESL students at an advanced level. Students read articles that are longer and more complex than in ESLW 964RV. Emphasis is on paraphrasing, summarizing, and analysis of texts to make abstract inferences and recognize propaganda. Pass/No Pass Option

Facilities Planning and Design
(See Interior Design)

• 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 is a recommended preparation, NOT a REQUIREMENT.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/