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2004 • 2005 General Catalog and Announcement of Courses



Ventura College

4667 Telegraph Road, Ventura, CA 93003
(805) 654-6400, 986-5855, 378-1500, 656-0546

www.venturacollege.edu

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

The College Catalog is available in alternate formats upon request from the Educational Assistance Center, (805) 654-6300.

The Community Colleges of Ventura County District and Ventura College have made every reasonable effort to determine that everything stated in this general Catalog is accurate. Courses, programs, and requirements, together with other matters contained herein, are subject to change without notice by the Governing Board and Administration of the Ventura County Community College District. The District and the College further reserve the right to add, amend, or repeal rules, regulations, policies and procedures consistent with applicable laws. The policies of the Governing Board can be located at www.vcccd.net.



FROM THE PRESIDENT

Welcome to Ventura College.

We have a proud tradition of innovative programs, outstanding faculty, excellent academic offerings, and a beautiful campus. Ventura College can help you reach your professional and personal goals.

Ventura College is a long-standing, unique resource in our community, having served four generations of students since we opened our doors in 1925. Students attending our College can earn associate's degrees or complete certificates in more than 100 programs, learn a new profession or sharpen their vocational skills, all while participating in student activities, leadership and athletics.

VC is very successful at transferring students to four-year universities: We are among the top 20% of all California Community Colleges (CCCs) transferring students to the University of California (UC) system, and in the top third of CCCs transferring students to the California State University system. Officially designated a Hispanic-serving institution by the U.S. Department of Education, Ventura College is among the top 10% of CCCs accounting for Hispanic students transferring to the UC system, and we are nationally recognized for our success rate in awarding associate's degrees to Hispanic students.

More than 12,500 students enroll at Ventura College every semester. Our students range from high school students earning early college credits through our Middle College Academy to retirees participating in our Emeritus Institute, and all those in between who are pursuing degrees, sharpening their professional skills, or just having fun learning a new hobby. Our goal is to continue to provide educational programs that will meet the life-long learning and employment aspirations of our diverse student population.

Our lush campus is receiving a \$117 million face-lift as a result of the passage of a bond in 2002. Virtually every building on campus will be renovated or replaced. The newest addition is a magnificent 100,000 square foot Library and Learning Resource Center that will have its own B.E.A.C.H. — an acronym for “Best Environment for Access to Computers and Help.” The B.E.A.C.H. area will accommodate 360 computers, serve as a lab for reading, writing, study skills, learning skills for EAC students, foreign languages, and nursing, and still have 180 computers for drop-by use. A new Planetarium, High Tech Center, Health Sciences Building, and athletics facilities will follow the completion of the LRC.

We offer a variety of support services to ensure your success, including academic and career counseling, tutoring, and a center for students with learning and physical disabilities. Our financial aid office can guide you in exploring the maze of student assistance plans. Our child development center provides developmentally appropriate toddler and preschool programs.

Education can fit into your busy schedule, with choices of day and evening classes, and a variety of locations including the Ventura campus, the East Campus in Santa Paula, and other sites in Ventura, Ojai, Fillmore and Piru. We have television, video and vastly expanded online course offerings. Through technology, virtually every aspect of a quality education is available to the student who might not otherwise be able to attend classes.

*Michael D. Gregoryk
Acting President*

VISION STATEMENT

Ventura College is an educational leader providing a positive and accessible learning environment that is responsive to the needs of students, promotes success, develops students to their full potential, creates lifelong learners, and fosters positive human values for successful living and membership in a global environment. The College is a national model of how institutions of higher learning can combine innovative programs, student support, and instructional technologies to provide outstanding learning opportunities and community services.

MISSION STATEMENT

Ventura College is a comprehensive community college with a long-standing tradition of active outreach and service to local and global communities. Originally landscaped to be an arboretum, Ventura College remains a beautiful, unique campus with a special interest in the study and preservation of the environment.

The College offers a comprehensive curriculum with a diverse selection of disciplines, learning approaches and teaching methods. It is a leader in providing instruction and support for students with disabilities. Educational experiences provided by Ventura College include classes in basic skills; courses for high school students; programs for students seeking an associate's degree, certificate or license for job placement and advancement; curricula for students planning to transfer; training programs for such organizations as agriculture, business, education, health care, and government; and other educational activities to meet learning and employment needs.

The College community is made up of a dedicated, caring and diverse team of professionals who are committed to assisting all students in achieving their personal and professional goals and developing their full potential in an ever-changing cultural, socioeconomic, and technological world. It does this by providing support services and co-curricular experiences to educate the whole person, one with the knowledge, critical thinking skills and judgment to be a responsible leader and citizen in an open, democratic and diverse society.

As one of the oldest community colleges in California, Ventura College has a strong and deep connection to the community. It fulfills its long-standing responsibility for enhancing the quality of life of Ventura County by aligning its programs and services to the regional needs, being receptive to requests from the community, and forming unique partnerships.

STATEMENT OF VALUES

The Ventura College community is committed to following a set of enduring core Values that guide it through changing times and give rise to its Vision, Mission and Goals.

* *Respect*

We believe in the personal dignity and full potential of every individual and in fostering positive human values in the classroom and in all our interactions.

* *Integrity*

We are committed to maintaining an open, honest and ethical environment.

* *Quality*

We are dedicated to achieving excellence in the broad range of academic programs and services we provide to our students and the community.

* *Collegiality*

We are committed to creating a professional and supportive environment where students, faculty, and staff can achieve personal growth and fulfillment.

* *Access*

We believe it is essential to provide and nurture learning opportunities for all individuals.

* *Innovation*

We recognize that change is constant and that it is imperative that we continually evaluate our performance and seek new and improved approaches to providing educational programs and services.

* *Diversity*

We are dedicated to embracing and responding to our increasingly diverse student body.

* *Service*

Ventura College values its importance to the community and is dedicated to enhancing the community's quality of life and to meeting its needs.

* *Collaboration*

We believe that better results are achieved by working together, whether as colleagues on College issues and decisions or by actively seeking to form partnerships with other organizations to address mutual Goals.

STATEMENT OF GOALS

1. Develop and maintain excellent educational programs and services in a unique learning environment where individuals can fulfill their personal and professional dreams.
2. Increase enrollments at Ventura College and access to post-secondary education for all.
3. Expand the use of instructional and administrative technology to make Ventura College a recognized leader of technology among California Community Colleges.
4. Foster a climate that promotes and reflects Ventura College's core values.
5. Create and expand programs to attract outstanding and diverse professionals to Ventura College and provide training programs that enable all to be active members of the learning community, to achieve their long-term professional goals, and to meet student and regional needs.
6. Create a physical environment that generates pride and supports Ventura College's Mission, Goals and initiatives.
7. Form partnerships with educational, business, and other organizations that will achieve mutual goals and strengthen the College and the region.
8. Create a strong, unified image that reflects Ventura College's aspirations and importance to the campus and external communities.
9. Enhance the financial strength of the College by aligning its resources with its Mission and Goals, continuously improving operational efficiency, and acquiring new revenue sources.
10. Continuously improve institutional effectiveness by defining a clear and distinctive Mission, establishing an ongoing collaborative planning process, maintaining participatory governance, and gathering and utilizing relevant data to assess the College's progress toward fulfilling its Mission and Goals.

CREDITS

Cover Design – *Barbara Harvey, Ventura College*

Photos – *Barbara Harvey, Angelica Ramos-Navarro and Alisa Sparkia Moore*

Production – *Christina L. Garcia*



Studying in the courtyard of the old D.R. Henry library

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Looking toward the new Library and Learning Resources Center (LRC) building (Dec. 2003) scheduled to open Fall 2004

GENERAL INFORMATION

Accreditation

Ventura College is one of California's 109 public community colleges and is subject to the legal provisions of the state. Ventura College is fully accredited by the Western Association of Schools and Colleges.

College Services

At Ventura College, there is a strong commitment to equal opportunity for all students who choose to attend and can profit from the educational courses and programs. All people are welcome to the college family. Various offices and associations promote the efforts of underrepresented people to become students. Students interested in assistance from these support groups and offices should make the appropriate contact.

The Advantages of a Community College

Ventura College offers students some very special opportunities not found at four-year colleges and universities. We put students and teaching first, with smaller classes and more individual attention from staff, counselors, and instructors.

We are the convenient equivalent to lower division university studies and provide smooth and secure transfer to four-year schools.

We welcome all students, whether just out of high school or returning to school after a period of work or home responsibilities. Any student who can benefit from our classes is welcome to attend.

We are the obvious "best-buy" in higher education—fees are low, quality is high.

College and the Community

Though Ventura College draws students from other California regions, as well as other states and foreign countries, there is a particularly strong bond between the campus and the communities which surround it. For decades, Ventura College stood alone as the only postsecondary institution in the county, and, as a result, the College counts as friends, supporters, and alumni, thousands of people from across the Oxnard plain and the Santa Clara, Ojai, Conejo and Simi Valleys. In many of these areas, but particularly in the west county, Ventura College is known as "the College."

Today, Ventura College maintains the same strong commitments with its community. The Ventura County Master Chorale shares rehearsal space, professional leadership, and student personnel with the College. The performances of College drama, music, opera, dance, and athletic groups and teams draw enthusiastic support from the community, as do professional and student artists who exhibit in the two College galleries. In addition to these curricular activities, special noncredit courses and other events, performances, and excursions keep the community focused on the College as an exciting cultural and recreational center.

In 1985, the Ventura College Foundation was activated by the College President and a group of education-minded business and professional people from the community. The purpose of the Foundation is to support the goals and services of the College by building and shaping community support. By the end of 1986, the Foundation's base of support had grown to the point where it

appointed an executive director, and set as a capital project goal a new campus building to house tutoring and testing services in addition to providing a place for community meetings. Guthrie Hall was dedicated in November 1989.

The Foundation continues to build support for its ongoing projects of student scholarships and staff study grants and is developing plans for new building projects. If you think it is time to say "thank you" to Ventura College, call the Foundation at (805) 654-6461 and become involved.

Alumni Association

The Ventura College Alumni & Friends Association was created to foster a spirit of friendship and philanthropy among alumni and friends for scholarships, newsletters, reunions, and special events. For additional information, contact the Ventura College Foundation at (805) 654-6461, or visit the Web site www.venturacollege.edu/foundation/index.htm

History

Community college education in Ventura County began in 1925 when a junior college department was added at Ventura Union High School, on the site now occupied by Cabrillo Middle School.

In 1929, the Ventura High School District adopted the four-four plan of secondary education: four years of junior high school (grades 7-10) and four years of high school/junior college (grades 11-14). The next year, the Ventura Junior College, as the senior four-year school came to be known, was moved to a new campus at Main and Catalina Streets in Ventura, the current campus of Ventura High School.

In 1952, responding to recommendations from a commissioned study concerning population growth and building needs, the Ventura High School District adopted a 3-3-2 organization. Ventura Junior College became Ventura College, a two-year institution for the freshman and sophomore years of college.

In 1955, the College moved to its present 112-acre hillside campus at 4667 Telegraph Road in the eastern part of Ventura. The current student enrollment of the College for day and evening classes both on-campus and off-campus (Fillmore, Ojai, Piru, Santa Paula) is approximately 12,500. The East Campus has been added in Santa Paula.

The citizens of Ventura County voted in 1962 to form a community college district separate from any other public school entity. Ventura College has since grown into a comprehensive community college serving a diverse population of college-age and adult students who pursue a wide variety of transfer, vocational, and other educational goals. Today the Ventura County Community College District includes two additional colleges—Moorpark and Oxnard. The District Offices are centrally located in Camarillo.

In March 2002, the Ventura County voters approved a \$356 million general obligation bond to renovate and expand all three campuses and the District training facilities for police, fire, and sheriff's officers. The funds will also support the development of satellite facilities in the Santa Clara River Valley for Ventura College and the Conejo Valley for Moorpark College.

The first Ventura College building using bond funds is the new Library and Learning Resources Center scheduled to open in the Fall 2004.

PRESIDENTIAL HISTORY

Over its nearly 80 years, Ventura College has had exemplary leadership. That leadership was provided by:

H.O. Wise	1925-1928
Melroe Martin	1928-1929
Amos E. Clark	1929-1931
D.R. Henry	1931-1953
Hugh Price	1953-1956
Phil Putnam	1956-1960
Ed Rowins	1960-1966
Dr. Richard E. Loehr	1967-1974
Dr. Richard A. Glenn	1974-1992
Dr. Robert W. Long	1985-1992
Dr. Jesus Carreón	1992-1995
Dr. Larry A. Calderón	1995-2004

ADMINISTRATIVE OFFICES

President	654-6460
Executive Vice President of Student Learning ...	654-6464
Vice President of Business Services	654-6354
Arts and Sciences	654-6339

OFFICES OF THE DEANS

Arts and Sciences	654-6339
Business, Resources Development, Community Education, Off-Campus Programs	654-6368
Criminal Justice, Technology, Music and Reserve Academy	654-6470
Evening Supervisor	654-6483
Health and Human Performance	654-6348
Liberal Arts and Learning Resources	654-6468
Student Development	654-6455
Student Services	654-6487

EAST CAMPUS

East Campus at Santa Paula	525-7136
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IMPORTANT CAMPUS PHONE NUMBERS

For general information call:

From Ventura, Ojai, Saticoy, all others not specifically listed:

(805) 654-6400, (805) 656-0546.

From Oxnard, Camarillo, Port Hueneme:

(805) 986-5855 - connect to Ventura College

From Moorpark, Thousand Oaks, Simi Valley, Agoura:

(805) 378-1500 - connect to Ventura College

Admissions and Records	654-6457
Assessment/Testing Center	654-6402
Bilingual College Services	654-6484
Bookstore	654-6485
CalWORKs	477-2021
Campus Police	654-6486
Career Center	654-6411
Child Development Center	648-8930
Community Education	654-6459
Counseling Center	654-6448
D.R. Henry Library	654-6482
Educational Assistance Center (formerly Disabled Students Center)	654-6300
TDD only.	642-4583
Extended Opportunity Program and Services (EOPS)	654-6302
Financial Aid Office	654-6369
Institute of Comm. and Prof. Development	648-8904
International Student Center	654-6323
Math Center	654-6400 ext.3255
Matriculation Office	654-6493
Personnel Services	654-6465
Public Relations	654-6462
Re-entry and Women's Center	654-6365
Reserve Academy	987-7413
Scholarships (Foundation)	654-6461
Student Activities Office	654-6487
Student Business Office	654-6488
Student Business Fax	648-8950
Student Health Center	654-6346
Student Payroll	654-6400 ext.1351
Transfer Center	654-6473
Tutoring Center	648-8926
Ventura College Foundation	654-6461
Veteran's Affairs	654-6457

ADMISSIONS INFORMATION

Eligibility

Admission to Ventura College is open to any California resident who possesses a high school diploma or equivalent (certificate of proficiency, GED), or any adult 18 years of age or older who may benefit from instruction offered. Exceptions are considered by petition for special admissions programs noted elsewhere in this section. High school graduates under 18 years of age shall provide an official transcript verifying their graduation or its equivalent. Students entering any of the public community colleges of California are subject to the residency requirements as determined by the state of California.

A student who is a resident of another state may be admitted under conditions stipulated by the governing board and on payment of nonresident tuition, enrollment and health fees. A student who is a citizen and resident of another country (international student) may be admitted under conditions stipulated by the governing board and on payment of an application processing fee, nonresident tuition and foreign student surcharge, enrollment and health fees. Consult the "Fees" section and Appendix "XIII" of this catalog for more information on nonresident tuition, fees and refunds.

The right of a student to attend any community college in this District is conditioned by certain admissions and residency qualifications as provided by law. Students disqualified from other institutions must petition to be admitted by the Office of the Registrar.

Further information is listed under residency requirements.

Admission Procedures

New Students: Students attending Ventura College for the first-time must file an application for admission and attend a new student orientation, assessment and advisement session. Applications may be completed online at www.venturacollege.edu. Find the online application under "Quick Links" or click on the "Student Central" logo and choose to "Apply for admission." Applications may also be filed in-person at the Admissions Office. Students who complete orientation, assessment and advisement activities will be eligible for an early registration date.

Continuing Students: Students who have attended within the last year must update personal information (address, phone) and academic goal information before they register each semester. This may be done online when you register, or in-person at the Admissions Office before your registration appointment date.

Returning Students: Students who are returning to Ventura College after an absence of one year must file an Application for Admission in-person or online at www.venturacollege.edu. Find the online application under "Quick Links" or click on the "Student Central" logo and choose "Apply for Admission."

All Students: Must have official transcripts of all previous high school, college, and university coursework sent to the Admissions Office. Additional information is provided under transcript requirements.

Online Admissions and Records Services

Students may access the following Admissions and Records services online at www.venturacollege.edu by clicking on the Student Central logo:

- Apply for Admission
- Check registration appointments
- Register for classes
- Search for classes using the "Searchable Schedule," customize the search with available options
- Add and drop classes
- Pay fees with Visa or Mastercard
- Change your mailing address and phone numbers
- Change your PIN to a personalized PIN
- Update your major and educational goals
- View your class schedule
- View your academic records (courses, units, GPA)
- View unpaid fees and holds

Registration Procedures

Ventura College offers registration online, by telephone and in-person. All students must have an application on file, and must have completed or waived the three student matriculation activities of orientation, assessment and advisement before they receive a registration appointment. Registration appointments are available online at least one week prior to the beginning of registration.

• **Registration Calendar** is available online and in the printed Schedule of Classes each semester.

• **Access WebSTAR online at www.venturacollege.edu** and click on "Student Central" logo or find "Register Online" under the "Quick Links."

• **STAR Telephone** (805) 384-8200.

• **In-person** at the Admissions Office, occurs late in the registration calendar.

• **Late Registration** and **Program Adjustment:** begins on the first day of instruction for full semester classes. Differs for short-term classes, therefore students should be registered on or before the first day of a short-term class. See the Registration Calendar for more information.

• **Registration in a Closed Class:** Always requires permission of the instructor, and must be completed by the end of the Late Registration and Program Adjustment period. Attend the first available class meeting, get an "Authorization to Add Code" from the instructor, and register for the class online using WebSTAR, or in-person at the Admissions Office.

Residency Requirements

The determination of legal residence is a complex matter. Students will be required to present various kinds of documentation for purposes of the final determination. All questions as to legal residence and the exceptions allowed under California law shall be directed to the Admissions and Records Office.

The right of a student to attend any public community college in California is conditioned by certain residency qualifications set forth in the California Education Code as follows:

California Residents

To qualify as a California resident, a student must have legally resided in California for one year and one day prior to the beginning of the semester he or she is planning to attend.

Students who have lived in California for more than one year but less than two years will be asked to show proof of legal California residence. The burden of proof lies with the student, who must

present documentation of both physical presence in the state for at least one year and one day, and intent to establish permanent California residence. Failure to present such proofs will result in a nonresident classification for admission and tuition purposes. A complete list of acceptable proofs of residence is available from the Admissions and Records Office.

Students who are former residents of California and have been absent from the State, but who attended a California high school for three years and graduated from a California high school may be eligible for exemption from the requirement to pay nonresident tuition fees while they reestablish their legal residence in the State. Contact the Admissions and Records Office for more information on AB540.

Nonresidents

A nonresident is a student who has lived in California continuously for less than one year and one day prior to the beginning of the semester he or she is planning to attend, or who is unable to present proof of intent to establish permanent California residency. Students classified as nonresidents shall pay nonresident tuition fees in addition to mandatory enrollment and health fees. Conduct inconsistent with a claim for California residence includes but is not limited to:

- being an actively registered voter in another state
- petitioning for divorce in another state
- attending an out-of-state educational institution as a resident of that state
- declaring nonresident status for California state income tax purposes
- maintaining a driver's license or vehicle registration from another state

International Students

International students (F1, F2, M1, M2 visas) and persons who hold the following nonimmigrant visas (B, C, D, H2, H3, J, O, P, Q1, TN, TD, TWOV, U, WB, WT) are citizens and residents of another country. Eligibility for admission is determined by the type and current status of the visa. If eligible for admission, students present in the United States under these visa types are classified as International students and required to pay nonresident tuition fees in addition to the mandatory enrollment and health fees for each semester of attendance. Contact the International Student Office for more information.

Students who hold certain types of visas approved by the Bureau of Citizenship and Immigration Services (formerly known as the Immigration and Naturalization Service or INS) may be eligible for admission as well as residence classification for tuition purposes. Visa types eligible to establish residence include: A, E, G, H1B, HIC, H4, I, K, L, N, NATO, O1, O3, Q2, Q3, R, S, T, V. Proof of current visa status must be submitted to the Admission and Records Office. Contact the International Student Office for more information.

Students residing in the United States who do not possess a visa or other documentation issued by the Bureau of Citizenship and Immigration Services may be eligible for exemption from the requirement to pay nonresident tuition fees. The student must have attended a California high school for at least three years and graduated from a California high school. Contact the Admissions and Records Office for more information on AB540. This exemption does not apply to students who hold nonimmigrant visas.

Military Personnel and Dependents

Military personnel who are stationed in California on active duty are exempt from the requirement to pay nonresident tuition for the duration of their active duty assignment to California. Eligibility for the exemption does not mean the individual is classified as a California resident. Persons eligible for the exemption may not be eligible for certain types of financial aid or assistance. The exemption does not apply to members of the armed forces assigned to California solely for educational purposes.

Spouses and dependents of military personnel who meet the above description are also exempt from the requirement to pay nonresident tuition. Eligibility for the exemption does not mean an individual is classified as a resident. Persons eligible for the exemption may not be eligible for certain types of financial aid or assistance. The exemption applies only to dependents whose sponsor is assigned to California on active duty.

Minors as Special Admission Students

In accordance with the California Education Code, minors may be permitted to take college courses under very specific circumstances. The intent of Special Admissions is to provide minors who can benefit from advanced scholastic and vocational education the opportunity to take college-level courses that are not available through their primary school or other alternatives.

Ventura College permits high school students to enroll in Ventura College courses as Special High School Admission students. The College may admit other minors, in accordance with the California Education Code, who can demonstrate the ability to benefit from advanced (college-level) scholastic and vocational education. Such students are considered Special Admission students, or Special Full-Time Admission students, depending on their circumstances. See below for specific information on Special Full-time Admission status.

Special High School Admission and Special Admission Students are required to complete and submit an application for college admission (online or in-person), a Special Admission packet that includes the Recommendation for Special Admission (required every semester), Memorandum of Understanding and Medical Treatment Release form, a transcript (high school students), a letter from the principal attesting to the student's ability to benefit from advanced scholastic or vocational education (through grade 8), and may be requested to provide additional documentation as needed. Parents and students applying for Special Full-time Admission status must contact the Registrar's Office. See information below regarding this category of special admission.

Under the Family Educational Rights and Privacy Act, once a student is attending an institution of postsecondary education, all rights pertaining to the inspection, review and release of his/her educational records belong to the student without regard to the student's age. Therefore, all students, regardless of age, must provide written consent for release of their transcripts. For more information, see the Student Privacy section in this Catalog.

Fees

Special High School Admission students who are enrolled in 11 or fewer units, and other minors in Special Admission status are exempt from paying the enrollment fee. Nonresident tuition, health fee, student center fee, and materials fees (if applicable) still apply; however, students may request the college to waive nonresident tuition by providing a letter from their primary school requiring that the courses taken be used for high school credit only. Exemption does not apply to Special Full-Time Admission students.

Special High School Admission Students

Such students are actively enrolled in at least a minimum day at high school, and are requesting to take college courses concurrently. They may enroll in up to 11 units and qualify for exemption from enrollment fees; or enroll in more than 11 units and pay all fees. They may also qualify for waiver of nonresident tuition (if applicable), if taking a class only for high school credit. After first semester, student must submit the Recommendation for Special Admission form each term at registration. Special High School Admission students register in-person on an assigned day as noted on the registration calendar in the Schedule of Classes.

Special Admission Students

Such students are enrolled in grades K-8 and have provided the required documentation that they can benefit from advanced scholastic and vocational education. Documentation may consist of a letter from their primary school principal (required); official confirmation that the student is a GATE (gifted and talented) student; test results from the Ventura College Assessment tests; other forms of documentation may be considered. After first semester, student must submit the Recommendation for Special Admission form and written permission from college instructors at registration. Special Admission students register in-person on or after the first day of the semester.

Special Full-Time Admission Students

As provided for in the California Education Code, a parent or guardian may petition the Ventura College President on behalf of a person who is under 18 years of age, not a high school graduate, no longer enrolled in a public school, and determined by the College to be able to benefit from advanced (college-level) scholastic and vocational education. Admission to Ventura College will only be considered upon determination that the parent and student have exhausted all possible alternatives offered by the public school district in which the student would normally be enrolled, and may require that the student obtain permission from the administration of that district for a leave of absence provider. Students applying under this status are required to enroll in and maintain full-time status in every term they attend as Special Full-Time Admission students. Failure to maintain full-time status may result in probation or dismissal. They must complete an application for college admission, transcripts or grade reports from the last high school attended and a petition for Special Full-Time Admission, complete the college matriculation process, see a Ventura College counselor and the Registrar. Additional documentation may be required to determine the ability to benefit from college-level coursework. Special Full-Time Admission students register in-person during walk-in registration.

College Board Advanced Placement Credit

Students who complete special advanced placement courses in high school and who earn scores of 3, 4, or 5 on the College Board Advanced Placement examinations taken before high school graduation will receive credit towards graduation at Ventura College for each such test completed with the required scores. An official copy of test scores must be submitted to the Admissions and Records Office.

Students granted credit for advanced placement exams will not earn credit towards a Ventura College degree for duplicated college courses. Students should see a counselor before taking courses which appear to duplicate advanced placement tests. The specific unit value assigned to each examination and the applicability of this credit to the College's general education requirements are available from college counselors.

Other colleges or universities have different policies concerning advanced placement and may offer a different number of units or consider different courses as comparable courses. It is also possible that other colleges and universities may not honor Ventura College transcript entries which award advanced placement credit for particular tests. Students planning to transfer should discuss the use of AP scores for meeting transfer requirements with their college counselor.

Credit for Military Service

The colleges of the Ventura County Community College District will recognize and grant credit to service personnel for formal educational training completed in the United States armed forces provided such credit is not a duplication of work taken previously.

Service personnel may be allowed credit for formal service school courses offered by the United States military service recommended in the Guide to the Evaluation of Educational Experiences in the armed services of the American Council on Education. The credit allowed will be based upon the recommendations specified in the Guide. The maximum amount of credit which may be allowed toward satisfaction of college requirements shall be 12 units.

Service personnel will be allowed full advanced standing credit for college level courses completed under the auspices of the Defense Activity for Nontraditional Education Support (DANTES) or the United States Armed Forces Institute (USAFI) as recommended in the Guide to the Evaluation of Educational Experiences in the armed services of the American Council on Education.

Service personnel will be allowed full advanced standing credit for college-level courses completed at the Naval Construction Training Center (NCTC) at Port Hueneme based upon the recommendations of the Accredited Institutions of Postsecondary Education of the American Council of Education. Such credit will be treated in the same manner and under the same policies as allowing credit from regionally accredited colleges and universities.

Any work completed at a regionally accredited college or university by service personnel while in military service and for which the college or university issues a regular transcript showing the credits allowable toward its own degrees, will be allowed advanced standing credit toward the associate degree in the same manner as if the student had pursued the courses as a civilian.

Service personnel should be aware that other colleges and universities may have different policies concerning credit for military educational training. There is no assurance that the granting of these units by the colleges of this district will be accepted by other institutions of higher education. Students must submit an official transcript of military course work to the Admissions and Records Office for evaluation. Contact the Admissions and Records Office for more information.

Ventura College Matriculation

MATRICULATION

Matriculation is a partnership which results in an agreement between Ventura College and the student for the purpose of defining and realizing the student's educational goal. This agreement includes responsibilities for both the College and the individual student. This agreement results in a Student Educational Plan.

COLLEGE RESPONSIBILITIES INCLUDE:

1. **Admissions and Records** - provides an admissions and records process that will enable the College to collect state-required information on students. This information will be used as a basis for providing services to students.
2. **Orientation** - provides an orientation process designed to acquaint students with College programs, services, facilities and grounds, academic expectations, and College policies and procedures.
3. **Assessment** - provides an assessment process using multiple measures to determine academic readiness in English, reading and math. These assessment results will be used by the College to assist students in the selection of academic courses. Additional assessments are available in areas of study/learning skills and vocational interest.
4. **Counseling/Advisement** - provides counseling services to assist students in course selection, development of an individual student educational plan, and use of campus support services. Additional advisement and counseling assistance will be provided for students who have not declared an educational goal, are enrolled in basic skills courses, or are on academic probation/dismissal.
5. **Follow-up** - establishes a process to monitor a student's progress and provide necessary assistance toward meeting educational goals.
6. **Alternative Delivery** - Provide modified or alternative services for the matriculation process (if necessary) for ethnic and language minority students and students with disabilities.

STUDENT RESPONSIBILITIES INCLUDE:

1. Submit official transcripts from high schools and colleges attended.
2. Acquire and read the College Catalog, Schedule of Classes, handouts, and other student materials which detail College policies and procedures.
3. Indicate at least a broad educational goal upon admission.
4. Declare a specific educational goal after completing a minimum of 15 units.
5. Participate in orientation, assessment, advisement groups and other follow-up support services deemed necessary by the College in order for the student to complete their stated educational goal(s).
6. Attend all classes and complete all course assignments.
7. Complete courses and maintain progress toward their stated educational goals.

MUST I PARTICIPATE?

All students are encouraged to participate in all aspects of the College's matriculation program. You may be exempt from components of the program if you meet the criteria listed below:

1. If you hold an Associate Degree or higher from a regionally accredited institution, you may be exempt from orientation, assessment and counseling/advisement.
2. If you have completed less than 15 units and your education goal is either:
 - a. To advance in current job/career (update job skills).
 - b. To maintain a certificate or license (e.g., nursing, real estate).
 - c. Educational development (intellectual, cultural),

You may be exempt from orientation, assessment and counseling/advisement.

3. If you are receiving matriculation services at another college and attending a VCCCD campus concurrently, you may be exempt from orientation and counseling/advisement.
4. If you provide scores from recently taken VCCCD-approved assessment tests, you may be exempt from the testing portion of assessment.

You have the right to postpone or appeal one or more of these activities: Assessment (including math, English and reading testing), orientation, or advisement. If you choose to postpone or appeal one or more of these activities, you may not take part in early registration. If you postpone any activities, you are required to complete them before registration for the following term begins, or you again will be unable to register during early registration. In order to postpone or appeal one or more of these services, you must complete the Postponement or Appeal of Matriculation Services form available in the Admissions and Records Office.

Full-Time Student

A student is defined as full-time if carrying 12 or more units in a regular semester or 4 units in a summer session.

Unit Requirements for Benefits

Students are required to enroll in and complete a minimum number of units per semester to qualify for certain benefits, including the following:

Most automobile insurance "good student" discounts (3.00 GPA)	12 units
Coverage under most medical insurances	12 units
Student government participation	12 units
Social Security benefits	12 units
Student Loan Deferments:	
Full-time required	12 units
Half-time required	6 units
Financial Aid	Contact Financial Aid Office
Veteran's Educational/War Orphan benefits under G.I. Bill:	
Full subsistence	12 units
3/4 subsistence	9 units
1/2 subsistence	6 units

Less than 1/2 time, contact the VA specialist in Admissions and Records Office for details regarding eligibility.

Obtaining Your VC Transcripts

Only the student can initiate release of transcripts. Transcript requests must be made in writing to the College Admissions and Records Office. All students receive two transcripts free of charge; thereafter, the fee is \$3.00 for regular processing (a minimum of two weeks) and \$5.00 for rush processing.

Under the Family Educational Rights and Privacy Act, once a student is attending an institution of postsecondary education, all rights pertaining to the inspection, review and release of his/her educational records belong to the student without regard to the student's age. Therefore, all students, regardless of age, must provide written consent for release of their transcripts. For more information, see the Student Privacy section in this Catalog.

Transcript Requirements

All new, continuing and returning students are required to submit official transcripts from all high schools, colleges and universities they have attended. *EXCEPTION: Students do not need to submit transcripts from Moorpark and Oxnard Colleges.*

The transcripts should be directed to: *Ventura College Admissions and Records Office, 4667 Telegraph Rd., Ventura, CA 93003.*

Students are encouraged to have their transcripts submitted to Ventura College before enrolling for their first semester, to prevent delays in processing their registration. Special programs with special requirements such as nursing, varsity athletics and financial aid require a student to file all high school and college transcripts to verify eligibility.

Ventura College will retain these transcripts in student files in the Counseling Office. The College is not required to maintain files beyond three years except for actively enrolled students. Therefore, students should be aware that records are periodically purged and copies of high school, college and university transcripts are destroyed.

Transfer Credit from Regionally Accredited Colleges and Universities

Students transferring to the Ventura County Community Colleges from colleges accredited by the recognized regional accrediting associations will normally be granted lower division credit for courses entered on officially certified transcripts. These transcripts must be sent to the Admissions and Records Office. They will be evaluated based upon the current practices specified in the Accredited Institutions of Postsecondary Education by the American Council on Education.

Students transferring to the Ventura County Community College District from other regionally accredited colleges and universities are required to declare all previous college work. Failure to provide complete information may result in dismissal from the Ventura County Community Colleges.

Transfer Credit from Foreign Colleges and Universities

Students transferring to the Ventura County Community Colleges from foreign colleges or universities must have their transcripts translated and evaluated by an approved translation and evaluation agency. Contact the Ventura College International Student Office or Admissions and Records Office for more information regarding credential evaluation services.

Students must submit their official transcripts to an approved agency and request that the agency forward the official evaluation to the College. Completed coursework will be considered for lower division unit credit only. Requests for equivalent course credit are evaluated on an individual basis by a counselor. This review is based upon the recommendations of the transcript evaluation service and by the appropriate college discipline.

International Student

DEFINITION - An international student is anyone enrolled in courses in the United States who is neither a citizen or permanent resident of the United States. International students may hold an F-1 student visa or other type of nonimmigrant visa, which require that they remain citizens and residents of their home country. Persons holding any type of nonimmigrant visa should contact the Ventura College International Student Office.

PERMANENT RESIDENT - Persons who have been granted a permanent resident card are considered to be United States residents. Persons holding a permanent or temporary resident card, or who have taken steps to obtain permanent resident status by applying to the Bureau of Citizenship and Immigration Services (formerly the Immigration and Naturalization Service) should contact the Admissions and Records Office regarding their resident status for admission and tuition purposes.

WHICH INTERNATIONAL STUDENTS MAY ESTABLISH RESIDENCE?

Persons holding these visas are eligible to establish residency:

1. A-1, A-2, A-3 Foreign government official or employee, family and servants
2. E-1, E-2 Treaty trader and treaty investor, spouse, children
3. G-1, G-2, G-3, G-4, G-5 Representative of foreign government, officer and employee of international organization, family and attendants or servants
4. H-1, H-4* Temporary worker or trainee, spouse and children
5. I Representative of foreign information media, spouse and children
6. K Fiancé and fiancée of U.S. citizen
7. L-1, L-2 Intracompany transferee, spouse and children
8. O-1, O-3* International student with extraordinary ability in the sciences, arts, education, business or athletics, spouse and children
9. R Religious Occupations

*Even though dependent children holding an H-4 or O-3 visa are not precluded, their residency status is derived from that of their parents.

This list is subject to change based on state and/or federal legislation.

WHICH INTERNATIONAL STUDENTS MAY NOT ESTABLISH RESIDENCE?

A person is precluded by the Immigration and Nationality Act from establishing residence in the United States if he or she holds a visa of the following type:

1. B-1, B-2 Visitor for business or pleasure
2. C International student in transit
3. D-1, D-2 Foreign crew member
4. F-1, F-2 Academic student, spouse and children
5. H-2, H-3 Spouse and children of temporary worker or trainee
6. J-1, J-2 Exchange visitor, spouse and children
7. M-1, M-2 Nonacademic or vocational student, spouse and children
8. O-2 International student accompanying and assisting an O-1 International student with extraordinary ability in the sciences, arts, education, business or athletics
9. P-1 Internationally recognized athlete or entertainer
10. P-2 Artist or entertainer entering the United States to perform under a reciprocal exchange program
11. P-3 Artist or entertainer entering the United States to perform under a program that is culturally unique
12. P-4 Spouse or child of P-1, P-2 or P-3 International student
13. Q International cultural exchange program

This list is subject to change based on state and/or federal legislation.

STUDENTS HOLDING A VISA THAT PRECLUDES THE ESTABLISHMENT OF RESIDENCE MUST HAVE APPROVAL FROM THE INTERNATIONAL STUDENT OFFICE PRIOR TO ENROLLING IN CLASSES.

LIMITATIONS ON ENROLLMENTS (F-1 VISA ONLY): In order to foster cultural exchange, the District encourages ethnic and national diversity among the International students admitted. Due to the District's limited financial resources and space, and due to the special educational needs of International students, the Ventura County Community College District reserves the right to limit the number of F-1 International students admitted each year.

ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS WITH AN F-1 STUDENT VISA:

1. Submit a completed Application for Admission and declare an educational objective. Include required application processing fee. See Fees.
2. Provide evidence of adequate proficiency in the use of the English language. Where English was not the language in which their education was acquired, students are required to complete the Test of English as a Foreign Language (TOEFL) and achieve a score of at least 450 or participate in the English Proficiency Program at Ventura College. For information on the TOEFL, write: Educational Testing Service, P.O. Box 899, Princeton, NJ 08540.
3. Submit a confidential statement of finance that verifies financial capability for the costs of attending one of the colleges of the district, or affidavits guaranteeing financial support from responsible resident citizens of the United States.
4. Before registration is validated, foreign students must pay the entire nonresident tuition fee and the enrollment fees for the semester.
5. It is expected that applicants will have completed secondary school with a satisfactory academic record. Students must provide certified translated transcripts from secondary schools and colleges previously attended.
6. Submit a health statement by a licensed American physician that verifies general good health and freedom from communicable disease.
7. Provide proof of major medical insurance coverage. If needed, the College can provide information on policies available.

PERMISSION TO WORK: (F-1 visa only) According to immigration policy, International students may work 20 hours a week, on-campus only, during their first nine months of study. After the first nine months of study, foreign students may request permission to work off-campus for 20 hours per week or 40 hours per week during vacation periods. Contact the International Students Office for information.

Fees:

ENROLLMENT FEES ARE SET BY THE STATE, ARE SUBJECT TO CHANGE WITHOUT NOTICE AND MAY BE RETROACTIVE. ALL OTHER FEES ARE SET BY THE VENTURA COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES AND ARE SUBJECT TO CHANGE BY BOARD ACTION.

Enrollment Fee: \$18.00 per unit
9.00 per 1/2 unit
4.50 per 1/4 unit

Health Fee (see details) \$13.00 Fall/Spring
10.00 summer

Nonresident Tuition:
Non-California residents and
International students \$163.00 per unit

International students surcharge 14.00 per unit

International student application
process fee 50.00

Materials Fees As required, see Schedule of Classes

Remote nonrefundable online
registration fee 3.00 per sem
(Applies to STAR and WebSTAR registration)

Student Center Fee 1.00 per unit
(maximum of \$10 a fiscal year)

Audit Fee:
Students enrolled in 10 or more
credit units no charge

Students enrolled in fewer than 10
credit units 15.00 per unit

Note: auditing students also pay the health fee.

ASB card (optional) 6.00 per sem
Note: year ends last day of summer session. 10.00 per year

Students who owe outstanding fees may not register until their fees are paid and cleared from the computer.

Fees / Obligations / Holds

CALIFORNIA RESIDENTS: California residents must pay the mandated enrollment fee. California residents meeting certain criteria may be eligible for a Board of Governor's Fee Waiver (BOGW) or other financial aid. Contact the Financial Aid Office, (805) 654-6369.

NON-CALIFORNIA RESIDENTS: Non-California residents must pay nonresident tuition, plus the enrollment fee, health fee, student center fee, and applicable material fees. You are a nonresident if you have lived in California for less than one year and one day prior to the first day of the semester, or you are unable to present sufficient documentation to prove that you have established California residency. See the College Catalog for residency information, page 11 et seq.

INTERNATIONAL STUDENTS: International students must pay enrollment fees, the health fee, nonresident tuition, A STUDENT SURCHARGE unless they meet one of the following exemptions as listed pursuant to Ed Code 76141 and 76142:

- Student must demonstrate economic hardship.
- Student must be a victim of persecution in the country in which the student is a resident.

AN APPLICATION PROCESSING FEE of \$50 which covers the cost of federally-mandated documentation.

Nonpayment of Fees

All fees are due immediately upon registration. After registration, seven (7) days are allowed for payment of fees, after which the student may be dropped from all classes. Any remaining fees are the responsibility of the student and will result in the withholding of grades, transcripts, diplomas and future registration privileges. Any items withheld will be released when the obligation is satisfied. Please note: all delinquent fees may be assigned to the California State Franchise Tax Board or an asset recovery firm for collection. There is a \$10.00 charge for credit card charge-backs and returned checks.

Health Fees

This fee enables us to provide you with a variety of health care services. In accordance with the California Code and Board policy, students are required to pay a health fee, regardless of the units taken, unless they meet one of the exemptions listed:

- Ed Code 76355, Board of Governors Fee Waiver (BOGW) recipients.
- Any student who depends exclusively on prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization. Documentary evidence of such an affiliation is required.
- Students attending college under approved apprenticeship training program, Ed Code 76355.

Student Center Fee

Students of Ventura College enacted a Student Center fee of \$1.00 per unit up to a maximum of \$10.00 per student per fiscal year (July 1 to June 30) for the purpose of financing, constructing, expanding, remodeling, refurbishing and operating a Student Center. The money collected may only be used for this purpose. The fee shall not apply to: a student enrolled in noncredit courses; courses on East Campus; a student who is a recipient of benefits under Aid to Families with Dependent Children (AFDC) program; a student on the Supplemental Security Income/State Supplementary Program (SSI/SSP); or a student on a General Assistance Program.

Transcript Fee

A student may receive two transcripts free of charge. A \$3.00 fee will be charged for each additional transcript, and a \$5.00 fee per transcript will be charged for rush processing. Normal processing is a minimum of two weeks, and may be longer at the end of the semester. Rush processing is immediate in-person service or two working days for mailed requests. Transcripts must be requested by the student in writing. See "Obtaining your VC Transcript" in this Catalog for more information or online at www.venturacollege.edu.

Refund Policy

You must drop your classes by the credit refund deadline as stated in the Schedule of Classes to qualify for a credit or refund of tuition and/or fees. AFTER your class(es) have been dropped, application for a refund may be made through the Student Business Office. Credits will NOT be authorized for drops or withdrawals occurring after the deadline date. Enrollment fee refunds are subject, once a semester, to the withholding of a \$10 Administrative Fee. To qualify for a refund of parking fees, you must return the original parking permit to the Student Business Office by the deadline.

Refund Policy on Tuition and Surcharge (Nonresident / International Students)

Application for refunds must be made to the Student Business Office *after the class has been dropped*. Refund checks will be mailed by the VCCCD District Office after the application is received and processed at the Student Business Office. The following schedule of refunds will be in effect for nonresident students who withdraw from college:

Full-semester Length Classes

In first and second week	100% tuition
In third and fourth week	50% tuition

Short-term Classes and Summer Session

Withdraw within 10% of class sessions	100% tuition
Withdraw within 20% of class sessions	50% tuition

No refunds are authorized for drops or withdrawals after the fourth week of a full-term class or 20% of short-term classes.

Nonmandatory Fees

Nonmandatory fees are the same for day and evening students. Fees are paid at the Student Business Office.

INSTRUCTIONAL MATERIALS POLICY: Each college of the Ventura County Community College District may require students enrolled in credit or noncredit courses and programs to purchase certain instructional and other materials including, but not limited to, textbooks, tools, equipment and clothing if: a) the instructional and other materials are used in the production of an "end product" that has continuing value to the student outside of the classroom setting, or b) the instructional and other materials required for the class have a continuing value to the students outside of the classroom setting.

Instructional and other materials may be obtained by direct purchase from the Bookstore. Students may also purchase instructional and other materials from any other available source.

Every effort will be made to identify in the Schedule of Classes those courses which may require material fees.

A list of all instructional and other materials required in a course will be made available for students no later than the first class meeting each term. The list also will be available in the Division Office and the Bookstore.

Fees charged by the College are subject to change at the discretion of the governing board.

STUDENT BODY (ASB) CARD: \$6 per semester, \$10 for the school year ending at the completion of the Summer session. Purchase of an ASB card entitles students to free admission to home athletic events, and reduced rates to dramas, plays, 10% discount on used books and supplies from the College Bookstore, eligibility for college bookstore and ASB emergency loans, various associated student-sponsored events, discounts from local merchants and the right to run for an office on the Associated Students Board.

TEXTBOOKS AND SUPPLIES: By state law, the College is prohibited from furnishing free textbooks or supplies to students. These items may be purchased in the College Bookstore. *Save Your Receipts! No Refunds After Late Registration!*

STUDENT PARKING FEE: Students may park their vehicles off-campus and in the dirt lot at the west end of the campus by the Aquatics Center without paying a parking fee. Disabled drivers with a medical verification of disability, or with a vehicle which displays a disabled person's plate or a placard issued by the Department of Motor Vehicles are required to register with the Educational Assistance Center for an on-campus special parking permit. Disabled drivers are subject to the same parking fees as nondisabled drivers. All students parking a vehicle on the campus anywhere but the dirt lot or the timed slots must pay the parking fee listed below regardless of the number of units for which they are enrolled.

Parking fees are subject to change at the discretion of the Governing Board.

Automobile:	
regular sem. / summer sem.	\$40 / \$19
BOGW students:	
regular sem. / summer sem.	\$20 / \$14
Motorcycle:	
regular sem. / summer sem.	\$28 / \$12
Additional permit, same household must present car registration:	
regular sem. / summer sem.	\$8 / \$7
Replacement permit, requires return of original permit	
regular sem. / summer sem.	\$7 / \$5
Single Day	\$1

To encourage ridesharing and carpooling, for a student who certifies that he/she regularly has two or more passengers commuting to the College with him/her in the vehicle parked at the College, the fee shall not exceed twenty-five dollars (\$25) per semester and ten dollars (\$10) for Summer session.

Students who receive financial assistance pursuant to any of the programs described in subsection (g) of Education Code Section 72252 shall be exempt from parking fees in excess of twenty dollars (\$20) per semester for one vehicle.

A parking permit is required in all paved lots on campus. CITATIONS WILL BE ISSUED FOR VEHICLES WITHOUT A VALID PERMIT.

Ventura College assumes no responsibility for damage to any motor vehicle, theft of its contents, or injury to persons within it, while it is parked or operated on or about the campus. The campus is posted with special parking restrictions in effect and campus traffic and parking regulations are published in the appendices. These provisions are strictly enforced by the campus police department.



Groundbreaking for the new LRC, Sept. 2002, left to right: former President Larry Calderón; former Interim Chancellor Jim Walker; Dean Diane Moore; LRC Supervisor Sandy Hajas; Professor Larry Manson

ACADEMIC CALENDAR

Ventura College offers two semesters of instruction, Fall and Spring, plus a Summer semester of approximately seven weeks. Within each semester we also offer short-term courses of varying lengths, which are identified in the semester Schedule of Classes. We also offer a variety of distance-learning classes, which we similarly set out in each semester's Schedule of Classes. The Schedule of Classes may be accessed online or in print, in English or in Spanish. Please note that the add/drop deadlines set out here apply only to full-semester classes. For deadlines applicable to short-term classes, contact the Admissions and Records Office at (805) 654-7457, or go online to www.venturacollege.edu, click on Student Central, then click on the Searchable Schedule of Classes and click on the CRN# of the specific class you need the deadline information for.

Fall Semester 2004

August 16 - December 15, 2004

- August 14-15 First day of semester-length traditional Saturday and Sunday classes.
- August 16 First day of semester-length traditional classes.
First day of late registration.
- August 27 Last day to add semester-length classes.
Last day to drop a class and apply for enrollment fee, health, and parking refunds. Last day account credited if dropping classes. No refunds or credits after this date for semester-length classes.
- September 4-5 No Saturday/Sunday classes.
- September 6 Labor Day – Legal Holiday – No classes.
- September 10 Last day to drop semester-length classes without a transcript entry.
- September 17 Last day to declare CR/NC grading option for semester-length classes.
- November 5 Last day to apply for Fall 2004 Associate Degree or Certificate of Achievement.
- November 12 Veteran's Day – Legal Holiday – No classes.
- November 13-14 ... Saturday/Sunday classes will be held.
- November 19 Last day to drop semester-length classes with a "W."
- November 25-28 ... Thanksgiving break – No classes.
- December 9-15 Final exam week for Fall 2004.

Spring Semester 2005

January 10 - May 18, 2005

- January 10 First day of semester-length traditional classes.
First day of late registration.
- January 15-16 First day of semester-length traditional Saturday and Sunday classes.
- January 17 Martin Luther King Holiday – Legal Holiday – No classes.
- January 21 Last day to add semester-length classes.
Last day to drop a class and apply for enrollment fee, health, and parking refunds. Last day account credited if dropping classes. No refunds or credits after this date for semester-length classes.
- February 4 Last day to drop semester-length classes without a transcript entry.
- February 11 Last day to declare CR/NC grading option for semester-length classes.
- February 18-21 President's Day weekend – No classes.
- March 18 No classes. Staff Flex Day.
- March 19-20 Saturday/Sunday classes will be held.
- March 21-27 Spring Break. No classes.
- April 8 Last day to apply for Spring 2005 Associate Degree or Certificate of Achievement.
- April 22 Last day to drop semester-length classes with a "W."
- May 12-18 Final Exam week for Spring 2005.
- May 19 Graduation.



Hard at work

ACADEMIC POLICIES

Courses Open to Enrollment

Each course offered by the Ventura County Community College District and its colleges is open to enrollment and participation by any person who has been admitted to the College and who meets the prerequisites to the class or program, unless specifically exempted by statute.

Attendance and Absence

All students admitted to Ventura College are expected to attend regularly. Continuity of attendance is necessary to both individual and group progress in any class. Financial support of the College is dependent upon student attendance. Absence for any reason does not relieve the student from the responsibility of completing all requirements of the class.

For a returning absentee, the College does not designate an absence as "excused" or "not excused." It takes the position that, since regular attendance is the student's responsibility, the instructor may evaluate the absence in terms of class requirements and take whatever reasonable action he or she deems necessary.

For credit students, when absence from a class exceeds in number 1/9th of the total class contact hours for the session, the instructor may recommend to the Registrar that such student be dropped from the class and a grade recorded in accordance with the withdrawal from class policy as stated in this Catalog. Classes missed because of late registration are counted toward the number of absences.

Students may be suspended or dropped from a class at any time when absences result in missing necessary safety instruction when such instruction is routinely given. When possible, students will be given a warning and/or an opportunity to make up missed instruction. Exclusions of this sort will be made by instructors acting in consultation with their Division Deans.

Failure of a student to appear at the first regular meeting of a class may result in exclusion, if the class has reached its assigned enrollment limit and other eligible students are present and are seeking admission to the class.

The student may petition for reinstatement when just cause for the absences exists. Such petitions must be presented in writing to the Admissions and Records Office for administrative review.

Educational Work Load

A student's educational work load generally consists of fifteen (15) units of work per semester in order to make normal progress towards the AA/AS degree and/or transfer requirements. Students who want to take an overload of more than 19.5 units in a regular semester or more than 9 units in a summer session must have a counselor's approval.

Ventura College observes the following guidelines in reviewing a request for an academic overload: A student may petition for additional units (over 19.5 or over 9 for summer term) if he or she has a high school GPA of 3.6 or has completed twelve (12) college units with a cumulative GPA of 3.0. The petition for this purpose, Additional Units for Academic Overload, is available in the Counseling Office.

The College strongly recommends that students who work part-time or engage in extracurricular activities (social and athletic) follow these proportions in distributing their hourly time per week:

Academic Units	Recommended Time Class/Study	Maximum Time Work/Activities
15-18	30-36	0-8
12-15	24-30	8-15
9-12	18-24	15-20
6-9	12-18	20-30
3-6	6-12	30-40

Units of Credit

The basic unit of credit is the semester unit which is equivalent to a credit hour established by the California Education Code:

"One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks."

Ventura College bases its semester unit on one lecture class period of 50 minutes each week of a minimum 16-week semester. For practical purposes, the following terms are synonymous: unit, semester unit, semester hours, credit, credit hour.

For purposes of sections dealing with standards for probation and dismissal, all units attempted means all units of credit for which the student was enrolled in any college or university, regardless of whether the student completed the courses or received any credit or grade.

Academic Record Symbols

The quality of a student's work is indicated by grade points. Grades from a grading scale shall be averaged on the basis of the point equivalence to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive no point, using the following evaluative symbols:

A - Excellent	4 grade points per unit
B - Good	3 grade points per unit
C - Satisfactory	2 grade points per unit
D - Passing, less than satisfactory	1 grade point per unit
F - Failing	0 grade point per unit
CR - Credit (satisfactory)	0 grade point (unit credit granted)
CRE - Credit by exam (satisfactory)	0 grade point (unit credit granted)
NC - No credit (less than satisfactory, or failing)	0 grade point (no unit credit granted)
Student mark other than grade	(nonevaluative symbols):
I - Incomplete	0 grade point (no unit credit granted)
IP - In progress	0 grade point (no unit credit granted)
RD - Report delayed	0 grade point (no unit credit granted)
W - Withdrawal	0 grade point (no unit credit granted)
MW - Military Withdrawal	0 grade point (no unit credit granted)

Courses taken on a credit/no credit basis are disregarded in calculating the grade point average. However, units earned on a credit basis shall be counted toward satisfaction of curriculum requirements. CR and CRE are used to denote "passed with credit" when no letter grade is given, for work of such quality as to warrant a letter grade of C or better. NC is used to denote "no credit" when no letter grade is given. See credit/no credit options section.

Nonevaluative Symbols

INCOMPLETE: Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the Office of the Registrar until the "I" is made up or the time limit has passed.

A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned.

The "I" symbol shall not be used in calculating units attempted nor for grade points. Units of "I" shall not be counted to determine eligibility for athletics. Units of "I" may also effect the student's status for financial aid and other programs.

A districtwide process shall be provided whereby a student may petition for a time extension due to unusual circumstances. The student should be aware that other colleges or universities may have policies relating to the evaluation of incompletes on transfer student transcripts which could have an adverse effect on the student's academic status.

IN PROGRESS: The IP symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is in-progress, but that the assignment of a substantive grade must await its completion. The IP symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required work of the course is completed. The IP shall not be used in calculating grade point averages. If a student enrolled in an open-entry, open-exit course is assigned an IP at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) in accordance with the academic record symbols to be recorded on the student's permanent record for the course.

REPORT DELAYED: The RD symbol may be assigned by the Registrar only. It is a temporary notation to be replaced by a permanent symbol as soon as possible. RD shall not be used in calculating grade point averages.

WITHDRAWAL: A student may withdraw from a class through the last day of the first seventy-five percent (75%) of a class (see Calendar in Schedule of Classes). The academic record of a student who remains in a class beyond this time limit must reflect a grade other than a W. No notation (W or other) shall be made on the academic record of a student who withdraws during the first four weeks or thirty percent (30%) of a term, whichever is less. Withdrawal between the end of the fourth week and the last day of the fourteenth week of instruction for full-semester classes or through seventy-five percent (75%) of a class less than a semester in length shall be recorded as W on the student's record.

MILITARY WITHDRAWAL: This option is intended to accommodate students who are recalled to active military duty at any time during a semester. A student may petition for military withdrawal by submitting a written request and copy of military orders to the Admissions and Records Office. Military withdrawal will result in a W notation on the transcript unless the drop occurs within the first 30% of class meetings. The notation will not be counted in evaluation of satisfactory progress for purposes of determining academic standing, probation or dismissal.

Scholastic Standing and Achievement

Scholastic standing is based on a student's work measured quantitatively in semester units and qualitatively in letter grades. This relationship is expressed as a numerical grade point average.

To illustrate the calculation of a grade point average, a student who earns a grade of A in three units, B in three units, C in three units, D in three units, F in two units, and CR in two units, would have a grade point average of 2.14. The computation is shown below.

3 units A x 4	= 12 grade points
3 units B x 3	= 9 grade points
3 units C x 2	= 6 grade points
3 units D x 1	= 3 grade points
2 units F x 0	= 0 grade point
2 units CR x 0	= 0 grade point
14 graded units	30 grade points
(+ 2 CR)	
$30 \div 14 = 2.14$ grade point average	

In calculating a student's degree applicable grade point average, grades earned in nondegree courses shall not be included.

Credit/No Credit Options

Colleges of the Ventura County Community College District may offer courses in two credit/no credit (CR/NC) options: (1) Courses which are offered on a credit/no credit basis only; and (2) Courses in which students may elect the credit/no credit option.

The first category includes those courses as specified in the Announcement of Courses section of this Catalog in which all students are evaluated on a credit/no credit (CR/NC) basis. This CR/NC grading option shall be used to the exclusion of all other grades in courses for which there is a single satisfactory standard of performance and for which unit credit is assigned. Credit shall be assigned for meeting that standard; no credit for failure to do so.

The second category of credit/no credit options is comprised of courses designated by the College, wherein each student may elect by no later than the end of the first thirty percent (30%) of the term or length of the class whether the basis of evaluation is to be credit/no credit or a letter grade.

Once the thirty percent (30%) deadline has passed, the request cannot be withdrawn and the student becomes ineligible to petition for a grade change. It is the student's responsibility to notify the instructor of his or her intent to be graded on a credit/no credit basis and to file the appropriate form, otherwise a letter grade will be assigned. The form for this purpose, Request for Credit/No Credit, is available in the Admissions and Records Office.

All units earned on a credit/no credit basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

A student may apply a maximum of twenty (20) units of credit earned under the credit/no credit option to an A.A. or A.S. degree or certificate of achievement. Exceptions to this unit limitation will be granted only to students enrolled in the designated occupational programs specified in the credit by examination policy of this Catalog. Credit (CR) is used to denote "passed with credit" when no letter grade is given. Credit is assigned for work of such quality as to warrant a letter grade of C or better.

Units earned on a credit/no credit basis shall not be used to calculate grade point averages. However, units attempted for which NC is recorded shall be considered in probation and dismissal policies.

Other options for course credit are specified in the Advanced Placement Credit policy and in the Credit by Examination policy of this Catalog.

Students should be aware that other colleges and universities may restrict the acceptance of courses taken on a credit/no credit basis, especially for satisfaction of major requirements.

Remedial Course Limit

The colleges of the Ventura County Community College District (VCCCD) offer courses which are defined as remedial: "remedial coursework" refers to pre-collegiate basic skills courses in reading, writing, computation, learning skills, study skills and English as a Second Language which are designated by the college district as not applicable to the Associate Degree.

Students enrolled in remedial courses will receive unit credit and will be awarded an academic record symbol on transcripts as defined under other academic policies. However, the units earned in these remedial courses do not apply toward certificates of achievement or associate degrees.

No students shall receive more than 30 semester units of credit for remedial coursework. This limitation of 30 units applies to all remedial coursework completed at any of the campuses of the college district (Moorpark, Oxnard and Ventura Colleges). It does not apply to remedial coursework completed at colleges outside the District. Students transferring from other educational institutions outside VCCCD shall be permitted to begin with a "clean slate" with regard to the remedial limitation. The 30-unit limit applies to all remedial coursework attempted; however, in the event that some of these 30 units are substandard and a student successfully repeats one or more courses in which substandard grades were earned, then the 30-unit limit would be modified by the application of the Course Repetition Policy.

Students who exhaust the unit limitation shall be referred to appropriate adult non-credit educational services provided by adult schools or other appropriate local providers with which the colleges have an established referral agreement. Such a student may, upon successful completion of appropriate "remedial coursework" or upon demonstration of skills levels which will reasonably assure success in college-level courses, request reinstatement to proceed with college-level coursework. Procedures relating to dismissal and reinstatement are specified in the College Catalog under policies governing Probation, Dismissal and Readmission. The petition for this purpose, Petition for Continued Enrollment or Readmission, is available in the Counseling Office.

The following students are exempted from the limitation on remedial coursework: students enrolled in one or more courses of English as a Second Language (to include READ V03, V04); and/or students identified by one of the colleges as having a disability.

Any student who shows significant, measurable progress toward the development of skills appropriate to his or her enrollment in college-level courses may qualify for a waiver of the unit limitation. Petitions for waiver can only be given for specified periods of time or for a specified number of units. The petition for this purpose, the Student Educational Plan, is available in the Counseling Office.

The Office of Student Learning shall maintain a list for each academic year of remedial courses limited by this policy. The following courses are defined as remedial under the definition limiting units: ENGL V03, V190A, V190B; IDS V11, V12; MATH V08A, V08B, V08C, V09, V10; SS V01, V02.

Students should be aware that this policy applies to all students enrolled in remedial coursework. However, students receiving financial aid have more restrictive limitations imposed upon them by the federal government. The federal rules specify a limitation of one year regardless of units, do not exempt learning skills, and do not provide for a waiver.

Final Examinations

Final examinations are given at the end of each semester. Students are required to take examinations for the classes in which they are enrolled. No examinations are administered prior to the regular schedule for examinations. Exceptions to this rule in emergency situations will require the approval of the instructor of record and the Division Dean. All student requests for examinations to be administered at a later date must be filed on the proper petition form in the Admissions and Records Office. Petitions for late examinations will not be considered if the student leaves prior to the last three weeks of the semester.

Probation, Dismissal and Readmission

Probation, dismissal, and readmission policies and procedures are designed to assist students in making progress toward realistic academic, career, and personal goals.

Students applying for Veteran's educational benefits should refer to the Veteran's section in this Catalog for information on unsatisfactory progress and eligibility to collect educational benefits, and see below.

STANDARDS FOR PROBATION: A student who has attempted at least twelve (12) semester units as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading scale established by the Ventura County Community College District.

A student who has enrolled in a total of at least twelve (12) semester units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which the student has enrolled and for which entries of W, I, and NC are recorded reaches or exceeds fifty percent (50%).

NOTE: probationary status is computed using courses taken since Fall 1981. Courses taken prior to Fall 1981 are not in the computer data file and may not be included in the calculation of probation. This may alter your probationary status.

SPECIAL NOTE TO STUDENTS CLAIMING VETERANS BENEFITS— UNSATISFACTORY PROGRESS: For the purpose of certification for educational benefits, academic probation is defined as the failure to complete a minimum of 50% of the total units attempted, and/or to maintain a minimum 2.0 cumulative grade point average. Unsatisfactory progress occurs when a veteran has been placed on academic probation for two consecutive

semesters. Unsatisfactory progress must be reported to the Veteran's Administration, and the veteran may not be certified for future educational benefits. Any veteran placed on unsatisfactory progress must consult the campus Veteran's Office and receive academic counseling before educational benefits can be reinstated.

A student transferring to a college of the Ventura County Community College District from another college is subject to the same probation and dismissal policies as students of this college district.

NOTIFICATION OF PROBATION: Each college in this district shall notify a student who is placed on probation at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the Fall semester. The student grade report, provided for each enrolled student at the end of each term, specifies the student status for both academic and progress categories as either "good standing" or "probation." A student placed on probation is, as a condition of continuing enrollment, to receive individual counseling, including the regulation of his or her academic program. Each student shall also receive any other support services available to help the student overcome any academic difficulties.

REMOVAL FROM PROBATION: A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.

A student on progress probation because of an excess of units for which entries of W, I, and NC are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

STANDARDS FOR DISMISSAL: A student who is on academic probation shall be dismissed if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.

A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled and for which entries of W, I, and NC are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%).

NOTIFICATION OF DISMISSAL: Each college in the Ventura County Community College District shall notify a student who is dismissed at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the Fall semester. A student who is dismissed has the right of appeal. An exception to academic dismissal may be made only in the event of extreme and unusual medical and/or legal circumstances that can be supported by evidence provided by the student, or in the event of improved scholarship. The petition for this purpose, Petition for Continued Enrollment or Readmission, is available in the Counseling Office.

CONTINUED ENROLLMENT OR READMISSION: A student applying for continued enrollment or readmission must submit a petition to explain what circumstances or conditions would justify continued enrollment or readmission. A student applying for readmission shall not be reinstated until a minimum of one semester has elapsed after academic dismissal. A student who is petitioning shall receive counseling to assess his or her academic and career goals and must have counselor approval of his or her educational program prior to registration. The petition for this purpose, Petition for Continued Enrollment or Readmission, is available in the Counseling Office.

Academic Honesty

Ventura College believes that honesty is vital to the integrity of our College programs, our courses, within our entire college community, and especially in the classroom. Our definition of academic honesty is included in our college policies and standards and informs our students of the expectations the College promotes and information on student's rights when violations occur.

Academic dishonesty (such as cheating) is defined as an act of obtaining or attempting to present academic work through fraudulent or deceptive means in order to obtain credit for this work. This dishonesty and/or cheating by whatever means, including electronic, includes, but is not limited to:

- Submitting work previously presented in another courses
- Copying in whole or in part from another student's test or paper
- Using sources or material not authorized by the instructor
- Altering or interfering with grading policies
- Sitting in for an exam for another student or by another students
- Plagiarizing work, such as copying sentences, phrases, or passages without citing the source, while writing a paper or doing research and submitting this work as his/her own
- Sharing your paper information during an exam, test, or quiz.

The college president or his/her designee or the instructor may impose disciplinary action for academic dishonesty. Proof of cheating may lead to suspension, and the student or students are provided with due process that includes formal grievance procedures.

Grade Changes

In any course of instruction in a college in the Ventura County Community College District for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with the grading system dealing with academic record symbols and scholastic standing and achievement.

The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith or incompetence. Procedures for the correction of a grade given in error shall include expunging the incorrect grade from the record.

Grade change petitions must be initiated by the instructor of record. Students wishing to dispute a grade should first contact the instructor.

Auditing

The colleges of the Ventura County Community College District may allow students to audit a class. Auditing allows a student to attend a class without taking exams, receiving a grade or earning unit credit. Students enrolled in ten units or more may, with instructor consent, be allowed to audit one three unit class per term without a fee. Students enrolled in less than ten units may, with instructor consent, audit one three unit class per term with an audit fee of fifteen dollars (\$15.00) per unit per semester. Audit students must also pay the health fee. Audit fees are nonrefundable. All fees are subject to change.

Priority in class enrollment shall be given to students taking the courses for credit toward a certificate, degree or transfer certification. Therefore, students applying to audit may submit the completed audit petition only during the last two days of program adjustment as specified in the calendar of every semesters' Schedule of Classes.

Laboratory classes are not normally available for audit. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course.

Students auditing a course are not permitted to take exams in class, nor are they permitted to challenge the course by exam at a later date. Instructors are under no obligation to grade assignments of students auditing a course. Attendance requirements for students auditing courses are the same for all other students as stated in this Catalog.

The petition form to audit a class is available in the Admissions and Records Office.

Withdrawal from Class

It is a student's responsibility to initiate a withdrawal when the withdrawal is desired by the student. Students or instructors may initiate a withdrawal through the end of the first thirty percent (30%) of a class. This action results in no record of dropped classes on students' academic records (grade card or transcript).

Students or instructors may initiate a withdrawal between the end of the first thirty percent (30%) and the last day of the first seventy-five percent (75%) of a class (see Calendar in Schedule of Classes). Withdrawal shall be authorized after informing appropriate faculty. This action shall be recorded as a W on the student's academic records.

The academic record of a student who remains in a class beyond this time must reflect a grading symbol other than W. The W shall not be used in calculating grade point averages, but excessive Ws shall be used as factors in determining academic standing, probation, and dismissal.

Withdrawal from a class may be authorized after the designated time limit by petition only in extenuating circumstances of verified cases of accidents, illnesses or other circumstances beyond the control of the student. Approved petitions shall result in a W recorded on students' academic records. The petition for this purpose, Petition to Change Grade to Withdrawal, is available in the Admissions and Records Office. A graded course that is used to satisfy degree, certificate or transfer requirements will not be changed to a W.

Withdrawal from College

It is the student's responsibility to formally withdraw from all classes, if he or she withdraws from college. A student who withdraws after the end of the first thirty percent (30%) of a class shall have an entry made on his or her permanent record in accordance with the regulations specified in the withdrawal from class policy.

Official withdrawals must be processed at the Admissions and Records Office.

Academic Renewal Without Course Repetition

Students may petition to have a portion of previous college work disregarded in meeting academic requirements in the colleges of the Ventura County Community College District. Academic renewal is intended to facilitate the completion of requirements necessary for an academic degree or certificate.

A student may petition, once only, to eliminate grade point calculations and credits from selected portions of previous substandard college work which is not reflective of the student's present demonstrated ability and level of performance. Substandard work is defined as coursework graded "D, F or NC." The student may petition for academic renewal to disregard previous substandard college work by selecting one of the following options:

1. Disregard a maximum of fifteen (15) or fewer semester units of any courses with less than a C or equivalent grade taken during any one or two terms (maximum two terms), not necessarily consecutively; or
2. Disregard all courses from two consecutive terms (one Summer or intersession may be regarded as equivalent to one semester at the student's discretion). Courses and units taken at any institution may be disregarded.

Academic renewal may be granted only to a student who has completed at least twelve (12) units in residence in the colleges of the Ventura County Community College District; has submitted transcripts of all college work; has waited two years since coursework to be disregarded was completed; and has subsequently completed at least thirty (30) semester units with a minimum 2.4 grade point average.

The colleges of the Ventura County Community College District will honor similar actions by other accredited colleges and universities in determining grade point averages and credits. The petition for this purpose, Petition for Academic Renewal, is available in the Counseling Office. Upon approval of the Petition for Academic Renewal, the student's permanent record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

The student should be aware that other colleges and universities may have different policies concerning academic renewal and may not honor this policy.

Course Repetition

A course in which a grade of C or better has been earned may not be repeated except as identified in the Catalog course description or as stated below. Courses taken at any college in which a grade of D, F, NC or other substandard grade has been earned may be repeated one time for the purpose of improving a recorded grade. A course taken at another institution in which a substandard grade was earned may be repeated one time at the colleges of the Ventura County Community College District, subject to this policy. In order to identify acceptable equivalencies, course equivalency shall be determined chiefly by content, as defined in the catalog course description, and not by course title or units.

Upon completion of the repeated course, the previous grade earned shall be omitted from the computation of the cumulative grade point average. The permanent record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. The petition for this purpose, Petition for Course Repetition, is available in the Admissions and Records Office.

Under special circumstances, students may petition to repeat any course which was successfully completed more than three years prior, is required as part of the student's designated educational goal, and is in a sequence of courses based on prerequisites.

The grade earned in the repeated course shall be omitted from the computation of the cumulative grade point average. The grade received in the earliest course will remain and be counted in all calculations of grade point average, academic status and eligibility for various programs. The permanent record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. The petition for this purpose is available in the Counseling Office.

Students should understand that other colleges or universities may not accept credit for work which represents a repetition of high school work. In addition, there is no assurance that repeated courses resulting in an improvement in grade will be accepted by other colleges or universities.

Credit by Examination

Granting unit credit for a course by examination is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught by the College. If an examination indicates that the student possesses adequate equivalency and mastery of the subject, credit may be granted. All courses shall be open to credit by examination unless specifically exempted. Each division of the College shall determine the courses for which credit by examination may be granted and the Office of Student Learning shall maintain a current list of courses excluded from this policy. For the purpose of this policy, a course shall mean an organized area of instruction as described in the Ventura College Catalog.

A student should be advised that the use of units given by credit by exam to establish eligibility for athletics, financial aid, and veterans benefits is subject to the rules and regulations of the external agencies involved.

Exception to the above may be made when necessary to meet provisions of California State law or the rules and regulations of state agencies governing programs of the California community colleges.

Credit by examination may be granted only to a student who is currently enrolled in at least one credit course in the College; has completed at least twelve (12) units in residence in the colleges of the Ventura County Community College District; is not on academic probation; has submitted transcripts of all previous coursework; has not earned college credit in more advanced subject matter; has not or is not enrolled in the subject course as an auditor; and, has not received a grade (A, B, C, D, F, CR, CRE, NC, or equivalent) in the course for which he or she is seeking credit, by examination at this or any other educational institution.

A student seeking credit by examination will receive a CRE (credit by exam) if he or she satisfactorily passes the examination; no other grade will be recorded for credit by exam. Students who are unsuccessful in an attempt to challenge a course by examination will not receive an NC (no credit) and no record of the attempt for credit by examination will appear on a student's transcript. However, students may challenge a course only once. A student may challenge no more than twelve (12) units or four (4) courses toward an Associate Degree or Certificate of Achievement. The amount of unit credit granted by examination to an individual shall not count toward the minimum 12-unit requirement for residency.

Credit by examination may be granted in only one course in a sequence of courses, as determined by prerequisites, and may not be granted for a course which is a prerequisite to the one in which the student is currently enrolled.

Exceptions to this policy are permitted for each college in those occupational programs where curriculum makes this necessary. The exceptions are as follows:

- the 12-unit residency requirement is suspended, permitting students to petition for credit by examination prior to completion of that requirement; when the residency requirement has been met, the course(s) successfully challenged shall be added to the student's record;
- credit by examination may be granted for more than one course in a sequence of required courses, when approved by the administrator responsible for vocational programs.

The petition for this purpose, Petition for Credit by Examination, is initiated in the Counseling Office. Approved petitions must be on file with the administering instructor by Friday of the tenth week of the semester. The examination is to be administered prior to the last day of the final examination period.

Credit by examination (CRE) is assigned for work of such quality as to warrant a letter grade of C or a better. Transcript entries shall distinguish credits obtained by examination from credits obtained as a result of regular course enrollment. The student's academic record shall be clearly annotated to reflect that credit was earned by examination. Students should be aware that other colleges may not accept credit by examination for transfer purposes.

Dean's List

Special recognition is accorded students who complete a program of twelve or more units of letter-graded coursework with a 3.50 grade point higher during a semester. Credit/no credit units are not considered in the twelve-unit requirement. These students are placed on the Dean's List and accorded appropriate recognition, including a letter of commendation for academic distinction.

Graduation with Honors

Graduation with Highest Honors

The highest honors designation is placed on the transcript and diploma of the graduate who has achieved an overall grade point average (GPA) of 4.0. The highest honors graduate must have completed at least 30 units of coursework at Ventura County Community College District of which 18 units or more must be letter grades. All letter grades must be an A.

Graduation with High Honors

The high honors designation is placed on the transcript and diploma of the graduate who has achieved an overall grade point average (GPA) 3.75. The high honors graduate must have completed at least 30 units of coursework at Ventura County Community College District of which 18 units or more must be letter grades.

Graduation with Honors

The honors designation is placed on the transcript and diploma of the graduate who has achieved an overall grade point average (GPA) of 3.5. The honors graduate must have completed at least 30 units of coursework at Ventura County Community College District of which 18 units or more must be letter grades.

Departmental Honors

Students who do outstanding work in their departments may receive special recognition by the faculty. Eligibility is determined by inclusion in the honors categories listed above. Selection is made by departmental faculty.

Use of Listening or Recording Devices

State law in California prohibits the use by anyone in a classroom of any electronic listening or recording device without prior consent of the instructor and the College Administration. Any student who has need to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, the notice of consent will be filed with the Office of Student Learning.

Use of the Internet

PURPOSE OF THE INTERNET: The student Internet account is to be used to support the instructional process of students who are actively enrolled in a designated course. Noneducational, recreational and commercial uses of the Internet are prohibited.

RULES FOR USING THE INTERNET: You are responsible for ensuring that you use the Internet account in an effective, efficient, ethical and lawful manner. To this end, please obey the following rules:

1. Comply with the guidelines for acceptable use of networks or services which you access through the Internet.
2. Do not attempt to gain access to resources for which you have not been given authorization. Ventura College will not assume financial responsibility for unauthorized Internet-related expenditures.
3. Do not make any harassing or defamatory remarks using the Internet.
4. Do not create a personal link to any Ventura College home page, and do not represent Ventura College in any of your own pages.

5. Do not install any software.
6. Do not use any unapproved software.
7. Do not violate any federal or state law, including copyright laws.
8. Download data from the Internet onto your own data storage disk—any data found on the hard drive will be deleted.

PRIVACY ON THE INTERNET: Please be aware that any electronic mail is not private since your class will be sharing a mail box, and that the College reserves the right to access any such information.

RESPONSIBILITY FOR INFORMATION ON THE INTERNET: Through the Internet, the College provides access to public and private outside networks which furnish electronic mail, information services, bulletin boards, conferences, etc. Please be advised that the College does not assume responsibility for the contents of any of these outside networks.



Extended Opportunity Program and Services (EOPS) grads

INSTRUCTIONAL SUPPORT SERVICES

Educational Assistance Center (EAC) Disabled Students Programs and Services

The Educational Assistance Center (EAC) promotes the educational and vocational potential of students with disabilities by enhancing their total integration into the mainstream of college life. The EAC is located in the FL building.

Students with learning, visual, hearing, speech, mobility, and psychological disabilities, as well as acquired brain injury and other health impairments, are eligible to apply for the support services or instruction needed to fully participate in the educational process.

These special services include: one-stop registration assistance, assessment of learning problems, sign language interpreters, notetaking, readers, transcribers, tutors, mobility assistance, job development and placement, specialized counseling, handicapped parking, alternative testing, alternate media, assistive computer technology and other assistive devices. Instruction is available in job-seeking skills, Braille, adaptive P.E., learning skills, and assistive computer technology. Classroom instructional materials and college publications are available on request in alternate formats. For assistance, call (805) 654-6300.

Foreign Language Lab

The Foreign Language Lab is located in F-207. The lab consists of 30 computer stations that contain various audio, video and interactive programs to aid the foreign language student in his/her language acquisition experience.

The Foreign Language Lab will relocate to the new Library and Learning Resources Center during the Fall semester 2004.

Internet Café

The College has provided a new Internet Café in Building B, the Campus Center, by the Canon Copy Center. There are 18 computer stations, with Internet access and printing capability. Students may use the stations to apply to the College and for financial aid, register for classes, surf the Internet, do homework, access their e-mail and do research. All usage must comply with the "use of the Internet" policy set forth on page 26 of this College Catalog.

Learning Center

The Learning Center functions both as an open-access computer lab which students can use on a drop-in basis for their college related work and as a lab for classroom instruction for English, Reading, and ESL classes. PCs and Macintosh computers are available with software for Internet access, word processing, textbook related materials, and specialized reading and writing programs. The Center is located on the second floor of the F building. Hours will be as posted.

The Learning Center will relocate to the new Library and Learning Resources Center during the Fall semester 2004.

Library

The D.R. Henry Library's mission is to promote learning through serving as a resource for education, research, information, continuing education, fulfilling intellectual curiosity and promoting student retention. The Library functions as a resource laboratory for classes developing term papers, speeches, and other classroom assignments. The collection consists of 66,156 volumes, 340 periodical titles and 309 microfilm titles. The Library also offers several online "full text" electronic resources such as: **Proquest**, which offers access to 2300 periodical titles and 5 newspaper titles online; and several other online research databases.

Located in the D building, the Library serves as a study area for more than 250 patrons in three quiet study rooms, one research workroom, and additional seating in the lobby. The catalog of library materials is provided through nine computerized Public Access Stations (PACS), which may be accessed from home or office through the Internet at **www.venturacollege.edu**.

The Library provides 12 additional stations specifically designed for Internet use. The checkout of library materials is accomplished through the use of barcoded ASB cards or library cards.

The Library also functions as a teaching facility as the librarians instruct students and community patrons on the use of the Library and its resources. The librarians offer orientation tours, a one-unit, self-paced library course, and individual Internet instruction. For more information, call (805) 654-6482.

A new Library and Learning Resources building is in the construction stages. Completion is anticipated September 2004.

Math Center

The Math Center is staffed by instructors and tutors, and serves the students in three capacities: (1) individualized instruction is available for MATH V09 (Beginning Mathematics); (2) drop-in tutoring is available for all math courses; (3) the Center provides an environment for group study with the security of instructors and tutors nearby, should the group need assistance. The Math Center is located in SCI-225.

Tutoring

Located in Guthrie Hall, the Tutoring Center provides free drop-in, group, and individual tutorial services to students enrolled in Ventura College classes. Tutors are Ventura College students who have been recommended by their instructors to assist students with their classes or volunteers from the community, many of whom are retired faculty.

Besides helping students with course content, tutors clarify instructions for assignment, help brainstorm ideas for papers and projects, and teach strategies for effective study and exam preparation. For more information, please call (805) 648-8926.

The Tutoring Center will relocate to the new Library and Learning Resources Center during the Fall semester 2004.



Drawing and Composition class

STUDENT SERVICES

Assessment / Testing

Ventura College has an open admissions policy and requires no entrance examination. For enrollment in most English, reading and/or math courses, participation in the assessment process is strongly encouraged if students have not satisfactorily completed a prerequisite college course. Assessment testing is for advisement purposes only, in order to assist students in making appropriate course selections.

Please consult the testing schedules which appear in the semester Schedule of Classes. Students who have earned prior college credit ("C" or higher grade) for an English composition or math course may be exempt from placement tests. Students must provide a transcript of previously completed coursework *prior* to enrollment. See the Schedule of Classes for additional exemption criteria.

For meeting graduation competency requirements in English, reading and/or math, please contact the Counseling Office. Testing for ESL students is available through the Bilingual Services Office and students with disabilities may be tested through the Educational Assistance Center.

CalWORKs

Students participating in a CalWORKs (California Work Opportunity and Responsibility to Kids Act) may be eligible for subsidized child care, as well as book vouchers, transportation assistance, early enrollment and CalWORKs workstudy jobs. For more information, please contact the Ventura College CalWORKs Office at (805) 477-2021 for more information.

Campus Police Services

Campus police officers, assisted by student police cadets, are available to provide law enforcement and security services to the campus community. Anyone observing or having knowledge of possible criminal activity on or about the campus is asked to promptly report the facts of the situation to the on-duty campus police officer.

The Campus Police Office phone number is (805) 654-6486 (from campus phones dial 6486). You can also request an officer by calling the Student Business Office at (805) 654-6488 (from campus phone dial 6488).

For emergencies, dial 9-911 from College phones or 911 from pay phones. This will put you in touch with the Ventura City Police Department. Detailed guidance on matters concerning student conduct and traffic regulations is provided in the Appendices of this Catalog.

Child Development Center

A Child Development Center is available on the Ventura College campus to enable students who are parents of toddlers and preschool children to continue their education by providing a quality, developmentally appropriate program for their children, ages 18 months through pre-K.

Children thrive in a safe, loving and enriching environment. We believe that children learn by being actively involved in the learning process through exploration, discovery, experimentation and creativity.

Fees are charged for this service. A new waiting list for enrollment at the Center begins as each semester's Schedule of Classes arrives on campus. Please call (805) 648-8930 for further information.

Counseling Services

Open days and evenings for counseling drop-in visits or scheduled appointments, our staff can assist you with academic, career, or personal counseling. Counselors can provide a variety of resources to help you achieve the greatest possible benefit from your college experience.

Each counselor is a specialist in several academic areas, and you may wish to see a counselor according to the major you declare. The Counseling Office can be a valuable resource in exploring the options or defining the requirements in a particular field of study. However, you are free to select any counselor you choose.

All counselors have the expertise to assist you with course selection, educational planning, and questions concerning requirements for majors, general education, graduation, or transfer to a four-year college or university. A counselor can answer your questions about a course or academic requirements, aid you in exploring your career plans or life goals, or help you with problems that are personal. Counseling Offices are located in the Administration Building and in the E Building. For the College's Bilingual Services, please call (805) 654-6484 or visit DP-2.

Educational Assistance Center

This is the Disabled Students Programs and Services office. The EAC offers a variety of services to students with disabilities, including specialized academic, vocational and personal counseling. Please see the Instructional Support Services section for more information.

Extended Opportunity Programs and Services (EOPS)

EOPS provides programs and services over, above, and in addition to the regular educational programs of the College and is designed to assist educationally and economically disadvantaged students to be successful in their educational program at Ventura College.

ELIGIBILITY: Students must be eligible for a Board of Governor's Fee Waiver (BOGW) A or B; be enrolled full time (12 units); have completed less than 70 units of degree-applicable credit; and be determined to be educationally disadvantaged.

SERVICES:

•**OUTREACH, ORIENTATION AND REGISTRATION SERVICES:** Entry services to identify EOPS eligible students and facilitate their enrollment in the College will be provided by special outreach, an active recruitment program, special college orientation, and early registration assistance for priority enrollment.

•**ASSESSMENTS:** EOPS eligible students are assessed in reading, comprehension, vocabulary, writing, computations, study skills, and academic skill deficiencies.

- COUNSELING AND ADVISEMENT:** Specialized counseling is provided to all EOPS students. Personalized academic/personal counseling and the development of a student educational plan is provided to all EOPS students through the EOPS certificated counselors. EOPS counselors meet regularly with EOPS students.

- SPECIAL SERVICES:** A multi-ethnic staff is available. They can provide Spanish language assistance.

- TRANSFER AND CAREER EMPLOYMENT SERVICES:** EOPS provides assistance to EOPS eligible students with the transfer process to four-year institutions and/or to find career employment in their field of training.

- FINANCIAL ASSISTANCE:** All students who are admitted under the program are considered for financial assistance on the basis of need and completion of the EOPS orientation class. Each application is individually assessed.

- TUTORING:** EOPS provides additional tutoring hours for EOPS students through the Tutoring Center.

- COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE) PROGRAM:** Students who are eligible for EOPS (Extended Opportunities Services) and are TANF/AFDC/CalWORKs recipients may be able to receive financial child care assistance, gas, and on-campus meals. Students must be at least 18 years old and the single head of their household. Their child(ren) must be age 13 or under. Students must be enrolled in 12 units, have a 2.0 GPA and complete the FAFSA before applying for child care assistance at the EOPS Office. For more information, call (805) 654-6302.

- OTHER SERVICES:** Scholarship application assistance, workshops, university field trips, emergency loans, referrals, assistance with the financial aid process, student leadership, and advocacy.

- EOPS is located in the Financial Services, Building FS. The phone number is (805) 654-6302.

Financial Services

Many students would be unable to attend Ventura College without financial assistance. If you need financial assistance to help pay the costs of attending Ventura College, the Financial Aid Office will provide you with financial aid information and services.

Applying for financial aid can be somewhat complicated and time consuming, but it is worthwhile. The role of the Financial Aid Office is to help academically capable students toward their educational goal. The College offers a financial aid package combining grants, loans, and workstudy employment to eligible students with demonstrated financial need. Financial need is determined by comparing student resources (family contribution, student assets, and student earnings) as reflected by a financial needs analysis from the Federal Student Aid Processor, with the appropriate cost of attendance budget for Ventura College. Due to limitations in funding, we are not always able to offer enough financial assistance to fulfill all of your needs. Therefore, you are encouraged to apply early each year.

The financial services philosophy is that education benefits not only the individual, but society as well. Therefore, the responsibility for meeting the costs of college expenses, while primarily borne by the student and/or the family, is shared by educational institutions, private donors, agencies, and the state and federal government for these students who have limited resources. There are three types of financial aid available: grants, loans, and work-study.

Types of Aid

- **Enrollment Fee Waiver:** The Board of Governors Enrollment Fee Waiver (BOGW) provides a waiver of enrollment fees and the health fees to qualifying students who are California residents. See Appendix XII for information regarding the methods of qualifying.

- **Grants** are awarded to recognize exceptional financial need. Students do not have to repay them as long as they fulfill requirements for eligibility.

- **Loans** allow students to defer costs by borrowing money while in school and repaying it with interest, usually after graduating or withdrawing from college. Students must show financial need to qualify for most loans.

- **Work-Study** enables students to earn a portion of their financial aid through part-time employment. Students must demonstrate financial need and be eligible to work to qualify. Earnings from work-study are subject to state and federal withholding taxes, but may not be subject to FICA (Social Security) taxes.

Payback Penalty for Withdrawal

Federal law requires paying back money if you leave school. If you get a GRANT or LOAN and then WITHDRAW from all your classes, you will OWE money to the Federal Student Financial Aid Program.

If you are thinking of withdrawing or just leaving...please, think again. Perhaps you can stay, but take fewer courses. Maybe there are services (like tutoring or personal support) that will enable you to stay. Talk with your teachers or an academic counselor to see what advice and help they can offer. Don't leave unless you must. But if you must leave, take care of business before you go.

If you must withdraw from all classes, contact the Financial Aid Office immediately to learn how much you will owe. You can arrange regular payments with the federal government without losing your student aid eligibility. It is important that you take care of these details prior to withdrawing. Failure to do so will result in a hold on your federal aid eligibility at any institution. NO EXCEPTIONS!

Scholarships

Scholarships are specific gifts of money which are provided to help students continue their studies. Each year, the Ventura College Scholarships Program awards more than \$200,000 to both continuing and transferring Ventura College students.

Applications for Ventura College scholarships may be obtained in the Ventura College Foundation Office from October 1 until the last day of Fall semester. Additional information and applications for community scholarships are available in the Ventura College Foundation Office throughout the year.

The Helping Hands Program through the VC Foundation offers scholarships each semester to assist needy students with child care costs. Scholarships are up to \$400 per semester and can be awarded retroactively to pay for previous child care expenses. The student's child(ren) must be enrolled in a licensed day care facility. The scholarship is awarded on an ongoing basis and students can reapply. Applications are available at the Child Development Center and the VC Foundation Office. Contact the Foundation Office at (805) 654-6461 for more information.

Veterans Educational Benefits

Ventura College is approved to process claims for students who are eligible to receive educational benefits under various Veteran's Administration Educational Assistance Programs. Students interested in filing benefits claims or for information should contact the Veteran's Benefits Representative, located in the Admissions and Records Office.

Enrollment and Rate of Pay

V.A. educational benefits are paid based on the number of units enrolled:

Regular Semester

- 12 units = full-time pay;
- 9 units = three-quarter time pay;
- 6 units = one-half time pay

Summer Session

- 6 units = full-time for 8 week classes;
- 4 units = full-time for 6 week classes;
- (3/4 and half-time pay calculated accordingly)

The majority of V.A. Educational Assistance Programs do not pay a monthly allowance for less than half-time enrollment, although the veteran may be reimbursed for the cost of tuition and fees.

UNSATISFACTORY PROGRESS: For the purpose of certification for educational benefits, academic probation is defined as the failure to complete a minimum of 50% of the total units attempted, and/or to maintain a minimum 2.0 cumulative grade point average. Unsatisfactory progress occurs when a veteran has been placed on academic probation for two consecutive semesters. Unsatisfactory progress must be reported to the Veteran's Administration, and the veteran may not be certified for future educational benefits. Any veteran placed on unsatisfactory progress must consult the campus Veteran's Office and receive academic counseling before educational benefits can be reinstated.

Guidance Workshops

GROUP GUIDANCE workshops or courses are offered during the day and evening. The workshops are scheduled for the full semester and for shorter periods of time and are available for credit from .5 to 3 units. They are designed to provide an atmosphere conducive to personal growth and awareness. Topics offered cover a broad range of human concerns and are intended to help you learn more effective ways of dealing with problems which may be limiting personal or career growth and awareness. Topics offered vary with each term and are announced in the Schedule of Classes. Consult the Catalog or your counselor for more specific information.

Housing Services

The College provides no campus housing, nor does it operate any off-campus housing. Students are responsible for securing any necessary housing. However, listings of accommodations are solicited through the Student Activities Office. The listings include information about rooms, room and board, rooms with kitchen privileges and other types of rentals.

The listings are made available purely as a service, and the College assumes no responsibility as to the condition of the rental or the reputation of the owner.

Selection of housing, financial arrangements, and supervision are the responsibility of the student and their parents or guardian. Housing information is posted on the bulletin board opposite the Campus Police Office in Building E. Students also have the option of posting "House for Rent," "I Need Roommates to Share" or "I Need a Place" cards at this location.

Listings may be given over the phone and listing cards are available at the Student Activities Office or on the bulletin board in Building E. For more information, call (805) 654-6487.

OTHER CURRICULAR AND COMMUNITY ACTIVITIES

Athletics

Playing under the name of the Pirates, the participants in the Men's and Women's Intercollegiate Athletic Program compete in the strong Western State Conference. To be eligible for competition, the student athlete must be continuously and actively enrolled in a minimum of 12 units during the season of competition and maintain a cumulative grade point average of 2.0. "Of the 12 credit units, at least nine shall be attempted in courses counting toward the associate degree, remediation, transfer, and/or certification as defined by the College Catalog, and are consistent with the student athlete's educational plan." (Commission on Athletics code)

The Men's Athletic Program offers competition in baseball, basketball, cross-country, football, golf, swimming, tennis, track, and water polo. The Women's Athletic Program includes competition in basketball, cross-country, soccer, softball, swimming, tennis, track, volleyball and water polo. Each student athlete must enroll in the intercollegiate sport course in which he/she intends to participate.

Cocurricular Activities

Ventura College supports a varied program of departmental, social, cultural and athletic curricular activities, as well as creative activities in dance, dramatics, music and journalism. Every student is encouraged to participate in activities of his or her choice. More information is available from the respective departments listed.

Dance

Under the direction of the dance department staff, the dance curriculum is built around two major dance productions offered each year. These provide opportunities for dance students to gain experience in all aspects of dance production and performance.

Dramatics

Under the direction of the theater arts staff, the theater curriculum is built around four major plays or other dramatic productions offered each year. These provide opportunities for drama students to gain experience in all aspects of theatrical production and performance.

Music Organizations

COLLEGE CHOIR (day), COLLEGE SINGERS (evening), MASTER CHORALE (evening): These groups are designed for people who enjoy singing a wide variety of the finest choral literature. Choir is an open group for singers with little or no previous experience. The Master Chorale is for singers with previous choral experience. College Singers may require auditions. Each group presents several concerts per year.

ORCHESTRA: Students are invited to participate in orchestra rehearsals and concerts through the day and evening program. Classes in orchestra provide opportunity to perform the great symphonic literature.

INSTRUMENTAL ENSEMBLES: Ensembles are organized each year for those students who desire experience in interpretation. String, brass, woodwind and piano ensembles are formed when qualified personnel are available.

VC PRESS

Students can gain practical experience that will enhance their academic training in writing, art, graphics, photography, Web site design, and English grammar by joining the staff of the college newspaper and cyber-newspaper. The *VENTURA COLLEGE PRESS* is an award-winning, weekly newspaper published by and for Ventura College students. It covers campus and local news. Students learn to assign stories and photos, write and edit news, features, sports, reviews and editorials, and design and lay out pages and advertisements. Writing, graphics and page makeup are all done on Microsoft Word and QuarkXPress computer software on an Apple Macintosh desktop publishing system in the *VC PRESS* newsroom. Adobe Photoshop is the software utilized for photo production. The paper is published 10 times each semester.

Office of Bilingual College Services

OFFICE OF BILINGUAL COLLEGE SERVICES offers (in English and Spanish) academic and personal counseling, and career planning. It also provides matriculation services using a "one-stop center" approach to best meet the needs of the ESL, CalWORKs, vocational/job training, and/or re-entry student population enrolling in ESL and short-term training programs. Matriculation services available at the Office of Bilingual College Services include college orientation, ESL assessment, group advisement, registration, and assistance completing the financial aid applications (FAFSA and Fee Waiver). This office also serves to welcome those students who are transferring from Ventura College's Off-campus programs to the main campus in Ventura.

Personal Counseling

PERSONAL COUNSELING is available on an appointment basis. Professional counselors understand that personal concerns sometimes interfere with learning and that problems of a personal nature can affect many dimensions of one's life. This service is designed to help you explore your concerns in a comfortable, supportive, and always confidential setting. Personal counseling can help you sort out your feelings and emotions, discover alternatives, learn skills to resolve your concerns, improve your relationships with others, and generally achieve increased satisfaction with your decisions. The counselors are here to listen, to talk, to be with you. Come in or give us a call. We care. You can make an appointment for personal counseling through the Counseling Office located in the Administration Building or by calling (805) 654-6448.

Re-entry and Women's Center

THE RE-ENTRY AND WOMEN'S CENTER is a student service which provides a variety of resources and services to women and men re-entering school. The Center also offers a network of information and resources unique to women. In an effort to equip students with the best set of tools to accomplish their goals the Center's various services include an orientation each semester, textbook lending library, video library, workshops, support groups, children's clothing exchange and personal counseling, as well as a supportive environment to all students at Ventura College. Check our Web site: www.venturacollege.edu for our calendar of events and scholarship information. The Center is located in Building B, adjoining the cafeteria, facing Telegraph Road. Call (805) 654-6365 for more information.

STUDENT ACTIVITIES

Student Activities Program

The goal of the STUDENT ACTIVITIES PROGRAM is to provide opportunities for students and the College to expand and develop through a wide variety of activities and experiences. Student participation in the Student Activities Program comprises two major areas: governance and college activities. Within each, a wide spectrum of experience is available to students. Program areas include but are not limited to: student activities and programs, leadership and leadership internship classes, ASVC Board and student governance, student organizations, student housing, posting approval, vendor approval, use of facilities and services by student organizations, student photo identification and library cards, scholarships, and student commencement.

Advertising or Posting on Campus

All flyers, posters and advertisements posted on campus must be stamped for approval by the Student Activities Office. Information then may be posted **only on** the College's bulletin boards or kiosks for a maximum of 14 working days. Transparent tape, tacks or staples only can be used. No information may be placed on walls, vehicles, sidewalks, windows, trash cans, benches, etc. Approved College-sponsored event information may be posted on the glass windows of the Campus Center, but only on the east side facing the Quad. Unapproved items, or those placed over approved information, may be removed by staff.

Associated Students

Students are encouraged to participate in campus shared governance. The Associated Students of Ventura College (ASVC) assumes major responsibility for coordinating student activities and expressing student concerns, interests, and viewpoints to the administration. Student governance meetings are held every Tuesday at 12:30 p.m. in the Campus Center Conference Room (cafeteria). Student participation is welcome. Students have the opportunity and are encouraged to be represented on all College-wide and District committees, councils, and boards that influence College policy making. Visit the Student Activities Office, B building, room 155, or call (805) 654-6487 for more information.

ASVC Photo Identification Card

The Associated Students of Ventura College encourage you to purchase an ASVC card. This card entitles students to many benefits that are financed largely by the funds received from membership in the ASVC.

Upon payment of the fee (\$10 yearly or \$6 per semester), students receive an ASVC photo I.D. card which entitles them to a variety of goods and services, including 10% discount on used books and most supplies in the College Bookstore, free admission to V.C. athletic events, discounted student theatre performances and musical performances, and discounted *VC PRESS* classified advertisements. In addition, 10-50% discounts are available from a variety of businesses in the community. Cards are issued through the Student Activities Office.

Student Leadership Course

Students on the ASVC Executive Board have the opportunity to take Student Leadership V02. The course is specifically designed for ASB Executive Officers, members of student organizations, campus clubs, honor societies and other interested students. Students gain conceptual and practical experience in leadership skills, shared governance, and in the overall campus organization. The course provides three units of credit transferable to CSU and is repeatable.

Student Organizations

A variety of special interest and student organizations are active on campus. These organizations provide an opportunity for students to meet, organize and work together to achieve specified goals. Officially registered active clubs or organizations may sit on the ASVC Board, if they have met the minimum number of student members required and have a club representative and/or alternate representative to attend board meetings. Associate club/student organizations (nonvoting) are officially recognized, if they have a minimum of eight members and meet other requirements. Student associations/clubs applications are available in the Student Activities Office. The following groups have been active in the last several years:

- African American Student Union (AASU)
- Alpha Beta Gamma (ABG)
- Alpha Gamma Sigma (AGS)
- American Institute of Architectural Students (AIAS)
- Asian-Pacific Student Union (APSU)
- Auto Technology
- Campus Christian Fellowship
- EAC Challengers
- Engineering Club
- Extended Opportunities Programs and Services Student Association (EOPSSA)
- International Students Association
- Psychology Club
- Model United Nations Club
- Movimiento Estudiantil Chicano de Aztlan (MEChA)
- Native-American Club
- Society for Hispanic Professional Engineers (SHPE)
- Student Nurses Association
- Ventura Anime Club
- Vocational Industrial Clubs of America (VICA)

Student Health Center

Students are required to pay health fees, unless exempted by the Board of Governors Fee Waiver, when they register for classes. These fees entitle them to unlimited consultations with the Student Health Center. There are nominal fees for laboratory tests, procedures, medications, etc. The health fee also provides accident insurance coverage while students are on campus.

Students seeking medical care or information about any health concerns are encouraged to call the Student Health Center. Health services are offered, such as first aid, blood pressure readings, hearing and vision screening, blood tests, tuberculin skin tests, pregnancy tests and immunizations. During medical clinic times, a physician or nurse practitioner provides diagnosis and treatment of acute illness, general medical problems, musculoskeletal problems, skin disorders, and women's health care (Pap smears, family planning, infections).

Personal counseling is also available at the Student Health Center. An appointment can be arranged with counselor-interns for students who have personal concerns which are interfering with achieving academic goals.

The Student Health Center hours may vary each semester. Please call or stop by for office hours, specific medical clinic times, and for a brochure describing the services offered. Appointments are necessary unless you need prompt attention. The Student Health Center phone number is (805) 654-6346.

Transfer and Career Center

The TRANSFER AND CAREER CENTER provides services to students planning to transfer to a four-year college or university. The Center schedules on-campus visits by representatives from various colleges and universities and sponsors an annual Transfer Day event in which over 50 colleges and universities attend. Workshops are held to assist students on various topics, including transfer admissions, financial aid, scholarships, and application process. The Center provides reference materials, college catalogs, applications and other services necessary for planning and achieving a smooth transition between institutions.

Career advisement is also offered to assist students with career exploration and educational choices. The Center offers information on emerging career possibilities locally, statewide, and nationally, as well as salary and job trends. Career assessment instruments are available for a nominal fee. The Center provides a collection of printed and audiovisual materials, as well as software and Internet-based career exploration resources. Various career related workshops are held, including career decision making, resume writing, interviewing and job-search strategies. The Center also sponsors an annual Job Fair each Spring in which over 60 employees attend.

Counselors are available by individual and group appointment to assist students with major, career, job, and college and university planning.

The Transfer and Career Center is located in the E Building, and the phone number is (805) 654-6473 or (805) 654-6411.

Transportation to Campus

Transportation to and from campus is the student's responsibility. The College provides no bus services and makes no payment in lieu of transportation. VISTA bus service (800) 438-1112, provides bus transportation to Ventura and the surrounding communities with daily service to the College. This is the most affordable and hassle-free way to travel to and from the campus. Bus schedules are available in the Student Activities Office or at the phone switchboard in the Administration Building.



The Honor Society at Club Day in the Quad

SPECIAL PROGRAMS

Community Education

CIVIC CENTER (FACILITY RENTALS)

The Community Education Program extends the educational, cultural, and recreational programs of Ventura College by offering short-term classes, workshops, lectures, tours and other events which enrich the lives of individuals in our community. All Community Education events are noncredit and must be supported by fees, tuition, and other charges. No tax revenues of any sort support the Community Education Program. For information or to register for Community Education classes, please call (805) 654-6459.

The Community Education Office also coordinates the use of college facilities by off-campus organizations as authorized by the Civic Center Act. For information about facility usage, please call (805) 654-6400, ext. 2232. Both the Community Education Office and the Civic Center Office are located in the Ventura College Institute for Community and Professional Development (ICPD) located at 71 Day Road.

Customized Services to Agencies / Vocational Programs

Customized training programs are available through the Institute for Community and Professional Development. Agencies desiring support services for their clients will be charged a fee if such services are not normally provided to regular students. For additional information, please call (805) 648-8904.

East Campus

(805) 525-7136

Offices: 115 Dean Drive, Suite A, Santa Paula

Classrooms: 105-107 Dean Drive, Santa Paula

Monday - Thursday: 8:00 a.m. to 7:00 p.m.

Friday: 8:00 a.m. to 6:00 p.m.

Ventura College East Campus offers an extensive English-as-a-Second Language (ESL) program as well as a wide variety of general education and vocational classes and programs at the Dean Drive location and at the local high schools. The vocational programs include computer office assistant, CNA training, medical assisting, and child development. The general education courses meet graduation and transfer requirements for students who are working toward an associate's or bachelor's degree. The ESL classes help students whose first language is not English acquire the speaking, reading, and writing skills needed to function at work, in college, and in the community.

Educational Assistance Center

The Educational Assistance Center promotes the educational and vocational potential of students with disabilities through their integration into the mainstream of college life. Students with mobility, learning, visual, hearing, communication and psychological disabilities, as well as acquired brain injuries and other health impairments, are eligible to apply for the support services that are needed to fully participate in the educational process.

Services offered include academic, vocational, disability-related and personal counseling, assessment of learning skills, handicapped parking permits, mobility assistance, classroom accommodations, and early one-stop registration at the Educational Assistance Center.

In addition to courses offered by the Learning Skills Program and High-Tech Center, special courses are available in Braille, job seeking skills and adapted physical education. Accommodations provided for students in mainstream classes include alternative testing, tutoring, notetakers, sign language interpreters, alternate media, assistive devices, mobility assistance, assistive technology, college and classroom materials in alternate formats, and other accommodations based on the functional limitations caused by the student's disability.

The Educational Assistance Center is located in the FL building. For information, call (805) 654-6300; (805) 642-4583 (TTD).

•Assistive Technology Training Center for Students with Disabilities

The Assistive Technology Training Center (ATTC) is designed to teach all students with disabilities about the latest in computer access devices and instructional software, including speech synthesizers, screen enlargers, adapted keyboards, voice-input systems, text to speech software, Braille printers and adapted word processing programs. The ATTC is currently located in J-5, but will move into the new Learning Resources Center when it is completed. The ATTC is staffed by specially trained instructors and aides. Students can register for a variety of classes in Assistive Computer Technology. Some open lab hours are also available. For further information, phone (805) 654-6415 or TTY (805) 642-4583.

•Learning Skills Program

Students who have a history of delayed academic achievement, or have had a great deal of difficulty mastering basic skills, may wish to inquire about the special services provided by the Learning Skills Program. An assessment of learning skills can be administered to determine whether a student qualifies for extra academic support services and/or special instruction in the Learning Skills courses.

The program emphasizes individualized instruction, teaching to the dominant learning style and allowing the student to learn at his or her own pace. Special classes in reading, writing, math, study skills, memory power, creative thinking, visualization and perception, learning strategies, vocabulary building, spelling improvement and personal development are offered. For further information or an appointment for a learning assessment screening, call the Educational Assistance Center at (805) 654-6300.

Emeritus Institute

The Emeritus Institute is designed to encourage lifelong learning. Emeritus Institute classes are companion courses to regular courses offered at the College. Students enrolled in Emeritus Institute courses pay no in-state enrollment fees, take no tests, and do no homework. Emeritus Institute courses are not available for transferable credit or applicable towards any degree or certificate.

International Students Program

The International Studies Office assists about 200 International Students attending under an F-1 Visa (Student Visa) from countries around the world: Japan, Germany, Sweden, Hungary, Morocco, Kenya, South Korea, Indonesia, Taiwan, Brazil, Argentina, Ecuador, Sri Lanka and many more. The Office assists students with admission, assessment, orientation, immigration matters, housing, academic advising, and counseling for new and continuing students. International students under F-1 Visa must meet the following application deadlines: Fall semester: June 15; Spring Semester: November 15; Summer session: April 15. If you have any questions, please contact the International Students Office, (805) 654-6313.

Math Center

The Math Center is staffed by instructors and tutors, and serves the students in three capacities: (1) individualized instruction is available for MATH V09 (Beginning Mathematics); (2) drop-in tutoring is available for all math courses; (3) the Center provides an environment for group study with the security of instructors and tutors nearby, should the group need assistance. The Math Center is located in room SCI-225.

MESA

The Mathematics, Science, Engineering Achievement (MESA) California Community College Program (CCCP) is an academic program designed to encourage educationally disadvantaged community college students to excel in math, engineering and science so they can transfer to four-year institutions as majors in these fields. MESA CCCP Centers are located on community college campuses throughout the state and serve over 3,000 students. The program is a collaboration between MESA and the California Community College Chancellor's Office. The MESA CCCP model for Ventura College was established in 2000. Call (805) 654-6337 for information.

Middle College Academy

Ventura College, in partnership with specific area high schools, offers a Middle College Academy that allows motivated high school students to attend college classes while still in high school. Middle College Academy programs have been adopted by participating high schools and community colleges throughout the country, allowing high school students to earn college credit, explore career options and take advanced courses not offered on the high school campus. Call the Middle College Academy at (805) 654-6321 for more information on participating high schools and enrollment in the program.

State of California Department of Rehabilitation Assistance

The State of California Department of Rehabilitation (DR) provides assistance for the vocational training and placement of individuals with physical or mental disabilities. Emphasis is on serving individuals with the most severe disabilities.

WHAT ASSISTANCE IS PROVIDED? The DR may provide financial assistance for tuition, books, supplies and transportation relating to vocational training. There is no fee for services provided.

WHO CAN RECEIVE ASSISTANCE? Eligibility for DR services is determined by the DR office and is based on the existence of a physical or mental disability that results in a substantial impediment to employment. Apply to the State of California Department of Rehabilitation; 1304 E. Main St., Suite A, Ventura, 93003; 1701 Pacific Avenue, Suite 120, Oxnard, 93033 or 325 E. Hillcrest Drive, Suite 140, Thousand Oaks, 91360.

A Department of Rehabilitation counselor is also available for appointments on campus in the Educational Assistance Center Office on a periodic basis. Call (805) 654-6300 for an appointment.

The Department of Rehabilitation in collaboration with EAC offer a Workability III program for DR clients/students to provide assistance with seeking employment.

Training Through the Workforce Investment Act and Private Rehabilitation

Ventura College is committed to serving special student populations, referred by local, county, state, federal and private agencies. Examples include students who are referred through the Business and Employment Services Division of the County of Ventura (BESD), which administers the Workforce Investment Act (WIA), as well as those referred through private rehabilitation firms. The College provides support services which include assistance with registration, assessment, counseling, financial aid, and customized vocational planning. For more information about BESD, the WIA, or customized training, please call the Ventura Institute for Community and Professional Development at (805) 648-8904.



Observation of Day of Remembrance for September 11

DEGREES, PROGRAMS, TRANSFER INFORMATION

DEGREES

Graduation Requirements

As authorized by the California Education Code and Title V of the California Administrative Code, the Ventura County Community College District Governing Board confers the Associate in Arts degree, the Associate in Science degree, and Certificates of Achievement on students who provide the required transcripts, meet the respective requirements as listed below, and who file with the appropriate College office an application for a degree and/or certificate.

Associate in Arts Degree Associate in Science Degree

Basic Requirements

1. **Competency:** Demonstrated competency in reading, written expression, and in mathematics as specified below.
2. **Units:** Completion of at least 60 semester units of degree-applicable college work.
3. **Scholarship:** A cumulative grade point average of not less than 2.0 in all degree-applicable college and university work attempted.
4. **General Education:** Completion of the general education requirements as specified below.
5. **Residency:** Completion of the last 12 semester units in residence at the college granting the degree selected from courses required for graduation, if in attendance at the time of qualifying for graduation. If the student designates a specific major, then at least 6 of the 12 units must be selected from major courses.

If not in attendance at the time of qualifying for graduation, completion of 24 units in residence at the colleges of the Ventura County Community College District to include at least 12 semester units in residence at the college granting the degree, selected from courses required for graduation. If the student designates a specific major, then at least 6 of the 12 units must be selected from major courses.

The governing board may make exceptions to the residency requirements in any instance in which it is determined that an injustice or hardship would otherwise be placed upon an individual student.

Specific Major (A.A. or A.S.)

- I. General Education Requirements
 - A. Natural sciences — a minimum of 6 units
 1. One course in a biological science
 2. One course in a physical science
 - B. Social and behavioral sciences — a minimum of 6 units
 1. One course in American history and institutions
 2. One other course in social and behavioral sciences
 - C. Humanities — a minimum of 6 units
 1. One course in fine or performing arts
 2. One other course in humanities
 - D. Language and rationality — a minimum of 6 units
 1. One course in English composition
 2. One course in communication and analytical thinking

- E. Health/physical education — a minimum of two courses
 1. One course in health education
 2. One course in physical activity
- II. Major: Completion of all courses (at least 18 semester units) required in a curriculum specified in the college catalog.

General Liberal Arts and Sciences Degree (A.A.)

- I. General Education Requirements
 - A. Natural sciences — a minimum of 6 units
 1. One course in a biological science
 2. One course in a physical science
 - B. Social and behavioral sciences — a minimum of 6 units
 1. One course in American history and institutions
 2. One other course in social and behavioral sciences
 - C. Humanities — a minimum of 6 units
 1. One course in fine or performing arts
 2. One other course in humanities
 - D. Language and rationality — a minimum of 6 units
 1. One course in English composition
 2. One course in communication and analytical thinking
 - E. Health/physical education — a minimum of two courses
 1. One course in health education
 2. One course in physical activity
- II. In addition to the general education requirements listed above, completion of at least 12 additional units selected as follows: 9 units from the natural sciences and/or social and behavioral sciences and/or humanities and/or language and rationality areas; and 3 units from the designated ethnic/women's studies course list (cannot be "double-counted"). Completion of the degree requires a total of at least 36 units in the four areas as well as two courses from the health/physical education area.

Transfer Students - General Liberal Arts and Sciences Degree (A.A.)

All transfer students may earn a general liberal arts and sciences degree by doing one of the following:

- I. Completion of the college's general liberal arts and sciences AA degree pattern above; or,
- II. Completion of at least 36 units of coursework selected from the general education/breadth pattern of a transfer institution, and/or from transfer courses required in preparation for the student's selected major.

At a minimum, the 36 units must include the general education courses specified below:

- A. Natural sciences -- a minimum of 3 units
- B. Social and behavioral sciences -- a minimum of 3 units
- C. Humanities -- a minimum of 3 units
- D. Language and rationality -- a minimum of 6 units
 1. English composition -- one course
 2. Communication and analytical thinking -- one course
- E. Health/physical education -- a minimum of two courses
 1. Health education -- one course
 2. Physical activity -- one course
- F. Ethnic/women's studies -- one course which cannot be "double-counted" to satisfy other general education requirements above. NOTE: The completion of this degree does not necessarily make the student eligible to transfer to a four-year college or university. For transfer requirements, consult the College Catalog and your counselor.

General Education Philosophy Statement

General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of the college that those who receive our degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons should be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, general education should lead to better self-understanding.

This understanding involves the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, students should possess sufficient depth in some field of knowledge to contribute to lifetime interest.

To meet the objectives of general education:

A. Courses in the natural sciences are those that help students examine the physical universe, its life forms, and its natural phenomena; and develop an understanding and appreciation of the scientific method and of the relationships between science and other human activities.

B. Courses in the social and behavioral sciences help students develop an understanding of the method of scientific inquiry used in the social and behavioral sciences; stimulate in students critical thinking about human behavior; and promote an appreciation of how societies and social subgroups have operated in the past and function in the present.

C. Courses in the humanities help students develop an awareness of how people of different cultures throughout the ages have responded to themselves, other people, and their environment in artistic and cultural creation; develop aesthetic understanding and the ability to make value judgments; and participate in creative experiences.

D. Courses in language and rationality help students develop principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol systems the students use.

E. Courses in health and physical activity help students develop the understanding and skills necessary to maintain a healthful life.

F. Courses in ethnic and women's studies help students develop an awareness of the historical roots and an appreciation of the cultural contributions of diverse ethnic populations and women; lead to an understanding of the causes and consequences of socio-economic inequality based on race, sex or ethnicity; and explore ways of eliminating such inequalities.

Associate Degree General Education Courses 2004-2005

- A. **NATURAL SCIENCES** - a minimum of 6 units
1. One course in biological science
AG V03, V04, V54; **ANAT** V01; **ANPH** V01; **ANTH** V01, V01L; **BIOL** V01, V01L, V03, V04, V10, V12, V14, V18, V29, V29L; **MICR** V01; **PHSO** V01; **PSY** V03.
 2. One course in physical science
AST V01, V02; **CHEM** V01A, V01AL, V01B, V01BL, V10, V10L, V12A, V12AL, V12B, V12BL, V20, V20L, V21, V21L; **GEOG** V01, V01L, V05; **GEOI** V02, V02L, V03, V07, V11; **PHSC** V01; **PHYS** V01, V02A-V02AL, V02B-V02BL, V03A-V03AL, V03B-V03BL, V04-V04L, V05-V05L, V06-V06L.
- B. **SOCIAL AND BEHAVIORAL SCIENCES** - a minimum of 6 units
1. One course in American history and institutions
AES V02A, V02B, V22, V40A, V40B, V63; **HIST** V02A, V02B, V03A, V03B, V04B, V05A, V05B, V07A, V07B, V12, V16, V17; **POLS** V01, V03.
 2. One other course in social and behavioral sciences
AES V01, V02A, V02B, V11, V20, V21A, V21B, V22, V23, V24, V40A, V40B, V41, V42A, V42B, V61, V62, V63; **ANTH** V02, V03, V04, V06, V07; **AAS** V01; **BUS** V30; **CHST** V01, V02, V24; **CD** V61; **CJ** V01, V02, V15; **ECON** V01A, V01B; **GEOG** V02, V06; **HIST** V01A, V01B, V02A, V02B, V03A, V03B, V04A, V04B, V05A, V05B, V07A, V07B, V08, V09, V10A, V10B, V12, V13, V14A, V14B, V15, V16, V17, V18A, V18B, V19, V20; **HEC** V22, V23, V24; **JOUR** V01; **POLS** V01, V02, V03, V04, V05, V09, V10, V11, V14, V15, V16; **PSY** V01, V02, V05, V07-V07L, V15, V25, V29, V30, V31; **SOC** V01, V02, V03, V04, V05, V07, V24, V31.
- C. **HUMANITIES** - a minimum of 6 units
1. One course in fine or performing arts
AES V10, V12, V65; **ART** V01, V02A, V02B, V03, V04, V05, V06, V07, V08, V11A, V12A, V13A, V19, V51A; **HEC** V05A; **MUS** V01, V03, V06, V07, V08, V09A, V09B; **PHOT** V01, V02, V07; **THA** V01, V02A, V20, V29.
 2. One course in humanities
AES V30, V31; **ENGL** V01B, V02B, V07A, V07B, V10, V11A, V15, V16, V21A, V21B, V22A, V22B, V23, V26, V30, V31, V32A, V32B, V33, V34, V132A, V132B, V133, V134; **FREN** V01, V02, V03, V04, V51A, V51B, V51C; **GERM** V01, V02, V03, V04, V51A, V51B, V51C; **HIST** V01A, V01B, V18A, V18B; **IDS** V08; **ITAL** V01, V02, V51A, V51B; **JAPN** V01, V02, V51A, V51B; **PHIL** V01, V02, V03A, V03B, V04, V06A, V06B; **READ** V02B; **SL** V10A, V10B, V10C; **SPAN** V01, V02, V03, V03S, V04, V04S, V10A, V10B, V20, V51A, V51B, V71; **SPCH** V05; **THA** V23, V30A.
- D. **LANGUAGE AND RATIONALITY** - a minimum of 6 units
1. One course in English composition
BUS V44, V45; **ENGL** V01A, V02A; **JOUR** V05A, V105; **SUP** V81.
 2. One course in communication and analytical thinking
BUS V06; **BIS** V40; **CS** V04, V11, V15, V17, V20, V22, V30, V32, V40, V80, V82, V86; **DRFT** V03; **ENGL** V01B; **MATH** V01, V02, V03, V04, V05, V11B, V20, V21A, V21B, V21C, V24, V30, V38, V40, V44, V45, V46A, V46B, V52; **PHIL** V04, V05; **PSY** V04; **READ** V01, V02A; **SPCH** V01, V10, V15.
- E. **HEALTH/PHYSICAL EDUCATION** - a minimum of 2 courses
1. One course in health education
HED V93, V95.
 2. One course in physical activity
AES V15; **CJ** V10-V12B; **DANC** V10-V50; **EAC** V21, V25-V28; **HED** V85, V92, V94, V97; **HEC** V10, V97; **PE** V01-V22, V30-V87, V91-V94, V97-V99; **REC** V41; **THA** V14.

*F. **ETHNIC/WOMEN'S STUDIES** - a minimum of one course
AES V01, V02A, V02B, V10, V11, V20, V21A, V21B, V22, V23, V24, V30, V31, V40A, V40B, V41, V42A, V42B, V61, V62, V63, V65; **ANTH** V02, V04, V06; **ART** V03, V07, V08; **AAS** V01; **CHST** V01, V02, V24; **ENGL** V02B, V32A, V32B, V33, V34, V132A, V132B, V133, V134; **HIST** V02A, V02B, V03A, V03B, V04B, V05A, V05B, V10A, V10B, V12, V13, V14A, V14B, V15, V17, V19; **MUS** V03; **POLS** V11, V14; **PSY** V30; **READ** V02B; **SOC** V03, V04, V24; **SPAN** V20, V71.

*General liberal arts and sciences degree only; not required for other degrees.

Competency Requirements

Students must demonstrate competence in reading, in written expression, and in mathematics:

- Reading:** minimum competency in reading is satisfied by completion of the requirements for the associate degree.
- Written expression:** minimum competency in writing is satisfied by completion of the requirements for the associate degree.
- Mathematics:** minimum competency in mathematics is satisfied by successful completion (A,B,C, or CR) of a mathematics course in elementary algebra (or a higher level mathematics course) which includes demonstrated ability to:
 - perform operations with real numbers;
 - solve linear equations and inequalities of one variable;
 - perform operations with polynomials;
 - solve rational equations or quadratic equations;
 - solve problems containing ratios;
 - solve equations containing proportions; and
 - graph linear equations

Please visit a counselor for information on options for meeting the mathematics requirement.

Internal Certification of General Education Requirements

General education requirements for the A.A./A.S. degrees may be partially or fully certified by the college within the district where the work was completed. If a student does not obtain certification, then he or she must meet the requirements of the college granting the degree.

Graduation Application Procedures

Students may apply for graduation by scheduling a counseling appointment to submit an application for graduation. The student may elect to be either a Fall graduate, a Spring graduate, or a Summer graduate, depending upon the completion of all necessary graduation requirements; however, formal graduation ceremonies are conducted only at the conclusion of each academic year. The deadline dates for submission of graduation applications are printed in the Ventura College Schedule of Classes. If for any reason a student fails to submit an application prior to the published deadline, he or she may submit the application for the following graduation period.

Guidelines for Additional Degree

Any college in the Ventura County Community College District will award an additional associate degree under the following conditions:

1. A student who has earned an associate degree at any regionally accredited institution may earn an additional associate degree.

2. A student who holds a higher degree from any regionally accredited institution may earn an associate degree in a specific major (this excludes the Associate in Arts in general liberal arts and sciences).
3. General education requirements earned for one degree may be applied toward another degree.
4. A candidate for an additional degree must complete 12 or more units of credit, in residence, at Ventura College concurrent with or after the completion of requirements for the first associate degree. In addition, a candidate must be in attendance at Ventura College in the semester during which graduation requirements for the additional degree are completed.
5. A student must complete all the required courses listed in the catalog for the specific majors. In the event that unmet requirements for a specific major do not total 12 units, a student must complete the remaining units from electives listed under the major or courses as approved by the appropriate division.
6. In the case of degrees offering two or more options, a student may earn an additional degree within the same field by completing the requirements for that option (the additional degree) and all other requirements specified herein.

Appeals to the above policy may be submitted to the Dean of Student Development. Waivers may be granted under extenuating circumstances or when there has not been sufficient opportunity to enroll in required courses.

Certificates of Achievement

A Certificate of Achievement will be granted in specific vocational areas to any student who meets the following requirements:

1. **Scholarship:** A cumulative grade point average of not less than 2.0 in all college and university coursework attempted.
2. **Major:** Completion of all courses required in a curriculum specified in the College Catalog.
3. **Residency:** Completion of at least 12 semester units in residence at the college granting the certificate.
4. **Application for Certificate:** The student must file a formal written application in the Counseling Office. Work counted toward the granting of a certificate by one college cannot be used at another college for a duplicate certificate.

Certificates of Completion

A Certificate of Completion may be awarded to a student upon successful completion of a course or series of courses as designated in the College Catalog. Successful completion is defined as satisfactory (2.0) scholarship. Certificates of Completion are granted by selected instructional departments of the College. Some are specified following the programs set forth under Associate Degree and Certificate of Achievement major requirements. Others are specified in the announcement of courses section of this Catalog as a part of individual course descriptions. Consult your instructor for further information.

Transfer Requirements

The completion of general education and major requirements for an associate degree ordinarily does not make the student eligible to transfer to a four-year college or university. For transfer requirements, consult the transfer information section of the College Catalog and your counselor.

VENTURA COLLEGE

2004-2005

Curriculum	<i>courses</i>	<i>Associate degree</i>	<i>certificate</i>	Curriculum	<i>courses</i>	<i>Associate degree</i>	<i>certificate</i>
Accounting	X	X	X	Health Education	X		
African-American Studies	X			Health Information Technology	X	X	
Agricultural Sciences	X	X	X	Health Science	X		X
Anthropology	X			History	X		
Aquatics	X		X	Home Economics	X	X	X
Architecture	X	X	X	Home Health Aide	X		X
Art	X	X	X	Human Services	X	X	X
Asian-American Studies	X			IBM's UNIX	X		
Astronomy	X			Interior Design	X		X
Automotive	X	X	X	International Studies	X	X	X
Bilingual/Cross-Cultural Studies	X	X		Internship	X		
Biological Sciences	X	X	X	Italian	X		
Biotechnology	X	X	X	Japanese	X		
Bookkeeping	X		X	Journalism	X	X	X
Business Administration	X	X	X	Liberal Studies	X		
Business Information Systems	X		X	Machine Technology	X	X	X
Ceramics	X	X	X	Manufacturing Technology	X		X
Certified Nurse Assistant (CNA)	X		X	Mathematics	X		
Chemistry	X			Medical Assistant	X	X	X
Chicano Studies	X			Microcomputers	X		X
Child Development	X	X	X	Multimedia	X	X	X
Cisco	X		X	Music	X	X	X
Clerical	X	X	X	Native-American Studies	X		
Commercial Art	X	X	X	Natural Resources	X	X	X
Communication	X			Nursing	X	X	
Computer Information Systems	X	X	X	Oracle	X		X
Computer Science	X	X	X	Paramedic Studies	X	X	X
Construction Technology	X	X	X	Philosophy	X		
Criminal Justice	X	X	X	Photography	X	X	X
Dance	X			Physical Education	X		
Drafting	X	X	X	Physics	X		
Drama	X	X	X	Political Science	X		
Economics	X			Pre-Law	X		
Education	X			Pre-Medicine	X		
Emergency Medical Services	X	X	X	Pre-Veterinary Medicine	X		
Engineering	X	X	X	Psychology	X		
English	X			Recreation	X	X	X
English as a Second Language	X			Secretarial	X	X	X
Environmental Horticulture	X	X	X	Sign Language/American Sign Language	X		
Environmental Studies	X		X	Sociology	X		
Ethnic Studies	X			Spanish	X		
Fashion Design and Merchandising	X	X	X	Special Education	X		
Fine Art	X	X	X	Speech Communications	X		
Floristry	X		X	Supervision	X	X	X
French	X			Technology	X		
General Liberal Arts and Sciences	X	X		Theatre Arts	X	X	X
Geographic Information Services (GIS)	X		X	Water Science	X	X	X
Geography	X			Welding Technology	X	X	X
Geological Sciences	X			Women's Studies	X		
German	X			Work Experience	X		
Guidance	X						

PROGRAMS

Ventura College offers a wide variety of general and occupational programs leading to a Certificate of Achievement or an Associate Degree. These programs, which can be completed in two years or less, prepare the graduate for many excellent career opportunities in the community. Ventura College offers designated degrees and certificates in the following areas:

Associate in Arts Degrees and Certificates of Achievement

*General Liberal Arts and Sciences
Bilingual/Cross-Cultural Studies
Biological Sciences
Ceramics
Fine Art
Human Services
International Studies
Journalism
Music
Photography
Recreation
Theatre Arts

*No Certificate of Achievement awarded.

Associate in Science Degrees and Certificates of Achievement

Accounting
Agricultural Plant Science
Architecture
Automotive Technology
Biological Sciences - options: biotechnology; plant biotechnology
Business: General
Business Management - options: management; marketing and merchandising
Child Development
Clerical
Commercial Art
Computer Information Systems
Computer Science - options: bioinformatics; C; C++; database programming; Java; multimedia programming for gaming; visual basic; Web programming
Construction Technology - options: building inspection; construction management
Criminal Justice - options: academic; academy
Drafting Technology - options: electronic drafting and manufacturing; industrial design and manufacturing
Emergency Medical Services: Paramedic Studies
Engineering
Environmental Horticulture - options: landscape architecture and city and regional planning; landscape construction and management; nursery and greenhouse management; turfgrass and park management
Fashion Design and Merchandising - options: design; merchandising

*Health Information Technology
Home Economics
+Landscape Management
Machine Technology
Medical Assistant
Multimedia - options: architecture; business; graphics; programming; Web development
Natural Resources
*Nursing
Physical Science: Engineering Technology
Secretarial
Supervision
Water Science - options: wastewater; water
Welding Technology

*No Certificate of Achievement awarded.
+No Associate in Science degree awarded.

Certificates of Completion

Ventura College offers these certificates, awarded by the department, to students who complete a designated course or series of courses which total less than 18 units. Certificates of Completion are available in the following fields:

Agriculture
Applied CNC Machine Operator
Aquatics
Art
Automotive Technology
Biotechnician
Bookkeeping
Certified Nurse Assistant
Cisco Networking Associate
Computerized Office
Criminal Justice
Drafting
Emergency Medical Technician
Environmental Studies
Floristry
Geographic Information Systems
Health Sciences Administration
Home Health Aide
Human Services
Interior Design
Keyboarding
Lifeguard Training
Machine Shop
Mechanical Inspection
Medical Assistant
Medical Terminology
Medical Transcription
Microcomputer Keyboarding
Microcomputers: Business Applications
Multimedia
NAUI Instructor
Office Skills Training
Oracle Database Administrator
Photography
SCUBA Diving
Water Safety Instructor

Other Programs

The Ventura County Community College District offers other programs of occupational instruction at Moorpark and Oxnard Colleges which are open to all district residents.

MOORPARK COLLEGE: computerized composition; exotic animal training and management; graphics; Jewish studies; medical coding specialist; medical reimbursement specialist; radiologic technology; and, women's studies.

OXNARD COLLEGE: addictive disorders studies; air conditioning/refrigeration; applied electronics; automotive body and fender; dental hygiene; fire academy; fire technology; hazardous materials; hotel and restaurant management; international business; interpretation: American sign language & English; legal assisting; and, travel and tourism.

Continuous Enrollment

A student remaining in continuous enrollment in regular sessions (Fall and Spring semesters; Summer session not counted), at one or more of the colleges of the Ventura County Community College District (VCCCD) or at any other regionally accredited college or university, may meet the VCCCD graduation requirements in effect at the time of his or her entering or at any time thereafter. This applies only to graduation requirements and to the remedial coursework limitations policy.

Continuous enrollment is defined as attendance in at least one semester each calendar year. Any academic record symbol entered on a transcript (A through F, CR, NC, I, IP, RD, W) shall constitute enrollment or attendance.

A student who has not maintained continuous enrollment is considered to be under new requirements unless the student is granted a petition/waiver for extenuating circumstances. This petition must be initiated by the student through a college counselor and approved by the appropriate dean or designee.

Students must be aware that other governing agencies impose more restrictive limitations concerning the definitions of continuous enrollment or continuous attendance. Some agencies define continuous enrollment as remaining in attendance both Fall and Spring semesters. Some will not accept selected academic record symbols (such as W's). Those affected by more restrictive guidelines include students receiving financial aid and foreign students.

Double Counting

When a course(s) required for a specific major is also on the list of approved general education courses, the course(s) may be used to satisfy both major and general education requirements, if the student satisfies the minimum 18-unit requirement for the major.

Variance in Major Requirements

Occasionally a student may have difficulty in completing exact major requirements as specified in the Ventura College Catalog due to circumstances of class scheduling conflicts, class cancellation, or related but nonequivalent coursework taken outside of this college district. Under such circumstances, a student may file a petition to seek approval from the appropriate college officials to substitute one or more courses for the designated major course or courses in question. It is also possible that a student may demonstrate competency in subject matter covered by a required course or courses (for example, computer literacy or foreign language). In this case, a student may file a petition to seek approval to waive one or more required courses for a designated major. The petition for this purpose, Petition for Variance, is available in the Counseling Office.

Associates in Arts Degrees and Certificates of Achievement

Major Requirements

General Liberal Arts and Sciences* +

REQUIRED COURSES:	Units
Natural sciences	6
Biological science, one (1) course	
Physical science, one (1) course	
Social and behavioral sciences	6
American history and institutions, one (1) course	
Social and behavioral sciences, one (1) other course	
Humanities	6
Fine or performing arts, one (1) course	
Humanities, one (1) other course	
Language and rationality	6
English composition, one (1) course	
Communication and analytical thinking, one (1) course	
Ethnic/women's studies	3
General liberal arts and sciences	9
Health/physical education, two (2) courses	4-6
Health education, one (1) course	
Physical activity, one (1) course	
	40-42

*No Certificate of Achievement awarded.

+ Transfer Students

All transfer students may earn a general liberal arts and sciences degree by completing one of the following patterns:

1. Completion of the associate degree pattern specified above; or
2. Completion of at least 36 units of coursework selected from the general education/breadth patterns of a transfer institution, and/or from transfer courses required in preparation for the student's selected major, and the competency requirements specified. At a minimum, general education courses must include: natural sciences (3 units); social and behavioral sciences (3 units); humanities (3 units); courses in language and rationality from English composition (3 units) and from communication and analytical thinking (3 units); one course in health education and one course in physical activity; and one course from ethnic/women's studies which cannot be "double-counted" to satisfy other general education requirements above.

BILINGUAL/CROSS-CULTURAL STUDIES

REQUIRED COURSES:		Units
AES V20/CHST V01	Introduction to Chicano Studies	3
AES V22/HIST V12	United States History: Focus on Chicanos	3
ENGL V01A	English Composition	5
ENGL V01B	Critical Thinking and Composition through Literature	3
HED V93	Health and Wellness	3
SPAN V02	Elementary Spanish II	5
REQUIRED ADDITIONAL COURSES:		
Select one (1) of the following courses:		
AES V21A/HIST V10A	The Heritage of Mexico I	3
AES V21B/HIST V10B	The Heritage of Mexico II	3
HIST V04B	History of the Americas II	3
Select one (1) of the following:		
SPAN V01	Elementary Spanish I	5
SPAN V10A & V10B	Fundamentals of Spanish IA & IB	3-3
Select one (1) of the following courses:		
SPAN V03	Intermediate Spanish I	5
SPAN V03S	Spanish Heritage Language I	5
		35-36

Recommended courses: AES V10, V11, V31; ART V03; HIST V04A; MATH V38, V40; PSY V05; SOC V03; SPAN V20.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

BIOLOGICAL SCIENCES

REQUIRED COURSES:		Units
BIOL V03	Introduction to Organismal and Environmental Biology	5
BIOL V04	Introduction to Cell and Molecular Biology	5
CHEM V01A-V01AL	General Chemistry I & Laboratory	3-2
CHEM V01B-V01BL	General Chemistry II & Laboratory	3-2
REQUIRED ADDITIONAL COURSES:		
Select one (1) of the following courses:		
MATH V20	Precalculus Mathematics	5
MATH V21A	Calculus with Analytic Geometry I	5
Select one (1) of the following groups and complete all courses listed:		
GROUP A		
PHYS V02A-V02AL	General Physics I & Laboratory	4-1
PHYS V02B-V02BL	General Physics II & Laboratory	4-1
GROUP B		
PHYS V03A-V03AL	General Physics I: Calculus-based & Laboratory	4-1
PHYS V03B-V03BL	General Physics II: Calculus-based & Laboratory	4-1
		35

Recommended courses: ANAT V01; CHEM V12A-V12AL, V12B-V12BL; MATH V21B, V21C, V24; MATH V44 or PSY V04; MICR V01; PHSO V01. Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

CERTIFICATE OF COMPLETION ENVIRONMENTAL STUDIES

(Awarded by the Department)

REQUIRED COURSE:		Units
BIOL V10	Introduction to Environmental Issues	3
REQUIRED ADDITIONAL COURSES:		
Select four to five (4-5) units from the following courses:		
BIOL V01-V01L	Principles of Biology & Laboratory	3-1
BIOL V03	Introduction to Organismal and Environmental Biology	5
BIOL V29-V29L	Marine Biology & Laboratory	3-1
MICR V01	General Microbiology	5
Select three to four (3-4) units from the following courses:		
CHEM V01A	General Chemistry I	3
CHEM V10	The Chemical Environment	4
CHEM V20	Elementary Chemistry	4
GEOG V01-V01L	Elements of Physical Geography & Laboratory	3-1
GEOLOG V02-V02L	Physical Geology & Laboratory	3-1
GEOLOG V11	Introduction to Oceanography	3
Select three (3) units from the following courses:		
ECON V01A	Principles of Macro-Economics	3
ECON V01B	Principles of Micro-Economics	3
GEOG V02	Elements of Cultural Geography	3
IDS V08	Ethics in Modern Society	3
PHIL V02	Introduction to Ethics	3
POLS V01	American Government	3
PSY V31/SOC V31	Introduction to Social Psychology	3
SOC V01	Introduction to Sociology	3
SOC V02	Social Problems	3
SOC V07	Sociological Analysis	3
Select two (2) units from the following:		
Courses listed above; or Directed Studies courses; or Courses approved by a Petition for Variance.		2
		15-17

CERAMICS

REQUIRED COURSES:		Units
ART V02A-V02B	Introduction to the History of Western Art I & II	3-3
ART V11A	Color and Design: Two-Dimensional Design	3
ART V12A	Drawing and Composition I	3
ART V13A	Life Drawing I	3
ART V19	Three-Dimensional Design	3
ART V25A	Beginning Sculpture I	3
ART V51A-V51B	Beginning Ceramics I & II	3-3
ART V52A-V52B	Ceramic Design I & II	3-3
ART V53A	Ceramic Glaze Theory I	2
REQUIRED ADDITIONAL COURSE:		
Select one (1) of the following courses:		
ART V41A	Relief Printmaking I	3
ART V43A	Silkscreen Printmaking I	3
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Recommended courses: ART V11B, V12B, V13B, V16A, V16B, V25B, V28A, V28B, V30A, V30B, V53B, V53C, V54A, V54B, V55A, V55B; PHOT V01, V04A.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

FINE ART

REQUIRED COURSES:		Units
ART V02A-V02B	Introduction to the History of Western Art I & II	3-3
ART V11A	Color and Design: Two-Dimensional Design	3
ART V11B	Color and Design: Color Theory and Practice	3
ART V12A-V12B	Drawing and Composition I & II	3-3
ART V13A	Life Drawing I	3
ART V19	Three-Dimensional Design	3
ART V48	Introduction to Printmaking	3

REQUIRED ADDITIONAL COURSES:

Select nine (9) units from the following courses with at least six (6) units from the same area:

ART APPRECIATION/ART HISTORY AREA:

ART V01	Art Appreciation	3
ART V03/AES V10	Introduction to African and Pre-Columbian Art	3
ART V04	Introduction to Renaissance Art	3
ART V05	Introduction to American Art	3
ART V06	Introduction to Modern Art	3
ART V07	Introduction to Women in the Arts	3
ART V08/AES V65	Introduction to Asian Art	3
ART V14A-V14B-V14C	Exploring Visual Arts I & II & III	3-3-3

CERAMICS AREA:

ART V51A-V51B	Beginning Ceramics I & II	3-3
ART V52A-V52B	Ceramic Design I & II	3-3
ART V53A-V53B-V53C	Ceramic Glaze Theory I & II & III	2-2-2
ART V54A-V54B	Special Techniques in Raku, Saggar and Primitive-Style Firing I & II	3-3
ART V55A-V55B	Decorating Techniques for Ceramics I & II	3-3

COMMERCIAL ART AREA:

ART V28A-V28B-V28C	Graphic Communications I & II & III	3-3-3
ART V29A-V29B-V29C	Commercial Illustration and Layout I & II & III	3-3-3
ART V49	Commercial Art Portfolio Development	3
ART V71-V72	Computer Graphics and Design I & II	3-3
ART V73/PHOT V73	Digital Imaging	3
ART V74	Fractal Design Painter	3

DRAWING AREA:

ART V13B-V13C	Life Drawing II & III	3-3
ART V18AB/FDM V18AB	Figure Illustration I & II	3-3
ART V31A-V31B	Head Drawing I & II	3-3
ART V32A-V32B	Ink Techniques I & II	3-3
ART V33A-V33B	Intermediate Head Drawing I & II	3-3
ART V34A-V34B-V34C	Two-Dimensional Mixed Media I & II & III	3-3-3

PAINTING AREA:

ART V15A-V15B-V15C	Life Painting I & II & III	3-3-3
ART V16A-V16B	Beginning Oil Painting I & II	3-3
ART V20A-V20B	Intermediate Oil Painting I & II	3-3
ART V36A-V36B	Head Painting I & II	3-3
ART V37A-V37B	Watercolor Painting I & II	3-3
ART V39A-V39B	Intermediate Head Painting I & II	3-3
ART V40A-V40B	Intermediate Watercolor Painting I & II	3-3

FINE ART continued

		Units
ART V46A-V46B	Beginning Acrylic Painting I & II	3-3
ART V47A-V47B	Intermediate Acrylic Painting I & II	3-3

PHOTOGRAPHY AREA:

PHOT V01	Beginning Photography	3
PHOT V04A-V04B	Intermediate Photography I & II	3-3
PHOT V06A-V06B	Introduction to Color Photography I & II	3-3
PHOT V08	Principles of Portrait Photography	3
PHOT V09A-V09B	Applied Photography I & II	3-3

PRINTMAKING AREA:

ART V41A-V41B	Relief Printmaking I & II	3-3
ART V42A-V42B	Intaglio Printmaking I & II	3-3
ART V43A-V43B	Silkscreen Printmaking I & II	3-3
ART V44A-V44B	Lithography I & II	3-3
ART V44C	Lithography: Introduction to Color	3
ART V45A-V45B	Intermediate Silkscreen Printmaking I & II	3-3

SCULPTURE AREA:

ART V25A-V25B	Beginning Sculpture I & II	3-3
ART V26A-V26B	Intermediate Sculpture I & II	3-3

TEXTILES AREA:

ART V23A-V23B	Textile Surface Design I & II	3-3
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Recommended courses: ART V10, V21, V27, V79; WEL V27; or any courses listed above not selected for the degree.

For specific majors in ceramics, commercial art or photography, please see these majors in the Catalog.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

HUMAN SERVICES

REQUIRED COURSES:		Units
PSY V01	Introduction to Psychology	3
SOC V01	Introduction to Sociology	3
SOC V50	Introduction to Social Work: Social Welfare Institutions	3
SOC V51	Basic Skills in Social Work Methods I	3

REQUIRED ADDITIONAL COURSE:

Select one (1) of the following courses:

BIOL V01-V01L	Principles of Biology & Laboratory	3-1
BIOL V12	Principles of Human Biology	3

Select one (1) of the following courses:

ECON V01A	Principles of Macro-Economics	3
ECON V01B	Principles of Micro-Economics	3

Select six (6) units from the following courses:

MATH V44	Elementary Statistics	4
PSY V04	Introductory Statistics for the Social and Behavioral Sciences	4
SOC V02	Social Problems	3
SOC V52	Basic Skills in Social Work Methods II	3
SOC V95	Sociology Volunteer Internship	1-4
SOC V96	Sociology Work Experience Internship	1-4

24-25

Recommended courses: AES V11; POLS V08; PSY V05, V15; SOC V03, V07; SOC V15.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

**CERTIFICATE OF COMPLETION
HUMAN SERVICES
Basic Certificate**

(Awarded by the Department)

REQUIRED COURSES:	Units
PSY V01 Introduction to Psychology	3
PSY V15 Introduction to Abnormal Psychology	3
SOC V02 Social Problems	3
SOC V50 Introduction to Social work: Social Welfare Institutions	3
REQUIRED ADDITIONAL COURSE:	
Select one (1) of the following courses:	
HEC V24 Human Development	3
PSY V05 Introduction to Development Psychology	3
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**CERTIFICATE OF COMPLETION
HUMAN SERVICES
Advanced Certificate**

(Awarded by the Department)

REQUIRED COURSES:	Units
SOC V51-V52 Basic Skills in Social Work Methods I & II	3-3
REQUIRED ADDITIONAL COURSES:	
Select one (1) of the following courses:	
POLS V08 Public Administration	3
SOC V01 Introduction to Sociology	3
SOC V03/AES V11 Race and Ethnic Group Relations	3
SPCH V15 Interpersonal Communication	3
SUP V96 Organizational Behavior	3
Select three (3) units from the following courses:	
SOC V95 Sociology Volunteer Internship	1-4
SOC V96 Sociology Work Experience Internship	1-4
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INTERNATIONAL STUDIES

REQUIRED COURSES:	Units
POLS V02 Comparative Government	3
POLS V05 Introduction to International Relations	3
REQUIRED ADDITIONAL COURSES:	
Select one (1) of the following courses:	
ANTH V02 Cultural Anthropology	3
ANTH V06 Anthropology of Women	3
GEOG V02 Elements of Cultural Geography	3
HIST V18A-V18B World History I & II	3-3
HIST V20 Introduction to World History of the 20th and 21st Centuries	3
PHIL V03A-V03B Survey of World Religions: East & West	3-3
POLS V03 Introduction to Political Science	3
REQUIRED FOREIGN LANGUAGE:	
Must demonstrate competency in a modern (currently used in everyday life) foreign language equal to a one-year sequence at the college level	0-10
REQUIRED ADDITIONAL COURSES FOR SPECIALIZATION AREAS:	
Select one (1) of the following areas and complete nine to ten (9-10) units from the required and optional choice lists:	

INTERNATIONAL STUDIES continued

AFRICAN STUDIES AREA:

Required courses:	Units
AES V42A/HIST V14A African History to 1800	3
AES V42B/HIST V14B African History Since 1800	3
Select one (1) of the following courses:	
AES V10/ART V03 Introduction to African and Pre-Columbian Art	3
AES V40A/HIST V03A United States History: Focus on African Americans I	3
AES V40B/HIST V03B United States History: Focus on African Americans II	3
ENGL V33 Introduction to African-American Literature	3

ASIAN STUDIES AREA:

Required courses:	Units
AES V61/HIST V15 Introduction to the History of East Asia	3
PHIL V03A Survey of World Religions: East	3
Select one (1) of the following courses:	
AES V62/AAS V01 Introduction to Asian American Studies	3
AES V65/ART V08 Introduction to Asian Art	3

BUSINESS/ECONOMICS AREA:

Required courses:	Units
BUS V43 Introduction to International Business	3
ECON V01A Principles of Macro-Economics	3
Select one (1) of the following courses:	
ECON V01B Principles of Micro-Economics	3
GEOG V01 Elements of Physical Geography	3
GEOG V02 Physical Geology	3
POLS V16 Government and the Economy	3
PSY V04 Introductory Statistics for the Social and Behavioral Sciences	4

COMMUNICATION/LITERATURE/ARTS AREA:

Required courses:	Units
PSY V30 Multicultural Psychology	3
PSY V31/SOC V31 Introduction to Social Psychology	3
Select one (1) of the following courses:	
AES V11/SOC V03 Racial and Ethnic Group Relations	3
AES V31/SPAN V20 Hispanic Literature in Translation	3
ANTH V02 Cultural Anthropology	3
ANTH V06 Anthropology of Women	3
ART V02A-V02B Introduction to the History of Western Art I & II	3-3
ENGL V30-V31 Survey of World Literature I & II	3-3
ENGL V33 Introduction to African-American Literature	3
ENGL V34 Introduction to Chicano Literature	3
GEOG V02 Elements of Cultural Geography	3
JOUR V01 Mass Communication	3
MUS V03 Introduction to World Music	3
MUS V09A-V09B Music History and Literature I & II	3-3

EUROPE/WESTERN WORLD STUDIES AREA:

Required courses:	Units
HIST V01A-V01B Introduction to Western Civilization I & II	3-3
Select one (1) of the following courses:	
ENGL V30-V31 Survey of World Literature I & II	3-3
PHIL V03B Survey of World Religions: West	3
PHIL V06A-V06B Great Philosophers of the West I & II	3-3
POLS V04 Introduction to Political Theory	3

INTERNATIONAL STUDIES *continued*
INTERNATIONAL POLITICS AND DIPLOMACY AREA:

Required courses:		Units
POLS V14	Global Studies	3
POLS V15	Revolution in the Third World	3
Select one (1) of the following courses:		
HIST V16	United States History: Focus on Foreign Relations	3
HIST V18A-V18B	World History I & II	3-3
POLS V10	The United Nations and World Affairs	4

LATIN AMERICAN/AMERICAN STUDIES AREA:

Required courses:		Units
HIST V04A-V04B	History of the Americas I & II	3-3
Select one (1) of the following courses:		
AES V01/ANTH V04	Indians of North America	3
AES V02A/HIST V05A	United States History: Focus on Native Americans I	3
AES V02B/HIST V05B	United States History: Focus on Native Americans II	3
AES V10/ART V03	Introduction to African and Pre-Columbian Art	3
AES V21A/HIST V10A	The Heritage of Mexico I	3
AES V21B/HIST V10B	The Heritage of Mexico II	3
POLS V09	United States - Mexico Relations	3
POLS V11	Government and Politics of Mexico	3

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Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

JOURNALISM

REQUIRED COURSES:		Units
JOUR V01	Mass Communication	3
JOUR V05A	Communication Skills Through Writing I	3
JOUR V10A	Creating a Publication I	4
JOUR V15A/ENGL V51	Editing I	3
REQUIRED ADDITIONAL COURSES:		
Select nine (9) units from the following courses:		
JOUR V05B	Communication Skills Through Writing II	3
JOUR V10B	Creating a Publication II	4
JOUR V11A-V11B	Creative Publication Design I & II	4-4
JOUR V15B	Editing II	3
JOUR V22/BUS V39	Advertising	3
JOUR V30/PHOT V30	Press Photography Practicum	1.5
JOUR V31	Press Lab Practicum	1-2

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Recommended courses: ART V11A, V11B, V28A, V28B, V28C, V29A, V29B, V29C; BUS V03, V06, V11, V35, V45; ECON V01A; ENGL V01A; HIST V01A, V01B, V04A, V04B, V07A, V07B, V08, V09, V16; PHOT V01; POLS V01; PSY V01; SPCH V01.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

Students transferring to universities with national professional accreditation are limited to twelve (12) lower division units in journalism and related fields which will apply to the baccalaureate degree.

MUSIC

REQUIRED COURSES:		Units
MUS V02A-V02B-V02C	Music Theory I & II & III	5-5-5
MUS V02D	Music Theory: Modal-Tonal Counterpoint	5
MUS V02AL-V02BL-V02CL-V02DL	Ear Training I & II & III & IV	1-1-1-1
MUS V30	Applied Music Study	1-1
REQUIRED ADDITIONAL COURSES:		
Select three (3) units from the following courses:		
MUS V09A-V09B	Music History and Literature I & II	3-3
Select four (4) units from the following courses:		
MUS V24A-V24B-V24C-V24D	Keyboards I & II & III & IV	2-2-2-2
Select six (6) units from the following courses:		
MUS V10	College Chorus	1.5
MUS V11	College Singers	.5-2
MUS V12	Chorale	1.5
MUS V14	Beginning Community Orchestra	1.5
MUS V15	Advanced Community Orchestra	1.5
MUS V16	Intermediate Choral Rehearsal and Performance	.5-1.5
MUS V18	Band	1.5
MUS V19	Advanced Choral Rehearsal and Performance	1.5
MUS V21A	Chamber Music: Winds	1
MUS V21B	Chamber Music: Brass	1
MUS V21C	Chamber Music: Strings and Keyboards	1
MUS V22A	Advanced Chamber Music: Winds	1
MUS V22B	Advanced Chamber Music: Brass	1
MUS V22C	Advanced Chamber Music: Strings and Keyboards	1
MUS V34	Beginning Chamber Orchestra	.5-1.5
MUS V35	Advanced Chamber Orchestra	1.5
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Recommended courses: MUS V01, V04, V13A, V13B, V13C, V13D, V27. Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.



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PHOTOGRAPHY

REQUIRED COURSES:	Units
ART V11A Color and Design:	
Two-Dimensional Design	3
ART V12A Drawing and Composition I	3
ART V28A Graphic Communications I	3
PHOT V01 Beginning Photography	3
PHOT V04A-V04B Intermediate Photography I & II	3-3
PHOT V06A-V06B Introduction to Color	
Photography I & II	3-3
PHOT V08 Principles of Portrait Photography	3
PHOT V09A Applied Photography I	3
PHOT V73/ART V73 Digital Imaging	3
	33

Recommended courses: ART V11B, V12B, V43A, V49; JOUR V30; PHOT V02, V07, V09B, V30.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

RECREATION

REQUIRED COURSES:	Units
REC V40 Introduction to Community Recreation	3
REC V42 Recreational Programs and Leadership	3

REQUIRED ADDITIONAL COURSES:

Select one (1) of the following courses:

HED V85 First Responder Training	1.5
HED V92 First Aid, Safety and CPR	2
HED V94 The Trainer and Athletic Injuries	3

Select one (1) of the following courses:

HED V93 Health and Wellness	3
HED V95 Health and Wellness: Designed for Women	3

REQUIRED ADDITIONAL COURSES FOR SPECIALIZATION AREAS:

Select one (1) of the following areas and complete eight (8) units:

AQUATICS AREA:

PE V17 Lifeguard Training	1.5
PE V18 Water Safety Instructor	3
PE V21-V21L Scuba Diving: Beginning & Laboratory	2-1
PE V22 Scuba Diving: Intermediate/Advanced	3
PE V26 NAUI Training Assistant	1-2
PE V27 NAUI Assistant Instructor	1-2
PE V28 NAUI Divemaster	1-2
PE V29 NAUI Instructor Preparatory Course (PREP)	1-2

May select one (1) course from the following courses as part of the eight (8) units additionally required:

PE V03 Swimming: Intermediate	1-1.5
PE V04 Advanced Swimming	1-1.5
PE V06 Swimming for Conditioning	1-1.5

RECREATION *continued*

DANCE AREA:	Units
DANC V10 Modern Dance	1-1.5
DANC V13 Tap Dance	1-1.5
DANC V14/THA V14 Movement for the Theatre	1-1.5
DANC V15 Ballet	1-1.5
DANC V16 Western Line Dance	1-1.5
DANC V17 Western Dance for Pairs	1-1.5
DANC V18 Intermediate Tap Dance	1-1.5
DANC V26/AES V15 Folk Dance: Ethnic Dances of the World	1-1.5
DANC V29 Jazz Dance	1-1.5
DANC V30 Dance Performance	3
DANC V50 Choreography	1
DANC V90 Directed Studies in Dance	1-6
	18.5-20

Recommended courses: ART V41A, V43A; JOUR V01, V05A; MUS V01; PSY V02; SOC V02; SPCH V01; THA V02A.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

THEATRE ARTS

REQUIRED COURSES:	Units
THA V01 Theatre Arts Appreciation	3
THA V02A Fundamentals of Acting	3
THA V05 Stagecraft	3
THA V06 Stage Make-up	3
THA V10 Production and Performance	1-3

REQUIRED ADDITIONAL COURSES:

Select six (6) units from the following courses:

THA V02B Advanced Acting	3
THA V12 Student One-Act Play Festival	1-3
THA V20 Costume Design and History	3
THA V22 Fundamentals of Stage Costuming	3
THA V29 History of Motion Pictures	3
THA V30A Fundamentals of Screenwriting	3
THA V30B Intermediate Screenwriting	3
THA V31 Acting for Film	3
	19-21

Recommended courses: MUS V13A; PE V40; SPCH V04.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

Associate in Science Degrees and Certificates of Achievement

Major Requirements

ACCOUNTING

REQUIRED COURSES:		Units
BUS V02	Income Tax Fundamentals	3
BUS V04	Computerized Payroll Accounting	3
BUS V06	Business Mathematics	3
BUS V07A	Business Calculations Using the Calculating Machine	2.5
BUS V07B	Business Calculations On Microcomputers	2.5
BUS V08	Computerized Accounting	3
BUS V30	Introduction to Business	3
BIS V40	Microcomputer Applications in Business	4
REQUIRED ADDITIONAL COURSES:		
Select one (1) of the following sequences:		
BUS V01A-V01B	Financial Accounting & Managerial Accounting	4-4
BUS V03-V01A	Introduction to Accounting & Financial Accounting	3-4
Select one (1) of the following courses:		
BUS V33	Business Law	3
BUS V53	Legal Environment of Business	3
Select one (1) of the following courses:		
BUS V44/SUP V81	Business English	3
BUS V45	Business Communications	3
		37-38

Recommended courses: BUS V31, V32, V34, V35, V36, V37, V38; BIS V77A; CD V38; CS V04; ECON V01A, V01B; ENGL V01A; PHIL V04; PSY V01; SPCH V01; SUP V93, V94.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

CERTIFICATE OF COMPLETION BOOKKEEPING

(Awarded by the Department)

REQUIRED COURSES:		Units
BUS V03	Introduction to Accounting	3
BUS V04	Computerized Payroll Accounting	3
BUS V06	Business Mathematics	3
BUS V08	Computerized Accounting	3
		12

AGRICULTURAL PLANT SCIENCE

REQUIRED COURSES:		Units
AG V03	Plant Biology	3
AG V04	Soil and Water Science	3
AG V21	Introduction to Pest Management	3
AG V22	Insects and Diseases of Plants	3
AG V23	Weed, Vertebrate and Nematode Management	3
BIOL V10	Introduction to Environmental Issues	3
BUS V30	Introduction to Business	3
REQUIRED ADDITIONAL COURSES:		
Select one (1) of the following courses:		
BUS V33	Business Law	3
BUS V53	Legal Environment of Business	3
Select one (1) of the following courses:		
BIS V40	Microcomputer Applications in Business	4
CS V04	Introduction to Computers and Computer Literacy	3
Select one (1) of the following sequences:		
CHEM V10-V10L	The Chemical Environment & Laboratory	4-1
CHEM V20-V20L	Elementary Chemistry & Laboratory	4-1
		32-33

Recommended courses: CHEM V01A-V01AL, V01B-V01BL, V12A-V12AL, V12B-V12BL; ECON V01A, V01B; HED V92.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

ARCHITECTURE

REQUIRED COURSES:		Units
ARCH V10	Introduction to Architectural Design	2
ARCH V21-V22	Architectural Graphics I & II	3-3
ARCH V23/DRFT V05A	Introduction to AutoCAD	2
ARCH V31-V32	Architectural Practice I & II	3-3
ARCH V40	Architectural Design I	3
ARCH V60/CT V60	Simplified Engineering for Building Construction	3
REQUIRED ADDITIONAL COURSES:		
Select two (2) of the following courses:		
ARCH V11/CT V20/ DRFT V02B	Blueprint Reading: Architectural/Construction	3
ARCH V24	Advanced Operations of AutoCAD	2
ARCH V33	Computer Applications in Architecture	3
ARCH V41	Architectural Design II	3
ARCH V59/CT V59	Uniform Building Code	3
ARCH V64/CT V64	Building Construction: Materials and Methods	3
ARCH V75/CT V75	Introduction to Electrical, Plumbing and Mechanical Systems	3
		27-28

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

AUTOMOTIVE TECHNOLOGY

REQUIRED COURSES:		Units
AUTO V10	Introduction to Automotive Technology	1.5
AUTO V14	Automotive Electrical Systems	4
AUTO V14LA	Automotive Chassis Electrical Laboratory	1
AUTO V14LB	Automotive Engine Electrical Systems Laboratory	1
AUTO V15	Automotive Fuel Systems	2
AUTO V15LA-V15LB	Automotive Fuel Systems Laboratories A & B	1-1
AUTO V16	Automotive Emissions Control Systems	2
AUTO V16LA-V16LB	Automotive Emission Control Systems Laboratories A & B	1-1
AUTO V17	Automotive Driveability Diagnostics and Repair	2
AUTO V17LA-V17LB	Automotive Driveability Diagnostics & Repair Laboratories A & B	1-1
AUTO V18-V18LA	Automotive Heating/Air Conditioning & Laboratory	1-1
AUTO V20	Automotive Engine Repair	3
AUTO V20LA-V20LB	Automotive Engine Repair Laboratories A & B	2-1
AUTO V22	Automotive Transmission and Drive Line	3
AUTO V22LA-V22LB	Automotive Transmission & Drive Line Laboratories A & B	2-1
AUTO V26	Automotive Brakes Service and Repair	2
AUTO V26LA-V26LB	Automotive Brakes Service & Repair Laboratories A & B	1-1
AUTO V28	Automotive Suspension Systems	2
AUTO V28LA	Automotive Suspensions Laboratory	1
AUTO V28LB	Automotive Alignment Laboratory	1
		41.5

Recommended courses: MS V10; WEL V01.

Completion of these courses satisfies the requirements of the Toyota Technical Education Network (T-TEN) curriculum required of program participants. See the automotive department or counselor for further information regarding the T-TEN Program.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

BIOLOGICAL SCIENCES

REQUIRED COURSES:		Units
BIOL V18	Human Heredity	3
BIOL V30	Introduction to Biotechnology and Molecular Biology	3
BIOL V33	Basic Laboratory Technical Skills	2
BIOL V34	Applied Microbiology for Laboratory Technicians	2
BIOL V35	Bioscience Communication Skills	3
CHEM V20-V20L	Elementary Chemistry & Laboratory	4-1
CHEM V21-V21L	Introduction to Organic and Biochemistry & Laboratory	3-2
MATH V44	Elementary Statistics	4
REQUIRED ADDITIONAL COURSES FOR OPTION:		
Select one (1) of the following options and complete all courses listed:		
BIOTECHNOLOGY OPTION:		
BIOL V31	Introduction to Methods of Biotechnology and Molecular Biology	4
PLANT BIOTECHNOLOGY OPTION:		
AG V03	Plant Biology	3
BIOL V32	Introduction to Methods of Plant Biotechnology and Molecular Biology	2
		31-32

Recommended courses: BIOL V01, V01L; MICR V01; PHIL V02.
Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

CERTIFICATE OF COMPLETION BIOTECHNICIAN

(Awarded by the Department)

REQUIRED COURSES:		Units
BIOL V18	Human Heredity	3
BIOL V30	Introduction to Biotechnology and Molecular Biology	3
BIOL V31	Introduction to Methods of Biotechnology and Molecular Biology	4
BIOL V60A	Biotechnology Industry Skills I	1
CHEM V21-V21L	Introduction to Organic and Biochemistry & Laboratory	3-2
		16

Recommended courses: MATH V01 or V11A, V11B; MICR V01.



New LRC as it appears May 2004

BUSINESS General

REQUIRED COURSES:

		Units
BUS V30	Introduction to Business	3
BUS V31/SUP V94	Organization and Management	3
BUS V34	Exercise in Management Decision Making	3

REQUIRED ADDITIONAL COURSES:

Select one (1) of the following sequences:

BUS V01A-V01B	Financial Accounting & Managerial Accounting	4-4
BUS V03-V01A	Introduction to Accounting & Financial Accounting	3-4

Select one (1) of the following courses:

BUS V06	Business Mathematics	3
BUS V07A	Business Calculations Using the Calculating Machine	2.5

Select one (1) of the following courses:

BUS V12	Intermediate Keyboarding	1-3
BIS V44A	Microsoft Word I	1-2

Select one (1) of the following courses:

BUS V33	Business Law	3
BUS V53	Legal Environment of Business	3

Select one (1) of the following courses:

BUS V44/SUP V81	Business English	3
BUS V45	Business Communications	3

Select at least one (1) unit from the following courses:

BIS V40	Microcomputer Applications in Business	4
BIS V44A	Microsoft Word I	1-2
BIS V55A-V55B	Word for Windows I & II	.5-.5
BIS V70	Introduction to the Microcomputer: IBM and Compatibles	1
BIS V71A	Networks and Communications: Internet, the Web, e-mail	1
BIS V71B	Using the Web for Research	1
BIS V71C	Creating a Personal Web Page	1
BIS V76A-V76B	Microsoft Excel for Windows I & II	1-1
BIS V79	Introduction to Windows	1
		26.5-33

Recommended courses: BUS V39; BIS V40; ECON V01A, V01B; JOUR V22; PSY V01; SPCH V01.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

CERTIFICATE OF COMPLETION COMPUTERIZED OFFICE

(Awarded by the Department)

REQUIRED COURSES:

		Units
BUS V18B	Word Processing Language Skills: Proofreading	.5
BIS V44A-V44B	Microsoft Word I & II	1-2/1-2
BIS V48	Desktop Publishing Using Pagemaker	2
BIS V70	Introduction to the Microcomputer: IBM and Compatibles	1
BIS V71A	Networks and Communications: Internet, the Web, e-mail	1
BIS V71B	Using the Web for Research	1
BIS V76A-V76B	Microsoft Excel for Windows I & II	1-1
BIS V77A	Introduction to Database Software I	1
BIS V79	Introduction to Windows	1
		11.5-13.5

CERTIFICATE OF COMPLETION MICROCOMPUTERS: BUSINESS APPLICATIONS

(Awarded by the Department)

REQUIRED COURSES: LEVELS I & II

		Units
BIS V40	Microcomputer Applications in Business	4
BIS V44A	Microsoft Word I	1-2
BIS V70	Introduction to the Microcomputer: IBM and Compatibles	1
BIS V71A	Networks and Communications: Internet, the Web, e-mail	1
BIS V79	Introduction to Windows	1

REQUIRED ADDITIONAL COURSES:

Select additional units from the following courses to bring total to 12 units for Level I certificate or 16 units for Level II certificate:

BUS V07B	Business Calculations On Microcomputers	2.5
BUS V08	Computerized Accounting	3
BIS V41	The Internet and the World Wide Web	3
BIS V44B	Microsoft Word II	1-2
BIS V48	Desktop Publishing Using Pagemaker	2
BIS V56A-V56B	Microsoft Powerpoint I & II	1-1
BIS V71B	Using the Web for Research	1
BIS V71C	Creating a Personal Web Page	1
BIS V73	Desktop Publishing Workshop Using PageMaker	1
BIS V76A-V76B	Microsoft Excel for Windows I & II	1-1
BIS V77A-V77B	Introduction to Database Software I & II	1-1
		12-16

BUSINESS MANAGEMENT

REQUIRED COURSES:		Units
Select one (1) of the following sequences:		
BUS V01A-V01B	Financial Accounting & Managerial Accounting	4-4
BUS V03-V01A	Introduction to Accounting & Financial Accounting	3-4
REQUIRED ADDITIONAL COURSES:		
Select four (4) of the following courses:		
BUS V30	Introduction to Business	3
BUS V32/SUP V93	Human Resource Management	3
BUS V34	Exercise in Management Decision Making	3
BUS V41	Introduction to Total Quality Management	3
BUS V43	Introduction to International Business	3
BUS V44/SUP V81	Business English	3
BUS V45	Business Communications	3
Select at least one (1) unit from the following courses:		
BIS V40	Microcomputer Applications in Business	4
BIS V44A	Microsoft Word I	1-2
BIS V55A-V55B	Word for Windows I & II	.5-.5
BIS V70	Introduction to the Microcomputer: IBM and Compatibles	1
BIS V71A	Networks and Communications: Internet, the Web, e-mail	1
BIS V71B	Using the Web for Research	1
BIS V71C	Creating a Personal Web Page	1
BIS V76A-V76B	Microsoft Excel for Windows I & II	1-1
BIS V79	Introduction to Windows	1
REQUIRED ADDITIONAL COURSES FOR OPTION:		
Select one (1) of the following options and complete all courses listed:		
MANAGEMENT OPTION:		
BUS V31/SUP V94	Organization and Management	3
BUS V38/CD V38	Small Business Management	3
Select one (1) of the following courses:		
BUS V33	Business Law	3
BUS V53	Legal Environment of Business	3
MARKETING AND MERCHANDISING OPTION:		
BUS V35	Professional Selling	3
BUS V37	Marketing Management	3
Select one (1) of the following courses:		
BUS V36	Retail Management	3
BUS V70	Supermarket Retailing	3
		29-33

Recommended courses: Management option - BUS V02, V43, V44; CS V04; ECON V01A; SUP V81, V90. Marketing and merchandising option - ART V28A, V28B; BUS V06, V31, V34, V39, V43; BIS V40; CS V04; HEC V05A, V15, V18; JOUR V22; SPCH V01; SUP V94.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

CHILD DEVELOPMENT

REQUIRED CORE COURSES:		Units
CD V24	Child Nutrition, Health and Safety	3
CD V61	Child, Family and Community	3
CD V62	Introduction to Early Childhood Programs and Curricula	3
HEC V23	Child Growth and Development	3
REQUIRED PROFESSIONAL PROGRAM COURSES:		
CD V11	Language Arts and Literacy Experiences for Young Children	1.5
CD V12	Math Experiences for Young Children	1.5
CD V13	Social Studies Experiences for Young Children	1.5
CD V14	Creative Arts Experiences for Young Children	1.5
CD V15	Science Experiences for Young Children	1.5
CD V16	Behavior and Classroom Management in Child Development	1.5
CD V17	Family and Parent Involvement in Child Development	1.5
CD V18	Special Needs Children	1.5
REQUIRED DIRECTED TEACHING COURSE:		
CD V64	Field Experiences In Child Development	4
		28

Recommended courses: ART V11A; BUS V11; CD V26, V28, V65; HEC V22; SPCH V01.

California State Child Development permits are awarded at six different levels. These are: assistant, associate teacher, teacher, master teacher, site supervisor, and program director. See CD department or counselor for further information.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

CLERICAL

REQUIRED COURSES:		Units
BUS V03	Introduction to Accounting	3
BUS V06	Business Mathematics	3
BUS V07A	Business Calculations Using the Calculating Machine	2.5
BUS V07B	Business Calculations On Microcomputers	2.5
BUS V44/SUP V81	Business English	3
REQUIRED ADDITIONAL COURSES:		
Select five (5) units from the following courses.		
BUS V12	Intermediate Keyboarding	1-3
BIS V44A-V44B	Microsoft Word I & II	1-2/1-2
		19

Recommended courses: BUS V01A, V01B, V30, V33, V53; CS V04, V20. Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

COMMERCIAL ART

REQUIRED COURSES:		Units
ART V11A	Color and Design: Two-Dimensional Design	3
ART V11B	Color and Design: Color Theory and Practice	3
ART V12A	Drawing and Composition I	3
ART V28A-V28B	Graphic Communications I & II	3-3
ART V29A-V29B	Commercial Illustration and Layout I & II	3-3
ART V71-V72	Computer Graphics and Design I & II	3-3
PHOT V01	Beginning Photography	3
REQUIRED ADDITIONAL COURSES:		
Select one (1) of the following courses:		
ART V02A-V02B	Introduction to the History of Western Art I & II	3-3
Select one (1) of the following courses:		
ART V13A	Life Drawing I	3
ART V18A/FDM V18A	Figure Illustration I	3
ART V49	Commercial Art Portfolio Development	3
		36

Recommended courses: ART V06, V12B, V13B, V13C, V18B, V28C, V29C, V32A, V37A, V43A, V44A, V46A, V46B, V48, V73, V74, V79; FDM V18B; PHOT V04A, V73.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

COMPUTER INFORMATION SYSTEMS

REQUIRED COURSES:		Units
CIS V01	Introduction to Oracle and SQL* Plus	3
CIS V03	Oracle PL/SQL Programming	3
CIS V58-V59	Cisco Networking Academy Program CCNA I & II	4-4
CIS V62	Microsoft Network Operating System	3
CIS V74	CompTIA A+ Certification Preparation Training	3
CS V04	Introduction to Computers and Computer Literacy	3
CS V11	Programming Fundamentals	3
CS V20	Beginning Visual Basic	3
CS V82	UNIX Systems Programming	3
		32

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

CERTIFICATE OF COMPLETION CISCO NETWORKING ASSOCIATE (Awarded by the Department)

REQUIRED COURSES:		Units
CIS V58-V59	Cisco Networking Academy Program CCNA I & II	4-4
CIS V75	Cisco Certified Networking Associate (CCNA) Exam Review	4
		12

CERTIFICATE OF COMPLETION ORACLE DATABASE ADMINISTRATOR (Awarded by the Department)

REQUIRED COURSES:		Units
CIS V01	Introduction to Oracle and SQL* Plus	3
CIS V03	Oracle PL/SQL Programming	3
CIS V25	Oracle Database Fundamentals I	3
		9

COMPUTER SCIENCE

REQUIRED COURSES:		Units
CS V11	Programming Fundamentals	3
CS V13	Object-Oriented Programming	3
CS V15	Data Structures and Algorithms	3
CS V17/MATH V52	Discrete Structures	3
CS V19	Computer Architecture and Organization	3
REQUIRED ADDITIONAL COURSES:		
Select two (2) courses from any of the following courses in addition to the option selected:		
		5-8
REQUIRED ADDITIONAL COURSES FOR OPTION:		
Select one (1) of the following options and complete all courses listed:		

BIINFORMATICS OPTION:

BIOL V30	Introduction to Biotechnology and Molecular Biology	3
MM V66	Professional Web Page Development	3
MM V82	Vector-Based Animation	3

C OPTION:

CS V80	Beginning C	3
CS V82	UNIX Systems Programming	3

C++ OPTION:

CS V30	Beginning C++	3
CS V32	Intermediate C++	3
CS V34	Advanced C++	3

DATABASE PROGRAMMING OPTION:

CIS V03	Oracle PL/SQL Programming	3
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Select one (1) of the following courses:

CIS V01	Introduction to Oracle and SQL* Plus	3
CIS V02	Introduction to Oracle for Experienced SQL Users	2

JAVA OPTION:

CS V40	Beginning Java	3
CS V42	Intermediate Java	3
CS V44	Advanced Java	3

MULTIMEDIA PROGRAMMING FOR GAMING OPTION:

CS V30	Beginning C++	3
CS V32	Intermediate C++	3
MM V61	Introduction to 3D Animation and Modeling for Multimedia	3

VISUAL BASIC OPTION:

CS V20	Beginning Visual Basic	3
CS V22	Intermediate Visual Basic	3
CS V24	Advanced Visual Basic	3

COMPUTER SCIENCE *continued*

WEB PROGRAMMING OPTION:

		Units
MM V63	Multimedia Programming: 3D Graphics and Animation with C++	4
MM V64	Multimedia and 3D Web Development	4
MM V66	Professional Web Page Development	3
		25-34

Recommended courses: MATH V21A, V21B; PHYS V04-V04L, V05-V05L. Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

CONSTRUCTION TECHNOLOGY Building Inspection Option

REQUIRED COURSES:

		Units
CT V59/ARCH V59	Uniform Building Code	3
CT V66	National Electrical Code	3
CT V71	Uniform Plumbing Code	3
CT V72	Uniform Mechanical Code	3

REQUIRED ADDITIONAL COURSES:

Select six (6) of the following courses:

CT V20/ARCH V11/ DRFT V02B	Blueprint Reading: Architectural/Construction	3
CT V40	ICBO Building Code Certification Preparation	2
CT V41	IAPMO Plumbing Code Certification Preparation	2
CT V42	IAPMO Mechanical Code Certification Preparation	2
CT V43	Electrical Certification Preparation	2
CT V45	ICBO Plans Examiner Certification Preparation	2
CT V46	Building Permit Technician	2
CT V47	Building and Zoning Code Enforcement	3
CT V58	International Residential Code	3
CT V60/ARCH V60	Simplified Engineering for Building Construction	3
CT V61	Public Works Construction	3
CT V62	Structural Masonry Construction	3
CT V63	Reinforced Concrete Construction	3
CT V65/WEL V65	Structural Steel and Welding Construction	3
CT V67/ARCH V67	Building Accessibility Regulations	2
CT V69	California Energy Regulations	2
CT V95-V96	Construction Technology Internship I & II	1-4/1-4
		24-30

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

CONSTRUCTION TECHNOLOGY Construction Management Option

REQUIRED COURSES:

		Units
CT V20/ARCH V11/ DRFT V02B	Blueprint Reading: Architectural/Construction	3
CT V64/ARCH V64	Building Construction: Materials and Methods	3
CT V75/ARCH V75	Introduction to Electrical, Plumbing and Mechanical Systems	3
CT V77	Construction Business Management	3
CT V79	Construction Estimating	3

REQUIRED ADDITIONAL COURSES:

Select five (5) of the following courses:

ARCH V31	Architectural Practice I	3
BUS V03	Introduction to Accounting	3
BUS V31/SUP V94	Organization and Management	3
BUS V38/ CD V38	Small Business Management	3
CT V30	Machine Woodworking	3
CT V37/HORT V37	Landscape Construction	3
CT V50	Construction Contractor License Preparation	3
CT V52	Property Inspection	2
CT V58	International Residential Code	3
CT V59/ARCH V59	Uniform Building Code	3
CT V76	Construction Job Site Management	3
CT V80	Computer Applications for Contractors	2
ENGR V05A	Plane Surveying	3
SUP V90	Elements of Supervision	3
May select one (1) of the following courses as part of the five (5) courses additionally required:		
BUS V33	Business Law	3
BUS V53	Legal Environment of Business	3
May select three (3) units from the following courses as part of the five (5) courses additionally required:		
CT V95-V96	Construction Technology Internship I & II	1-4/1-4
		28-30

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.



VC Alum works on the LRC electrical system

CRIMINAL JUSTICE

Academic Option

REQUIRED COURSES:		Units
CJ V01	Introduction to Criminal Justice	3
CJ V02	Concepts of Criminal Law	3
CJ V03	Police Community Relations	3
CJ V05	Criminal Procedures	3

REQUIRED ADDITIONAL COURSES:

Select nine (9) units from the following courses:

CJ V04	Legal Aspects of Evidence	3
CJ V06	Criminal Justice Report Writing	3
CJ V07	Patrol Procedures	3
CJ V08	Criminal Investigation	3
CJ V14	Juvenile Law and Procedures in California	3
CJ V18	Drug Investigation and Enforcement	3
CJ V25	Introduction to Corrections	3
CJ V26	Control and Supervision in Corrections	3
CJ V27	Introduction to Probation and Parole	3
CJ V28	Fundamentals of Criminology	3
CJ V29	Legal Aspects of Corrections	3
CJ V30	Victimology	3
CJ V34	Correctional Interviewing and Counseling	3

May select three (3) units from the following courses as part of the nine (9) units additionally required:

CJ V90	Directed Studies in Criminal Justice	1-6
CJ V95-V96	Criminal Justice Internship I & II	1-4/1-4
		<hr/> 21

CRIMINAL JUSTICE

Academy Option

REQUIRED COURSES:		Units
CJ V02	Concepts of Criminal Law	3
CJ V05	Criminal Procedures	3
CJ V80	P.O.S.T. Regular Basic Course	30
CJ V81	Orientation for P.O.S.T. Regular Basic Course	.5-5

REQUIRED ADDITIONAL COURSE:

Select one (1) of the following courses:

CJ V04	Legal Aspects of Evidence	3
CJ V14	Juvenile Law and Procedures in California	3
CJ V18	Drug Investigation and Enforcement	3
CJ V28	Fundamentals of Criminology	3
CJ V30	Victimology	3
		<hr/> 39.5-44

Recommended courses for both options: AES V11; BUS V44, V45; CS V04; CJ V09, V11, V12A; PHOT V01; PE V32, V33; PSY V15; SOC V03; SPCH V01; SUP V81.

The Criminal Justice programs are designed to prepare students to successfully complete the training and testing procedures required to enter law enforcement and corrections academies, or to work within the private sector.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

DRAFTING TECHNOLOGY

Electronic Drafting and Manufacturing Option

REQUIRED COURSES:		Units
DRFT V04/MS V04/ MT V04	Measurements and Computations	3
DRFT V05A/ ARCH V23	Introduction to AutoCAD	2
DRFT V05B	Advanced Operations of AutoCAD	2
DRFT V10A-V10B	Electronic Drafting I & II	3-3
DRFT V14A	Technical Illustration I	3
DRFT V18	Drafting Projects	3
		<hr/> 19

Recommended courses: ENGR V03; ENGL V02A; PHYS V01.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

DRAFTING TECHNOLOGY

Industrial Design and Manufacturing Option

REQUIRED COURSES:		Units
DRFT V05A/ ARCH V23	Introduction to AutoCAD	2
DRFT V41	Introduction to Industrial Design Graphics	3
DRFT V42	Design Drafting and 3D Solid Modeling	3
DRFT V43	Design Graphics and 3D Assembly Modeling	3
DRFT V44	Rapid Design and Prototyping	3
MS V50	Flexible Manufacturing Applications: Computer Assisted Drafting (CAD)/ Computer Assisted Machining (CAM)	3
MT V15	Manufacturing Processes	3

REQUIRED ADDITIONAL COURSES:

Select three (3) of the following courses:

DRFT V02A/MS V02/ WEL V02	Blueprint Reading: Manufacturing	3
DRFT V04/MS V04/ MT V04	Measurements and Computations	3
DRFT V14A	Technical Illustration I	3
DRFT V18	Drafting Projects	3
MS V01	Fundamentals of Machine Shop	2
MS V35	Production Machine Techniques	3
WEL V01	Introduction to Welding	2
		<hr/> 27-29

Recommended courses: DRFT V05B, V51; MS V42; MM V74.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

EMERGENCY MEDICAL SERVICES

Paramedic Studies

REQUIRED COURSES:		Units
EMT V01	Emergency Medical Technician	7
PM V01	Paramedic Theory	15
PM V02	Paramedic Clinical Laboratory	18.5
REQUIRED ADDITIONAL COURSE(S):		
Select one (1) of the following groups and complete all courses listed:		
GROUP A		
ANAT V01	General Human Anatomy	4
PHSO V01	Introduction to Human Physiology	5
GROUP B		
ANPH V01	Introduction to Human Anatomy and Physiology	5
		45.5-49.5

See special program requirements.

Recommended courses: BUS V27A; BIS V40; CS V04; LS; MATH V30; PSY V15, V30; READ V01; SL V10A; SPAN V70.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

ENGINEERING

REQUIRED COURSES:		Units
CHEM V01A-V01AL	General Chemistry I & Laboratory	3-2
ENGR V01	Introduction to Engineering	1
MATH V21A-V21B	Calculus with Analytic Geometry I & II	5-5
MATH V21C	Multivariable Calculus	5
PHYS V04-V04L	Mechanics & Laboratory	4-1
PHYS V05-V05L	Electricity and Magnetism & Laboratory	4-1
PHYS V06-V06L	Optics, Heat and Modern Physics & Laboratory	4-1
REQUIRED ADDITIONAL COURSES:		
Select one (1) of the following courses:		
ENGR V02	Engineering Graphics	2
ENGR V03	Descriptive Geometry	2
Select two (2) of the following courses:		
ENGR V05A	Plane Surveying	3
ENGR V12	Engineering Statics	3
ENGR V16-V16L	Electronic Circuits and Devices & Laboratory	3-1
ENGR V18	Engineering Materials	3
Select one (1) of the following programming languages:		
CS V40	Beginning Java	3
CS V80	Beginning C	3
CS V86	FORTTRAN Programming	3
		47-48

Recommended courses: CHEM V01B-V01BL; ENGR V05B; MATH V24 (any or all of these courses may be required by some transfer institutions). Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

ENVIRONMENTAL HORTICULTURE

REQUIRED COURSES:		Units
AG V03	Plant Biology	3
AG V04	Soil and Water Science	3
HORT V32	Irrigation System Design	3
HORT V33	Landscape Planning and Design	3
HORT V37/CT V37	Landscape Construction	3
HORT V42A-V42B	Landscape Plant Identification and Uses I & II	3-3
HORT V45	Arboriculture	3
HORT V46	Turfgrass Management	3
REQUIRED ADDITIONAL COURSE:		
Select one (1) of the following courses:		
BIS V40	Microcomputer Applications in Business	4
CS V04	Introduction to Computers and Computer Literacy	3
REQUIRED ADDITIONAL COURSES FOR OPTION:		
Select one (1) of the following options and complete all courses listed:		
LANDSCAPE ARCHITECTURE AND CITY AND REGIONAL PLANNING OPTION:		
ARCH V23/DRFT V05A	Introduction to AutoCAD	2
LANDSCAPE CONSTRUCTION AND MANAGEMENT OPTION:		
AG V21	Introduction to Pest Management	3
AG V22	Insects and Diseases of Plants	3
AG V23	Weed, Vertebrate and Nematode Management	3
HORT V41	Landscape Management	3
NURSERY AND GREENHOUSE MANAGEMENT OPTION:		
AG V21	Introduction to Pest Management	3
AG V22	Insects and Diseases of Plants	3
HORT V30	Plant Propagation and Production	3
HORT V40	Nursery and Greenhouse Management	3
TURFGRASS AND PARK MANAGEMENT OPTION:		
AG V21	Introduction to Pest Management	3
AG V22	Insects and Diseases of Plants	3
HORT V41	Landscape Management	3
		32-43

Recommended courses: All options-BUS V03, V30, V32, V38; CD V38; SUP V93.

Landscape Architecture and City and Regional Planning option-ARCH V11; ART V11A, V11B, V12A, V12B, V29A; CT V20; DRFT V02B. Landscape Construction and Management option-CT V77; DRFT V03. Nursery and Greenhouse Management option-AG V23; HORT V41. Turfgrass and Park Management option-AG V23, V54; HED V92; REC V41.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

LANDSCAPE MANAGEMENT
CERTIFICATE OF ACHIEVEMENT

REQUIRED COURSES:		Units
AG V03	Plant Biology	3
AG V04	Soil and Water Science	3
AG V22	Insects and Diseases of Plants	3
HORT V41	Landscape Management	3
HORT V42A-V42B	Landscape Plant Identification and Uses I & II	3-3
HORT V45	Arboriculture	3
HORT V46	Turfgrass Management	3
		<hr/> 24

CERTIFICATE OF COMPLETION
FLORISTRY

(Awarded by the Department)

REQUIRED COURSES:		Units
ART V11A	Color and Design: Two-Dimensional Design	3
BUS V36	Retail Management	3
HORT V47	Beginning Floral Design and Techniques	2.5
HORT V48	Intermediate Floral Design	2.5
HORT V49	Advanced Floral Design and Retail Shop Operation	2.5
HORT V50	Contemporary and Western Floral Design	2.5
		<hr/> 16

FASHION DESIGN AND MERCHANDISING

REQUIRED COURSES:		Units
ART V11A	Color and Design: Two-Dimensional Design	3
FDM V10	Introduction to Fashion	3
FDM V17/ART V17	Creating the Fashion Image: Fashion Promotion	3
HEC V15	Textiles	3
HEC V18	Fashion Analysis	3
THA V20	Costume Design and History	3
REQUIRED ADDITIONAL COURSE:		
Select one (1) of the following courses:		
HEC V12A-V12B	Clothing Construction I & II	3-2
HEC V13A	Advanced Sewing Techniques	2
HEC V13B	Tailoring	2
HEC V17	Knit Fabrics	2

REQUIRED ADDITIONAL COURSES FOR OPTION:
Select one (1) of the following options and complete two (2) courses:

DESIGN OPTION:

FDM V18A/ART V18A	Figure Illustration I	3
HEC V16	Flat Pattern Design	2-3
HEC V95-V96	Home Economics Internship I & II	1-4/1-4

MERCHANDISING OPTION:

BUS V06	Business Mathematics	3
HEC V95-V96	Home Economics Internship I & II	1-4/1-4
		<hr/> 22-29

Recommended courses: ART V12A, V18B, V23A, V23B, V28A, V28B; BUS V03, V30, V35, V36, V38; CD V38; CS V04; FDM V18B.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

CERTIFICATE OF COMPLETION
GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Basic Competency

(Awarded by the Department)

REQUIRED COURSES:		Units
GEOG V22	Fundamentals of Mapping and Geographic Information Systems	3
GEOG V26	Introduction to Geographic Information Systems Software	2
GEOG V28	Geographic Information Systems (GIS) Applications: Project Development	1.5

REQUIRED ADDITIONAL COURSES:

Select one and one-half (1.5) units from the following courses:

GEOG V24	Introduction to Global Positioning Systems (GPS)	.5
GEOG V28	Geographic Information Systems (GIS) Applications: Project Development	1.5
GEOG V90	Directed Studies in Geography (with GIS Topic)	.5-6
		<hr/> 8

CERTIFICATE OF COMPLETION
GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Agricultural Applications

(Awarded by the Department)

REQUIRED COURSES:		Units
GEOG V22	Fundamentals of Mapping and Geographic Information Systems	3
GEOG V24	Introduction to Global Positioning Systems (GPS)	.5
GEOG V26	Introduction to Geographic Information Systems Software	2
GEOG V28	Geographic Information Systems (GIS) Applications: Project Development	1.5

REQUIRED ADDITIONAL COURSES:

Select one-half (.5) unit from the following course:

GEOG V90	Directed Studies in Geography (with Agricultural GIS Topic)	.5-6
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Select two (2) units from the following courses:

GEOG V95/V96	Geography Internship I & II (in GIS/GPS Field Data Gathering)	1-4/1-4
		<hr/> 9.5



Looking from the LRC to Science Building

HEALTH INFORMATION TECHNOLOGY ♦ +

REQUIRED COURSES:		Units
ANPH V01	Introduction to Human Anatomy and Physiology	5
BUS V27A	Beginning Medical Terminology	3
BUS V31/SUP V94	Organization and Management	3
CS V04	Introduction to Computers and Computer Literacy	3
ENGL V01A	English Composition	5
HIT 101*	Introduction to Health Information Management	3
HIT 102*	Legal Aspects of Health Care	2
HIT 200*	Clinical Classification Systems: ICD-9-CM/DRG Assignments	3
HIT 210*	Clinical Classification Systems: CPT-4 Procedural Coding/DRG Assignments	3
HIT 220*	Statistical Applications in Health Care	2
HIT 230*	Alternative Delivery Systems	2
HIT 240*	Clinical Quality Assessment and Improvement	3
HIT 250*	Data Quality and Reimbursement Methodologies	3
HIT 275*	Professional Directed Practice	3
NS V07	Pharmacology	3
PSY V01	Introduction to Psychology	3
SPCH V01	Introduction to Speech Communication	3
REQUIRED ADDITIONAL COURSE:		
Select one (1) of the following courses:		
HIT 204*/HT 204*	Basic Pathophysiology	3
HS M25**	Basic Pathophysiology	3
		55

See special program requirements.

♦ No Certificate of Achievement awarded.

+ Regional program conducted with Moorpark College and Santa Barbara City College.

* Santa Barbara City College distance education course.

** Moorpark College distance education course.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

CERTIFICATE OF COMPLETION HEALTH SCIENCES ADMINISTRATION

(Awarded by the Department)

REQUIRED COURSES:		Units
BUS V03	Introduction to Accounting	3
BUS V32/SUP V93	Human Resource Management	3
BUS V34	Exercise in Management Decision Making	3
BUS V41	Introduction to Total Quality Management	3
SUP V96	Organizational Behavior	3
		15

HOME ECONOMICS

REQUIRED COURSES:		Units
ART V11A	Color and Design: Two-Dimensional Design	3
CD V24	Child Nutrition, Health and Safety	3
HEC V10	Nutrition	3
HEC V18	Fashion Analysis	3
HEC V22	Marriage and Family Life	3
HEC V23	Child Growth and Development	3
REQUIRED ADDITIONAL COURSES:		
Select one (1) of the following courses:		
HEC V05A	Introduction to Interior Design	3
HEC V15	Textiles	3
Select one (1) of the following courses:		
HEC V12A-V12B	Clothing Construction I & II	3-2
HEC V13A	Advanced Sewing Techniques	2
HEC V13B	Tailoring	2
HEC V17	Knit Fabrics	2
		23-24

Recommended course: CD V61.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

CERTIFICATE OF COMPLETION INTERIOR DESIGN

(Awarded by the Department)

REQUIRED COURSES:		Units
HEC V05A	Introduction to Interior Design	3
HEC V05B	Applied Principles of Interior Design	3
HEC V07	History of Environmental Arts	3
HEC V15	Textiles	3
REQUIRED ADDITIONAL COURSES:		
Select four and one-half (4.5) units from the following courses:		
ARCH V11/CT V20/ DRFT V02B	Blueprint Reading: Architectural/Construction	3
HEC V30	Space Planning: Interiors	1.5
HEC V31	Lighting Design	1.5
HEC V32	Kitchen and Bath Design	1.5
		16.5

Recommended courses: ARCH V10, V21, V23, V40; ART V11B; BUS V38; CD V38; DRFT V05A.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

MACHINE TECHNOLOGY

REQUIRED COURSES:		Units
MS V02/DRFT V02A/ WEL V02	Blueprint Reading: Manufacturing	3
MS V04/DRFT V04/ MT V04	Measurements and Computations	3
MS V10	Introduction to Machine Technology	4
MS V20	Advanced Turning Operations and Introduction to Computer Numerical Control (CNC) Lathe Operation	4
MS V30	Advanced Milling Operations and Introduction to Computer Numerical Control (CNC) Mill Operation	4
MS V35	Production Machine Techniques	3
MS V40	Computer Numerical Control (CNC) Mill Setup and Operation	3
MS V41-V41L	Computer Numerical Control (CNC) Programming & Laboratory	2-1
MS V42	Computer Assisted Manufacturing (CAM)	3
MS V45	Computer Numerical Control (CNC) Lathe Setup and Operation	3
MS V50	Flexible Manufacturing Applications: Computer Assisted Drafting (CAD)/ Computer Assisted Machining (CAM)	3
MT V15	Manufacturing Processes	3
		39

Recommended courses: ARCH V23; DRFT V05A; ENGL V02A; WEL V01.
Major requirements for transfer students in this field and related
disciplines differ from associate degree requirements; if you plan to
transfer, consult www.assist.org and your counselor.

CERTIFICATE OF COMPLETION APPLIED CNC MACHINE OPERATOR

(Awarded by the Department)

REQUIRED COURSES:		Units
MT V05-V06-V07	Applied CNC Machining I & II & III	3-3-3
MT V08	CNC Program Editing	2
MT V09	Geometric Dimensioning and Tolerancing	3
		14

CERTIFICATE OF COMPLETION MECHANICAL INSPECTION

(Awarded by the Department)

REQUIRED COURSES:		Units
MS V02/DRFT V02A/ WEL V02	Blueprint Reading: Manufacturing	3
MT V02-V03	Applied Machining I & II	2-2
MT V04/DRFT V04/ MS V04	Measurements and Computations	3
MT V09	Geometric Dimensioning and Tolerancing	3
MT V10	Quality Control and Mechanical Inspection	2
MT V11	Dimensional Metrology	2
		17

MEDICAL ASSISTANT

REQUIRED COURSES:		Units
BUS V26A-V26B	Medical Transcription I & II	3-2
BUS V27A	Beginning Medical Terminology	3
BUS V27B	Advanced Medical Terminology	3
BUS V29	Medical Insurance	3
BUS V44/SUP V81	Business English	3
REQUIRED ADDITIONAL COURSES:		
Select one (1) of the following courses:		
BUS V06	Business Mathematics	3
BIS V40	Microcomputer Applications in Business	4
Select one (1) of the following courses:		
BUS V12	Intermediate Keyboarding	1-3
BIS V44A	Microsoft Word I	1-2
Select one (1) of the following courses:		
BUS V28A	Medical Office Procedures: Front Office	3
BUS V28B	Medical Office Procedures: Back Office	3
		24-27

Recommended courses: ANAT V01; ANPH V01; BUS V03, V26C, V45;
BIS V70; MICR V01; PSY V01.

Major requirements for transfer students in this field and related disciplines
differ from associate degree requirements; if you plan to transfer,
consult www.assist.org and your counselor.

CERTIFICATE OF COMPLETION MEDICAL TRANSCRIPTION

(Awarded by the Department)

REQUIRED COURSES:		Units
BUS V26A-V26B	Medical Transcription I & II	3-2
BUS V27A	Beginning Medical Terminology	3
BUS V27B	Advanced Medical Terminology	3
BUS V44/SUP V81	Business English	3
BIS V44A	Microsoft Word I	1-2
		15-16

Recommended course: ANPH V01.



Reserve Academy Graduation 2004

MULTIMEDIA

REQUIRED COURSES:

		Units
MM V10	Introduction to Multimedia and Multimedia Applications	3
MM V20	Visual Design for Multimedia	3
MM V30	Multimedia Design and Production	3
MM V40	Video Production and Editing for Multimedia	3
MM V50	Business Communications for Multimedia	3
MM V70	Multimedia Practicum	2
MM V72	Multimedia Portfolio Presentation	1

REQUIRED ADDITIONAL COURSES FOR OPTION:

Select one (1) of the following options and complete all courses listed:

ARCHITECTURE OPTION:

ARCH V23/DRFT 05A	Introduction to AutoCAD	2
ARCH V24	Advanced Operations of AutoCAD	2
ARCH V31-V32	Architectural Practice I & II	3-3
DRFT V51	Introduction to 3D Studio Max	2

BUSINESS OPTION:

BUS V30	Introduction to Business	3
BIS V40	Microcomputer Applications in Business	4
BIS V41	The Internet and the World Wide Web	3
BIS V48	Desktop Publishing Using PageMaker	2

GRAPHICS OPTION:

ART V11A	Color and Design: Two-Dimensional Design	3
ART V11B	Color and Design: Color Theory and Practice	3
ART V12A	Drawing and Composition I	3
ART V71	Computer Graphics and Design I	3
ART V73/PHOT V73	Digital Imaging	3

Select one (1) of the following courses:

ART V72	Computer Graphics and Design II	3
ART V74	Fractal Design Painter	3

PROGRAMMING OPTION:

CS V20	Beginning Visual Basic	3
CS V30	Beginning C++	3
CS V32	Intermediate C++	3
CS V40	Beginning Java	3
MM V63	Multimedia Programming: 3D Graphics and Animation with C++	4

WEB DEVELOPMENT OPTION:

CS V20	Beginning Visual Basic	3
CS V40	Beginning Java	3
MM V64	Multimedia and 3D Web Development	4
MM V65	Web Site Development	2.5
MM V66	Professional Web Page Development	3

30-36

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

CERTIFICATE OF COMPLETION MULTIMEDIA

(Awarded by the Department)

REQUIRED COURSES:

		Units
MM V10	Introduction to Multimedia and Multimedia Applications	3
MM V20	Visual Design for Multimedia	3
MM V30	Multimedia Design and Production	3
MM V40	Video Production and Editing for Multimedia	3
MM V50	Business Communications for Multimedia	3
		15

NATURAL RESOURCES

REQUIRED COURSES:

		Units
AG V03	Plant Biology	3
AG V04	Soil and Water Science	3
AG V54	Conservation of Natural Resources	3
BIOL V14	Field Biology	3
GEOG V01-V01L	Elements of Physical Geography & Laboratory	3-1
HORT V37/CT V37	Landscape Construction	3
HORT V41	Landscape Management	3
HORT V45	Arboriculture	3

REQUIRED ADDITIONAL COURSE:

Select one (1) of the following courses:

BIS V40	Microcomputer Applications in Business	4
CS V04	Introduction to Computers and Computer Literacy	3
		28-29

Recommended courses: AG V22; BIOL V10; CJ V03; ECON V01A; GEOL V07; HED V92; HORT V42A, V42B, V46; REC V41.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.



From the third floor of the LRC to the Pacific Ocean

NURSING*

REQUIRED COURSES:		Units
ENGL V01A	English Composition	5
MICR V01	General Microbiology	5
NS V10+	Introduction to Professional Nursing	10
NS V20-V30-V40	The Nursing Process Applied to the Client with Health Care Deviations I & II & III	11-10.5-10.5
PSY V01	Introduction to Psychology	3
REQUIRED ADDITIONAL COURSES:		
Select one (1) of the following courses:		
AES V11/SOC V03	Racial and Ethnic Group Relations	3
ANTH V02	Cultural Anthropology	3
SOC V01	Introduction to Sociology	3
SOC V02	Social Problems	3
Select one (1) of the following courses:		
HEC V24	Human Development	3
PSY V05	Introduction to Developmental Psychology	3
Select one (1) of the following courses:		
SPCH V01	Introduction to Speech Communication	3
SPCH V10	Critical Thinking in Oral Communication: Argumentation and Debate	3
Select one (1) of the following groups and complete all courses listed:		
GROUP A		
ANAT V01	General Human Anatomy	4
PHSO V01	Introduction to Human Physiology	5
GROUP B		
ANPH V01	Introduction to Human Anatomy and Physiology	5
		69-73

See special program requirements.

* No Certificate of Achievement awarded.

+ Eligible candidates may petition the Health Science Division for advanced standing.

Highly recommended courses: Although not required, it is strongly recommended that the following courses be taken prior to admission into the ADN program: MATH V30; NS V07, V75.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

PHYSICAL SCIENCE Engineering Technology

REQUIRED COURSES:		Units
CHEM V01A-V01AL	General Chemistry I & Laboratory	3-2
REQUIRED ADDITIONAL COURSES:		
Select one (1) of the following courses:		
ARCH V60/CT V60	Simplified Engineering for Building Construction	3
ENGR V05A	Plane Surveying	3
ENGR V12	Engineering Statics	3
ENGR V16-V16L	Engineering Circuits and Devices & Laboratory	3-1
ENGR V18	Engineering Materials	3
Select one (1) of the following courses:		
MATH V04	College Algebra	3
MATH V20	Precalculus Mathematics	5
Select one (1) of the following courses:		
MATH V05	Plane Trigonometry	3
MATH V21A	Calculus with Analytic Geometry I	5
Select one (1) of the following groups and complete both courses:		
GROUP A		
ARCH V23/DRFT V05A	Introduction to AutoCAD	2
DRFT V03	Drafting Fundamentals	3
GROUP B		
ENGR V02	Engineering Graphics	2
ENGR V03	Descriptive Geometry	2
Select one (1) of the following groups and complete all courses listed:		
GROUP A		
PHYS V02A-V02AL	General Physics I & Laboratory	4-1
PHYS V02B-V02BL	General Physics II & Laboratory	4-1
GROUP B		
PHYS V03A-V03AL	General Physics I: Calculus-Based & Laboratory	4-1
PHYS V03B-V03BL	General Physics II: Calculus-Based & Laboratory	4-1
GROUP C		
PHYS V04-V04L	Mechanics & Laboratory	4-1
		23-34

Recommended courses: CS V86; ENGL V01A; MATH V21A; PHYS V05-V05L.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

SECRETARIAL

REQUIRED COURSES:		Units
BUS V44/SUP V81	Business English	3
BUS V45	Business Communications	3
BIS V40	Microcomputer Applications in Business	4
REQUIRED ADDITIONAL COURSES:		
Select one (1) of the following courses:		
BUS V06	Business Mathematics	3
BUS V07A	Business Calculations Using the Calculating Machine	2.5
Select two to three (2-3) units from the following course:		
BUS V12	Intermediate Keyboarding	1-3
Select four (4) units from the following courses:		
BIS V44A-V44B	Microsoft Word I & II	1-2/1-2
		18.5-20

Recommended courses: CS V20; ECON V01A, V01B; PSY V01; SPCH V01.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

SUPERVISION

REQUIRED COURSES:		Units
SUP V90	Elements of Supervision	3
SUP V93/BUS V32	Human Resource Management	3
SUP V94/BUS V31	Organization and Management	3
REQUIRED ADDITIONAL COURSES:		
Select nine (9) units from the following courses:		
BUS V34	Exercise in Management Decision Making	3
BUS V37	Marketing Management	3
BUS V41	Introduction to Total Quality Management	3
BUS V45	Business Communications	3
SUP V81/BUS V44	Business English	3
SUP V96	Organizational Behavior	3
		18

Recommended course: BUS V06.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.

WATER SCIENCE

REQUIRED COURSES:		Units
WS V10	Basic Water and Wastewater Systems	3
WS V15	Water Systems Instrumentation and Controls	3
WS V16	Water Quality Protection and Cross-Connection Control	3
WS V17	Water and Wastewater Hydraulics	3
WS V18	Motors and Pumps Maintenance and Operation	3
WS V21	Water Chemistry and Bacteriology	4
REQUIRED ADDITIONAL COURSE:		
Select one (1) of the following courses:		
SUP V90	Elements of Supervision	3
WS V25	Water and Wastewater Management	3
REQUIRED ADDITIONAL COURSES FOR OPTION:		
Select one (1) of the following options and complete all courses listed:		
WASTEWATER OPTION:		
WS V12	Wastewater Treatment	3
WS V13	Wastewater Collection	3
WATER OPTION:		
WS V11	Water Treatment	3
WS V14	Water Distribution	3
		28

Recommended courses: ARCH V11; CHEM V20; CT V20; DRFT V02A, V02B; ENGL V02A; MS V01, V02; MATH V01 or V11A, V11B; PHYS V01; WEL V02.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.



Backhoe raises dust during construction of LRC Nov. 2003.

WELDING TECHNOLOGY

REQUIRED COURSES:		Units
WEL V01	Introduction to Welding	2
WEL V02/DRFT V02A/ MS V02	Blueprint Reading: Manufacturing	3
REQUIRED ADDITIONAL COURSES:		
Select one (1) of the following courses:		
DRFT V04/MS V04/ MT V04	Measurements and Computations	3
MATH V01	Elementary Algebra	5
MATH V11B	Elementary Algebra: Second Half	3
Select six (6) units from the following courses:		
MS V10	Introduction to Machine Technology	4
MT V15	Manufacturing Processes	3
WEL V20	Advanced Welding Applications	4
WEL V27/ART V27	Metal Art Sculpture	3
WEL V65/CT V65	Structural Steel and Welding Construction	3
WEL V95-V96	Welding Internship I & II	1-4/1-4
Select one (1) of the following groups and complete all courses listed:		
GROUP A		
WEL V03	Arc and MIG Welding	8
GROUP B		
WEL V13A-V13B	Arc and MIG Welding I & II	4-4
Select one (1) of the following groups and complete all courses listed:		
GROUP A		
WEL V04	TIG and Flux Core Welding	8
GROUP B		
WEL V14A-V14B	TIG and Flux Core Welding I & II	4-4
		30-32

Recommended courses: ARCH V11; CT V20; DRFT V02B; ENGL V02A; PHYS V01.

Major requirements for transfer students in this field and related disciplines differ from associate degree requirements; if you plan to transfer, consult www.assist.org and your counselor.



2004 Nursing grads

SPECIAL PROGRAM REQUIREMENTS

HEALTH SCIENCE PROGRAMS

The requirements, procedures, application dates, and program offerings for all Health Science programs are subject to change. It is the responsibility of each student to seek up-to-date information. It is also the responsibility of any student interested in the nursing program to make a scheduled appointment as soon as possible with a nursing counselor.

NURSING

Procedures for Applying

Applications will be accepted three times yearly. Admission is subject to available openings. The Associate Degree Nursing (ADN) program is impacted and generally has a waiting list.

Application deadlines are October 1; March 1; and July 1. All applicants must submit: **1)** Application to the ADN program; **2)** All required official transcripts; and **3)** Application to the College (new students only).

November 1; April 1; and August 1 — Names of academically eligible students will be sent to the School of Nursing for processing. To be included in the November 1 applicant pool, all application materials must be submitted by October 1; to be included in the April 1 applicant pool, all application materials must be submitted by March 1; to be included in the August 1 applicant pool, all application materials must be submitted by July 1.

October 15 and March 15 — Notification of accepted candidates will be made.

Qualifying Requirements

1. One of the following must be completed before applying to the program:
 - a. High school graduation and GPA of 2.5; or,
 - b. General Education Development (GED) with a score of 45 and a minimum of 12 semester units of completed college coursework with a 2.25 GPA; or,
 - c. High school graduate with less than a 2.5 GPA and a minimum of 12 semester units of completed college coursework with a GPA of 2.25; or,
 - d. Equivalent consistent with Board of Registered Nursing requirement (see nursing counselor for details).
2. All of the following must be completed:
 - a. All official high school and college transcripts must be on file at Ventura College by October 1, March 1 or July 1 to be considered.
 - b. Application to the Associate Degree Nursing (ADN) program must be on file with the counseling office at Ventura College by October 1, March 1 or July 1 to be considered.
 - c. An application to the College must also be filed for the appropriate semester.
 - d. It is the applicant's responsibility to check with the transcript clerk in the Office of Admissions and Records to see that his/her official transcripts are on file at Ventura College.
3. All of the following must be completed before applying to the program. These Ventura College courses, listed with Moorpark (MC) and Oxnard (OC) Colleges' equivalent courses, are:

- a. Chemistry: one year of high school or one semester of college chemistry with laboratory, with a minimum grade of C: CHEM V01A-V01AL or CHEM V10-V10L or CHEM V20-V20L (CHEM M01A or M12-MC; CHEM R100-R100L or CHEM R110 or CHEM R120-OC).
 - b. Anatomy-Physiology: college anatomy and physiology 5-semester-unit course with laboratory, with a minimum grade of C: either ANPH V01 or both ANAT V01 and PHSO V01 (either ANPH M01-M01L or both ANAT M01 and PHSO M01-MC; ANAT R100-R100L and PHSO R100-R100L-OC). PLEASE NOTE: students who plan to continue on to obtain a bachelor of science degree in nursing should take the separate anatomy and physiology courses.
 - c. Microbiology: college bacteriology/microbiology 4- or 5-semester-unit course with laboratory, with a minimum grade of C: MICR V01; (MICR M01-MC; MICR R100-R100L-OC).
 - d. Math: satisfactory score on Ventura College elementary algebra placement test or completion of introductory college math course with a minimum grade of C: MATH V01 or MATH V30 or both MATH V11A & V11B (MATH M01-MC; MATH R011-OC).
4. The following must be completed before entering the Nursing program:
- a. CNA: current certification as a nursing assistant (CNA) in California or equivalent.
 - b. Growth and development across the lifespan: HEC V24 or PSY V05 (CD M02 or PSY M07-MC; CD R102 or PSY R108-OC).

Students must be in good academic standing (not on academic probation) to be eligible for application to the Associate Degree Nursing (ADN) program at Ventura College. Additional courses required for those enrolled in the ADN program are listed below. With the exception of human development, students may complete these additional courses before or after acceptance into the ADN program. The School of Nursing recommends that students complete as many courses as possible before acceptance. These Ventura College courses, listed with the Moorpark (MC) and Oxnard (OC) Colleges' equivalents, are: a. American History and Institutions; b. ENGL V01A (ENGL V02A or V03A not acceptable) (ENGL M01A or M01AH-MC; ENGL R101-OC); c. PSY V01 (PSY M01-MC; PSY R101-OC); d. ANTH V02 or SOC V01 or V02 or V03 or AES V11 (ANTH M02 or SOC M01, M02, M08-MC; ANTH R102 or SOC R101, R102, R103-OC); e. SPCH V01 or V10 (SPCH M01 or M02 or M07-MC; SPCH R101 or R102-OC). All applicants must contact the nursing counselor for specific admission information regarding the ADN program.

Admission Process

Each qualified applicant will be assigned a number by the use of random tables. The class will be selected on the basis of available openings in the order determined by the random numbers assigned to each applicant in each applicant pool. Each qualified applicant, when selected, must decide either to enter the class, remove his/her name from the eligibility list or request a deferment. Applicants may defer entry one time only. Those qualified applicants who are not selected due to limited openings may retain their names (in the order assigned by random tables) on a waiting list. These applicants then have priority for admission to the next class selected. Students who choose not to enter when selected or after a deferment must reapply and receive a new random number assignment.

After students have been selected by the above procedure, a physical examination must be passed prior to entry into the program. This exam must be consistent with the policies of the teaching hospitals or agencies to which they are assigned for clinical experience. Physical exams may be scheduled with a private physician or through the Student Health Center utilizing the forms provided by the School of Nursing. The examination must demonstrate that the student is physically fit, free from communicable diseases and immune to rubella, rubeola, and varicella. Completion of the hepatitis B vaccine series is required.

All students admitted to a health science program are expected to maintain the highest personal standards of conduct consistent with the professional standards as perceived by the School of Nursing faculty and professional personnel in the agencies used as extended campus sites. Any information indicating that such standards are not maintained is subject to review by members of the School of Nursing faculty and may result in a recommendation to the College for dismissal from the program.

Evidence of physical and emotional fitness upon admission and throughout the program is expected and is subject to medical opinion of the college physician and to medical opinion or policy of hospitals or agencies which are used as extended campus sites for assigned educational experience. Students should refer to the Functional Abilities outlined in the School of Nursing Student Handbook for details. Current certification as a CPR health care provider or professional rescuer is an additional requirement.

Associate Degree Curriculum

The associate degree program in nursing is intended to develop the necessary knowledge and skills basic to the functions of registered nurses in the direct care of clients. Many of the courses assigned to this curriculum are transfer courses and articulation is possible with the baccalaureate programs in nursing at the California State University campuses. The courses may be applied as a foundation for advanced work at the discretion of the accepting institution. Courses are taken on campus concurrently with supervised clinical experience in selected hospitals and agencies, constituting a nursing science practicum or laboratory experience. Although each course merits a letter grade, the laboratory experience is based on pass-fail and it is necessary to pass the laboratory section of the course in order to proceed in nursing. Failure in the laboratory portion of nursing courses constitutes an "F" in the course.

For successful completion of the program, a minimum grade of C is mandatory in all courses required for the nursing major. These include courses outside the discipline of nursing but required for the major, such as anatomy, microbiology, etc. The student must maintain an overall GPA of 2.0 to continue in the program.

Courses are taken on campus concurrent with supervised clinical laboratory experience in selected hospitals and agencies which serve as extended campus sites. Each student is responsible for his/her own transportation to the extended campus sites, some of which are a distance from the College.

The nursing program is accredited by the California State Board of Registered Nursing. To be eligible to take the NCLEX-RN examination leading to licensure as a registered nurse, the student must have fulfilled all requirements as defined by the California State Board of Registered Nursing. Students who choose not to complete the degree requirements are eligible to take the NCLEX-RN licensing examination after completion of content required for licensure. Please contact the ADN program director for additional information.

Please be aware that conviction of a felony may prohibit you from being licensed as a registered nurse. Each case is reviewed and adjudicated by the Board of Registered Nursing. The Board considers the nature and severity of the offense, additional subsequent acts, recency of acts or crimes, compliance with sanctions, and evidence of rehabilitation. For further information, contact the program director in the School of Nursing. Contact with the Board of Registered Nursing to discuss previous convictions may be initiated before entry into the program and this will be recommended in certain cases.

Transfer and Advanced Placement

Transfer students may be accepted as space permits and credit for nursing courses taken at another institution will be evaluated on an individual basis. The School of Nursing also provides opportunities for licensed vocational nurses to advance on the career ladder with vertical mobility providing education leading to eligibility for registered nurse licensure. To be eligible for this program, a candidate must be an LVN who is currently licensed in California. Interested candidates should contact the nursing counselor for transfer/challenge requirements and applications and should meet with the ADN program director.

Graduate nurses lacking California licensure requirements may be admitted into the ADN Program on a space available basis to complete one or two needed courses as specified by the California State Board of Registered Nursing.

30-Unit Option

To be eligible for this option, a student must be a vocational nurse who is licensed to practice in California. Interested candidates should contact the nursing counselor for an individual evaluation of eligibility. Individuals who become licensed as registered nurses using this option may not be eligible for licensure in states other than California. Students pursuing this option must complete NS V31 and V41 instead of NS V30 and NS V40. All career ladder programs are on a space available basis.

Continuing Education for Registered Nurses

Students who hold a California Registered Nurse license and who are presently enrolled and in good standing in Ventura College may petition, after completion of 12 units in residence at Ventura County Community College District, for 42 units of nursing science credit applicable toward an AS degree. Please contact a nursing counselor to initiate this process.

Many credit courses offered by Ventura College are acceptable as credit for continuing education. It is the nurse's responsibility to contact either the California Board of Registered Nursing (BRN Provider No. 01293) or the Board of Licensed Vocational Nursing and Psychiatric Technician Examiners for approval of courses.

HEALTH INFORMATION TECHNOLOGY

The Health Information Technology (HIT) program is a two-year associate degree program which prepares students to take the national certification exam to become registered health information technicians. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the American Health Information Management Association (AHIMA). As a registered health information technician, the graduate is prepared to work in the offices of a variety of health care facilities and insurance companies. This program prepares the graduate to perform technical and organizational activities with medical records, including securing, analyzing, integrating and managing health care information.

The HIT program is offered through regional cooperation with Santa Barbara City College. The student will complete the general education requirements at Ventura College and will receive his/her associate degree from Ventura College. Some courses required for the major, such as anatomy, physiology, medical terminology and pharmacology will be taken at Ventura College.

Other courses required for the major are available only through distance learning from Santa Barbara City College and Moorpark College and require student enrollment at those colleges.

Admission Requirements

1. Must qualify for MATH V03 and ENGL V01A or equivalent.
2. Documentation of freedom from and immunity to communicable diseases.

Admission Process

Information and program applications are available in the Counseling Office.

EMERGENCY MEDICAL SERVICES PARAMEDIC STUDIES

Procedures for Applying

In keeping with the standard in the state of California, the Ventura College Paramedic Program offers two tracks: certification as a paramedic with or without an associate degree. Applications will be accepted on an on-going basis. Admission is subject to available openings. The application deadline is available through the health science counselor or the health sciences department. All applicants must submit: 1) Application to the paramedic program; 2) All required official transcripts; and 3) Application to the College (new students only).

Qualifying Requirements:

1. One of the following must be completed before applying to the program:
 - a. High school graduation and GPA of 2.5; or,
 - b. General Education Development (GED) with a score of 45 and a minimum of 12 semester units of completed college coursework with a 2.25 GPA; or,
 - c. High school graduate with less than a 2.5 GPA and a minimum of 12 semester units of completed college coursework with a GPA of 2.25.
2. All of the following must be completed:
 - a. All official high school and college transcripts must be on file at Ventura College.
 - b. Application must be made to the health sciences department with a choice of options to enroll in the associate degree paramedic program or the paramedic certificate program.

- c. An application to the College must be filed for the appropriate semester.
 - d. It is the applicant's responsibility to check with the transcript clerk in the Office of Admissions and Records to see that his/her official transcripts are on file at Ventura College.
3. All of the following must be completed before applying to the program. Ventura College courses, listed with the Moorpark (MC) and Oxnard (OC) equivalents, are:
 - a. Anatomy/Physiology: college anatomy and physiology, 5-semester-unit course with laboratory, with a minimum grade of C: either ANPH V01 or both ANAT V01 and PHSO V01 (either ANPH M01-M01L or both ANAT M01 and PHSO M01-MC; ANAT R100-R100L and PHSO R100-R100L-OC).
 - b. Math: satisfactory score on Ventura College elementary algebra placement test or completion of introductory college math course with a minimum grade of C: MATH V01 or both MATH V11A & V11B or MATH V30 (MATH M01-MC; MATH R011-OC).
 - c. English: satisfactory score on Ventura College reading/written English placement test or completion of college English composition course with a minimum grade of C: ENGL V01A or V02A (ENGL M01A or M01AH or M02 or ESL M33-MC; ENGL R096 or R101-OC).
 - d. Current certification for CPR as a health care provider or professional rescuer.
 4. The student must show documentation of current EMT-I or EMT-basic certification and six months of full time experience (defined as 1000 hours) with a primary "911" provider with emphasis on pre-hospital field care within the last 12 months. Equivalent experience will be considered. EMT certification must remain current throughout the program.

Students must be in good academic standing (not on academic probation) to be eligible for application to the associate degree or certificate program for paramedics. All applicants must contact the health sciences counselor for specific admission information regarding the paramedic programs.

Admission Process

Qualified applicants will be placed on a waiting list on a first-come, first-served basis. The class will be selected on the basis of available openings and qualified applicants will be notified when a space is available. Each qualified applicant, when selected, must decide either to enter the class or remove his/her name from the eligibility list. Those qualified applicants who are not selected due to limited openings may retain their names (in the order applications were received) on a waiting list.

Those applicants then have priority for admission to the next class selected. Students who choose not to enter when selected must reapply. Applicants may defer entry one time only.

Students are expected to pass a physical examination consistent with the policies of the teaching hospitals or agencies to which they are assigned for clinical experience. Physical exams are to be scheduled with a private physician or through the Student Health Center and recorded on the department form. The examination must demonstrate that the student is physically fit, free from communicable diseases and immune to rubella, rubeola and varicella. Diptheria-tetanus vaccine within the past ten years is required. The hepatitis B vaccine series is required.

All students admitted to a health science program are expected to maintain the highest personal standards of conduct consistent with the professional standards as perceived by health science faculty and professional personnel in the agencies used as extended campus sites. Any information indicating that such standards are not maintained is subject to review by members of the health science faculty and may result in a recommendation to the College for dismissal from the program.

Evidence of physical and emotional fitness upon admission and throughout the program is expected and is subject to medical opinion of the college physician and to medical opinion or policy of hospitals or agencies which are used as extended campus sites for assigned educational experiences.

Hospital and internship rotations will be assigned as space is available. This may result in extension of program time-frame.

Program Options

The paramedic program is intended to develop the necessary knowledge and skills basic to the functions of paramedics in the direct care of clients. It consists of theory, basic skills, clinical experiences and a clinical preceptorship which will prepare the graduate to take the National Registry of Emergency Medical Technicians licensing examination. Students who successfully complete the Emergency Medical Services – Paramedic Studies program will receive a Certificate of Achievement from Ventura College. Although each course merits a letter grade, the laboratory experience is based on pass-fail and it is necessary to pass the laboratory section of the course in order to proceed in the paramedic program. Failure in the laboratory portion of the paramedic courses constitutes an F in the course.

For successful completion of the program, a minimum grade of B is mandatory in all paramedic courses. The student must maintain an overall GPA of 2.0 to continue in the program.

For those students who choose the associate degree option, additional courses satisfying general education requirements are required.

The program is accredited by the California State Emergency Medical Services Agency and the Ventura County Emergency Medical Services Agency. To be eligible to take the examination leading to licensure as a paramedic, the student must have fulfilled all requirements as defined by the Ventura County Emergency Medical Services Agency and the state of California.



Aztec Dancers

TRANSFER INFORMATION

Transfer of Credits

Ventura College is accredited by the Western Association of Schools and Colleges and is generally accredited throughout the country by reciprocal agreements with state departments of public instruction and other accrediting agencies. Students should keep in mind that recognition by a regional accrediting agency only supports the standing of the college and does not assure acceptance of all transfer students from that college. Students transfer on the basis of their individual records and according to the specific requirements of the institution to which they transfer. The need for careful planning of courses and the maintenance of high scholastic standards becomes imperative for all students who intend to transfer to other colleges and universities. The counseling office maintains a variety of transfer agreements with all public and selected private four-year colleges and universities in the state.

Responsibility for Meeting Transfer Requirements

Academic counseling is available to all students on an appointment basis. Each counselor is a specialist in several academic areas, and you may wish to see a counselor according to the major you declare. This counselor can be a valuable resource in exploring the options or defining the requirements in a particular field of study. However, you are free to select any counselor you choose. All counselors have the expertise to assist you with course selection, program planning, and questions concerning requirements for admission, majors, general education and transfer to a four-year college or university.

Ultimately, it is each student's responsibility to satisfy requirements for admission, preparation in the major, and general education. If you are planning to transfer to another college or university, consult your counselor and a catalog from the selected school to plan a program according to the requirements of that institution.

Amount of Transfer Credit Granted

While Ventura College is accredited, there can be considerable variation in the total amount of credit granted by four-year colleges and universities for work done at this College. Further, there are some courses offered at Ventura College that are not accepted for transfer credit at some four-year institutions.

Students should become familiar with the maximum limits on transfer credit at the institution of their choice, as well as the transferability of individual courses they have chosen.

Quality of Work Required

In the evaluation of credits, colleges and universities show a growing tendency to emphasize the quality of a student's work rather than the quantity. A few schools having limited and selective enrollment will consider for admission only those transfer students with relatively high scholastic rank. Further, a department within the college or university may have established specific academic guidelines for prerequisites and other coursework in a given major. Students who plan to transfer should become familiar with the scholastic requirements of the transfer institution, as well as the specific requirements within their major.

Preparation for Transfer

Most students attending Ventura College can complete all necessary transfer requirements for admission to four-year colleges or universities, including general education requirements and the courses required in preparation for their selected majors.

Ventura College offers a wide variety of courses which will prepare the transfer student for almost any major offered in the state.

The College has written contracts with four-year colleges and universities regarding transfer requirements (see ASSIST below). These agreements specify lower-division requirements which may be completed at Ventura College. Ventura College courses have been carefully articulated as comparable to or acceptable in lieu of the required lower division major courses specified in the catalogs of the transfer institutions. Some majors, notably those requiring mathematics and/or natural sciences, demand adequate high school preparation to enable a student to transfer in a timely fashion.

In addition to major requirements, Ventura College students can satisfy general education or breadth requirements, as defined by the four-year college or university, in preparation for transfer. These requirements are listed in the Ventura College Catalog for selected institutions. With careful planning, most students who attend Ventura College can satisfy all requirements for admission to baccalaureate degree-granting institutions.

Universities uniformly prioritize the importance of these several requirements. In order of importance, a student prepares for transfer by completing the following:

1. **ADMISSIONS**—Complete all three admissions requirements:
 - a. Units (minimum number of units which transfer to school of choice).
 - b. Scholarship (GPA in transfer courses).
 - c. Subject area (a-g requirements of both CSU and UC).
2. **SUPPLEMENTAL ADMISSIONS**—Consult your counselor concerning additional requirements which apply to selected universities and colleges and to selected majors. These requirements can affect your eligibility for admission.
3. **MAJOR PREPARATION**—Complete the lower division courses required for the major selected. This is particularly important for high-unit majors with sequential courses based on prerequisites.
4. **GENERAL EDUCATION**—Complete general education/breadth requirements.

ASSIST

ASSIST is a computerized transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's public colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California. ASSIST is available at www.assist.org

CAN: The California Articulation Number System

The California Articulation Number (CAN) System is a statewide numbering system independent from course numbers assigned by local colleges. A CAN number signals that participating California colleges and universities have determined that courses offered by other campuses are equivalent in content and scope to courses offered on their own campuses, regardless of their unique titles or local identifying numbers. Thus, if a Schedule of Classes or Catalog lists a course bearing a CAN number, students on one campus can be assured that it will be accepted in lieu of the comparable CAN course noted in the Catalog or Schedule of Classes of another campus. For example, CAN ECON 2 on one campus will be accepted as meeting the requirement of the designated CAN ECON 2 course on other participating community college or university campuses.

The CAN numbering system is obviously useful for students attending more than one community college and is applied to many of the transferable, lower division courses students need as preparation for their intended major. Because these course requirements may change, however, and because courses are continually being redefined, qualified for or deleted from the CAN database, students should always check with their campus' counselors or the Transfer Center to determine how CAN-designated courses fit into their educational plans for transfer.



Constructing the LRC building, Sept. 2003.

CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA

Eligibility for Transfer

California's public four-year institutions are organized into two statewide systems; ten campuses make up the University of California (UC system) and twenty-three campuses make up the California State University (CSU system). To ensure admission to either of the systems, students are advised to apply during the announced application-filing periods. The entrance requirements established by the universities follow guidelines set forth in the Master Plan, which requires that those transfer students who have successfully completed specified college work be eligible for admission. Meeting the specified minimum admission requirements may not be sufficient, as many campuses also impose specific selection criteria and supplementary admissions requirements. Admission is not guaranteed to any particular campus of either system; nor is acceptance in the major area of the student's first choice assured. Because specific majors at some campuses may be impacted or may allow only limited enrollment, students may be redirected to campuses of their second choice for certain majors, or may need to change to a different major. Consequently, students are advised, and in some cases are required, to complete both the general education requirements and the lower division courses required in the major before transferring to a four-year school. It is advantageous for students to choose the campus of transfer as early in their educational careers as possible.

Private and out-of-state colleges and universities have their own admission requirements which ordinarily differ from those of California's public institutions. Students who plan to transfer to any school, whether public or private, in-state or out-of-state, should refer to the catalog of that particular school and consult with a counselor.

Potential transfer students should be prepared for their academic responsibilities becoming more demanding at a university campus, in large part because much of their coursework will be at the upper division level. Also, students changing from a semester to a quarter system should be prepared for more accelerated study.

CAVEAT — The requirements described in this section are subject to change. Students should consult a counselor and appropriate Web sites to receive the most current transfer information.

California State University

ADMISSION: A Ventura College student who is planning to transfer to one of the campuses of the California State University (except the Maritime Academy) can qualify for admission by meeting the following requirements:

LOWER DIVISION TRANSFERS: The CSU, beginning fall 2005 with few exceptions, will no longer accept lower division transfer students.

UPPER DIVISION TRANSFERS: Upper division transfers may qualify for admission if they have completed **60 or more transferable semester units** (70 units maximum) and have completed the appropriate college courses with a grade of C or better to satisfy **subject area requirements**. Applicants must have a **2.0 overall grade point average** in all transferable college units completed and be in good standing at the last college or university attended; continuous attendance is not required.

SUBJECT AREA REQUIREMENTS: This admission requirement can be satisfied by completing 30 semester units of general education courses with a grade of C or better in each course, to include Communication in the English Language and Critical Thinking (all of Area A) and Mathematics/Quantitative Reasoning (Area B4).

The Counseling Office and Transfer Center have lists of courses transferable to the California State University. This information is also contained in the individual course descriptions listed in the announcement of courses section of this Catalog and in the Schedule of Classes. Admissions information is available on the CSU Web site at www.csumentor.edu

These admission requirements are subject to change.

University of California

ADMISSION: To qualify for admission to the university as a transfer student, you must meet one of the three sets of requirements described below. The subject, scholarship and examination requirements are referred to in the undergraduate application in greater detail.

1. If you were eligible for admission to the university when you graduated from high school—meaning you satisfied the subject, scholarship, and examination requirements or you were identified as eligible under the Eligibility in the Local Context (ELC) program—you are eligible to transfer if you have a C (2.0) average in your transferable college coursework, although most campuses rarely accept transfer applicants at the freshman or sophomore levels.
2. If you met the scholarship requirement, but did not satisfy the subject requirement, you must take transferable college courses in the subjects you are missing to be eligible to transfer. You will need to earn a grade of C or better in each of these required courses, and an overall C (2.0) average in all transferable college coursework. However, most campuses rarely accept transfer applicants at the freshman or sophomore levels.
3. If you were not eligible for admission to the university when you graduated from high school because you did not meet the scholarship requirement, you must:
 - a. **Complete a minimum of 60 semester units (70 units maximum) of transferable college credit with a grade point average of at least 2.4, and;**
 - b. **Complete a course pattern requirement (with a C or better in each course) to include:**
 - i English composition: two (2) transferable courses (3 semester units each); and
 - ii Mathematics: one (1) transferable course (3 semester units) in mathematical concepts and quantitative reasoning; and
 - iii Four (4) transferable courses (3 semester units each) from at least two (2) of the following areas: Arts and Humanities; Social and Behavioral Sciences; Physical and Biological Sciences.

Most campuses require that English and math be completed no later than the spring term prior to fall transfer. Some campuses require that the 60 units minimum and the four-course pattern (3biii above) be completed no later than the prior spring.

Students who are fully certified for IGETC (the Intersegmental Segmental General Education Transfer Curriculum) prior to transferring to UC will satisfy Option 3b above.

The Counseling Office and Transfer Center have lists of courses transferable to the University of California. This information is also contained in the individual course descriptions listed in the announcement of courses section of this Catalog and in the Schedule of Classes. Admissions information is also available on the UC Web site at www.ucop.edu/pathways

These admission requirements are subject to change.

SELECTION CRITERIA: When the number of applicants for some campuses and some majors exceeds the number of spaces available, campuses use standards which are more demanding than the minimum admissions requirements to select students. These selection criteria identify those students who have demonstrated the capacity for high academic achievement and promise and who have a variety of other qualities that can contribute to the strength and diversity of the campus community.

Academic criteria are used to evaluate students when selection criteria are applied. These include: completion of a specified pattern or number of courses that meet general education or breadth patterns; completion of a specified pattern or number of courses that provide continuity with upper division courses in the major (essential for admission to the major of choice in many cases); and, GPA in all transferable courses. The selection criteria are subject to change by campus, school or college, major and/or term.

Typically, applicants are also expected to **complete both** the necessary lower division **mathematics and English composition requirements** early in their college careers.

All potential transfers are expected to peruse the UC publications "Answers for Transfers" and "Introducing the University" which are published annually for the forthcoming academic year. These are available in the Ventura College Counseling Office and the Transfer Center.

SPECIAL APPLICATION AND SCREENING PROCEDURES (SUPPLEMENTAL CRITERIA): Some colleges and schools within all nine campuses have special application requirements or screening procedures for students applying to certain majors and programs of study. In general, students who transfer to the University at the junior level are expected to have completed most, if not all, of the lower division coursework required in their major.

CSU and UC Campus Names and Locations

Abbreviations for these campus names, used elsewhere in this Catalog, follow each campus name in parentheses. The California State University (CSU) has 23 campuses: Bakersfield (BAK); Channel Islands (CI); Chico (CHI); Dominguez Hills (DH); Fresno (FRE); Fullerton (FUL); Hayward (HAY); Humboldt (HUM); Long Beach (LB); Los Angeles (LA); Maritime Academy (MA); Monterey Bay (MB); Northridge (NOR); Pomona (POM); Sacramento (SAC); San Bernadino (SB); San Diego (SD); San Francisco (SF); San Jose (SJ); San Luis Obispo (SLO); San Marcos (SM); Sonoma (SON); and, Stanislaus (STA).

The University of California (UC) has 10 campuses: Berkeley (UCB); Davis (UCD); Irvine (UCI); Los Angeles (UCLA); Merced (UCM); Riverside (UCR); San Diego (UCSD); San Francisco (UCSF); Santa Barbara (UCSB); and, Santa Cruz (UCSC).

Applications

Application forms for the University of California and the California State University are available online or in the Counseling Office and the Transfer Center. Most universities admit students on a priority basis according to the date of application. For example, students who seek admission to the fall term must apply to the California State University in October or November and to the University of California in November. Consult the catalog of your transfer school for dates of application.

Lower Division Requirements

Four-year institutions vary in freshman and sophomore requirements, even on the separate campuses of a single system such as the University of California. Students are therefore advised to become familiar with specific requirements of the institution to which they expect to transfer by studying the appropriate catalogs, available in the Ventura College Counseling Office, Transfer Center or Library. Counselors will assist as much as possible, but the full responsibility for fulfilling all the requirements rests with the student.

First, the most important requirements to fulfill in preparing to transfer, are the requirements for **admission**. There are a minimum of three admissions requirements. These are: units, scholarship, and subject area requirements. For many students, there will be a fourth admission requirement: supplemental admissions.

Potential transfer students are strongly advised to meet regularly with the counseling faculty to review these requirements.

Second are the lower division requirements for **majors**. These vary with each institution and involve specific courses. The ASSIST Web site specifies the lower division requirements for a variety of majors throughout the state.

Third is the pattern of **general education**. This consists of approximately 30 to 50 units of elective and required courses. Community college students are expected to complete most of the general education requirements, although some may be postponed to the upper division years. By completing, for a given university, the admission requirements, the general education and the major courses for a total of 60 to 70 units, the student is prepared to transfer as a junior.

The general education requirements for the California State University, Intersegmental General Education Transfer Curriculum, the University of California at Santa Barbara, California Lutheran University, and the University of La Verne are in the following section.



VC Dance Department "Goes Vegas"

CALIFORNIA STATE UNIVERSITY 2004-2005

General Education / Breadth Requirements

California law empowers Ventura College to certify to all campuses of CSU that a maximum of 39 units of the 48 units typically required for general education for a baccalaureate degree have been completed. The CSU general education/breadth pattern requires each student to complete a minimum of 48 semester units. Nine of these units must be upper division level and cannot be taken prior to the term in which upper division status (completion of 60 units) is attained. These minimum nine of the 48 units must be earned at the campus granting the baccalaureate degree. The 48-unit total is a minimum; some campuses of the CSU system may elect to exceed this minimum in their general education/breadth requirements.

The 39 semester units for the lower division general education/breadth requirements are distributed according to the pattern listed on the CSU-GE Certification Plan.

Courses listed are subject to change.

General Education Courses

AREA A - COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING.

A minimum of nine (9) units, with at least one course selected from each group (1, 2, and 3) and a grade of C or better in each course:

Group 1 - Oral Communication

SPCH V01, V10.

Group 2 - Written Communication

ENGL V01A.

Group 3 - Critical Thinking

ENGL V01B; PHIL V04, V05; SPCH V10.

AREA B - PHYSICAL UNIVERSE AND ITS LIFE FORMS.

A minimum of nine (9) units, with at least one course selected from each group (1, 2, 3 and 4) to include one laboratory activity course:

Group 1 - Physical Science

AST V01, V02; CHEM V01A, V01AL, V01B, V01BL, V10, V10L, V12A, V12AL, V12B, V12BL, V20, V20L, V21, V21L; GEOG V01, V01L, V05; GEOL V02, V02L, V03, V07, V11; PHSC V01; PHYS V01, V02A-V02AL, V02B-V02BL, V03A-V03AL, V03B-V03BL, V04-V04L, V05-V05L, V06-V06L.

Group 2 - Life Science

AG V03, V04, V54; ANAT V01; AHPH V01; ANTH V01, V01L; BIOL V01, V01L, V03, V04, V10, V12, V14, V18, V29, V29L; MICR V01; PHSO V01; PSY V03.

Group 3 - Laboratory Activity

Group 4 - Mathematics/Quantitative Reasoning*

CS V17; MATH V04, V05, V20, V21A, V21B, V21C, V24, V38, V40, V44, V45, V46A, V46B, V52; PSY V04.

*Requires a grade of C or better.

AREA C - ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGES. A minimum of nine (9) units, with at least one course selected from each group (1 and 2):

Group 1 - Arts

AES V10, V12, V65; ART V01, V02A, V02B, V03, V04, V05, V06, V07, V08, V12A, V13A, V19, V51A; MUS V01, V03, V06, V07, V08, V09A, V09B; PHOT V01, V07; THA V01, V02A, V29.

Group 2 - Humanities

AES V31; **ENGL** V01B, V07A, V07B, V10, V11A, V15, V16, V21A, V21B, V22A, V22B, V23, V26, V30, V31, V32A, V32B, V33, V34; **FREN** V01, V02, V03, V04; **GERM** V01, V02, V03, V04; **HIST** V01A, V01B, V18A, V18B; **IDS** V08; **ITAL** V01, V02; **JAPN** V01, V02; **PHIL** V01, V02, V03A, V03B, V04, V06A, V06B; **SL** V10A, V10B, V10C; **SPAN** V01, V02, V03, V03S, V04, V04S, V10B, V20, V71; **SPCH** V05; **THA** V23.

AREA D - SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR; HISTORICAL BACKGROUND.

A minimum of nine (9) units, with courses in at least two (2) separate disciplines selected from at least two (2) groups:

Group 1 - Anthropology and Archeology

AES V01; **ANTH** V02, V03, V04, V06, V07.

Group 2 - Economics

ECON V01A, V01B.

Group 3 - Ethnic Studies

AES V01, V02A, V02B, V11, V20, V22+, V23, V24, V40A, V40B, V41, V62, V63+; **ANTH** V04; **AAS** V01; **CHST** V01, V02, V24; **HIST** V03A, V03B, V05A, V05B, V12+, V13, V17+; **PSY** V30; **SOC** V03, V24; **SPAN** V71.

Group 4 - Gender Studies

ANTH V06; **HIST** V02A+, V02B+; **SOC** V04.

Group 5 - Geography

GEOG V02, V06.

Group 6 - History

AES V02A, V02B, V21A, V21B, V22+, V40A, V40B, V41, V42A, V42B, V61, V63+; **HIST** V01A, V01B, V02A+, V02B+, V03A, V03B, V04A, V04B+, V05A, V05B, V07A+, V07B+, V08, V09, V10A, V10B, V12+, V13, V14A, V14B, V15, V16, V17+, V18A, V18B, V19, V20.

Group 7 - Interdisciplinary Social or Behavioral Science

CD V61; **HEC** V22, V23, V24; **JOUR** V01.

Group 8 - Political Science, Government, and Legal Institutions

CJ V01, V02, V15; **POLS** V01‡, V02, V03‡, V04, V05, V09, V10, V11, V14, V15, V16.

Group 9 - Psychology

PSY V01, V02, V05, V07-V07L, V15, V25, V29, V30, V31; **SOC** V31.

Group 10 - Sociology and Criminology

AES V11, V24; **CHST** V24; **CJ** V03; **PSY** V31; **SOC** V01, V02, V03, V04, V05, V07, V24, V31.

+ Will satisfy U.S. History and American Ideals requirement.

‡ Will satisfy American, State and Local Government requirement.

AREA E - LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT. A minimum of three (3) units, with no more than one (1) unit of physical activity:

AES V11, V15*; **ANTH** V02; **ART** V01; **BIOL** V10, V12, V18; ***CJ** V10, V11, V12A, V12B; ***DANC** V10-V50; ***EAC** V21, V25-V27; **HED** V92, V93, V95, V97; **HIST** V02A+, V02B+; **HEC** V10, V22, V24, V97; ***PE** V01-V22, V30-V67, V69-V87, V91-V94, V97-V99; **PSY** V01, V02, V25; ***REC** V41; **SOC** V03; **SPCH** V03; ***THA** V14.

*Physical activity courses limited to one (1) unit in satisfaction of Area E requirements.

+Will satisfy U.S. History and American Ideals requirement.

CSU General Transfer Information

CAVEAT— The courses and requirements described herein are subject to change. Students should consult a counselor and appropriate Web sites (e.g., www.csumentor.edu) to receive the most current transfer information.

ADMISSION — Students are not assured of admission to the campus and/or major of first choice. Consult your counselor for further information.

Completion of GE requirements is not currently required for admission to a CSU campus. A student who is planning to transfer to one of the campuses of the California State University can qualify for admission by meeting the following requirements:

1. LOWER DIVISION TRANSFERS: The CSU, beginning fall 2005 with few exceptions, will no longer accept lower division transfer students.
2. UPPER DIVISION TRANSFERS: Upper division transfers may qualify for admission if they have completed **60 or more transferable semester units** (maximum 70 units) and have completed the appropriate college courses with a grade better of C or better to satisfy **subject area requirements**. Applicants must have a **2.0 overall grade point average** in all transferable college units completed (2.40 for non-California residents) and be in good standing at the last college or university attended; continuous attendance is not required.
3. SUBJECT AREA REQUIREMENTS: This admission requirement can be satisfied by completing 30 semester units of general education courses with a grade of C or better in each course, to include Communication in the English Language and Critical Thinking (all of Area A) and Mathematics/Quantitative Reasoning (Area B4).

CONSIDERATION OF SUMMER COURSEWORK FOR FALL ADMISSION — Most campuses permit students to use summer coursework to satisfy fall admission requirements (excluding Areas A and B4). Campuses known to not permit this are: LB, SD, SLO and SM.

FULL CERTIFICATION — Completion of all five sections of these requirements prior to transferring will permit Ventura College to certify to each of the CSU campuses that you have fulfilled the basic 39-unit minimum lower division requirement in general education. Each of the campuses of CSU requires an additional nine units of upper division GE work in residence; some campuses may require more than the 48-unit minimum. Students should make an appointment in the Counseling Office prior to transfer to apply for CSU-GE certification.

SUBJECT AREA CERTIFICATION — It is possible to complete separately any of the areas or sections (A-E) at Ventura College and receive partial certification in any or several of those areas; if you are not fully certified, it will be necessary for you to complete the remaining areas (and perhaps other areas) after transferring as defined by the catalog of the transfer school.

CERTIFIED COURSES — Ventura College will also certify courses completed at other California Community Colleges or California State University campuses in partial satisfaction of GE requirements provided that such courses are baccalaureate level and would be certified by the institution offering them. Students who have completed courses at other colleges and universities should consult the Counseling Office regarding "pass along" certification.

SCHOLARSHIP — Most campuses require a grade of C or better for each course and an overall C average (2.0 GPA) for all courses used to satisfy GE requirements. Also, most campuses require letter grades for all GE courses and do not permit credit/no credit grades. Campuses known to impose limitations on courses graded as credit are: DH, FUL, HAY, SB, and SON.

COURSE RESTRICTIONS — While a course may satisfy more than one general education group and/or area requirement, it shall not be counted more than once and any excess units in one area shall not apply to another area.

U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS REQUIREMENTS — All campuses require students to complete college-level coursework in U.S. History, American Government and California Government, often in addition to GE requirements. Courses approved to satisfy this requirement are specified in appropriate areas. All campuses allow double counting of courses taken to meet this requirement and GE-Breadth.

USE OF MAJOR COURSES — Most campuses require a grade of C or better for each course required in preparation for a student's major. Additionally, courses taken in the department of a student's major generally may not be used to fulfill GE requirements. If major courses are used by the student to certify GE requirements, they can be disallowed by the receiving institution and jeopardize certification. Campuses known to impose these conditions are: BAK, CI, CHI, FRE, FUL, HUM, MB, NOR, SAC, SB, SF, SLO, and SON.

FOREIGN LANGUAGE AND SECOND SEMESTER ENGLISH - Some campuses require foreign language and/or second semester of English for graduation. In some cases, students certified in Areas A and C are exempt from these requirements. Also, some campuses require completion of these courses for certain majors. See the catalog of your campus choice for these requirements, especially if you are interested in these campuses: BAK, CI, FUL, HAY, LA, MA, MB, SAC, SB, SD, SF, SJ, and SM.

MULTICULTURAL/ETHNIC STUDIES REQUIREMENT - CSU campuses require all candidates for the bachelor's degree to complete at least one course in multicultural/ethnic studies as a condition of graduation. Some campuses permit completion of this requirement at the lower division level prior to transfer. These campuses are: BAK, CHI, FUL, HAY, HUM, MB, NOR, POM, SAC, SLO, SON, and STA. Selected campuses will not permit this requirement to be met prior to transfer; for most of these campuses, the course must be upper division: CI, DH, FRE, LA, LB, SB, SD, SF, SJ, and SM.

ADDITIONAL REQUIREMENTS — You are advised to consult your counselor and the catalog of the state university which you plan to attend for requirements unique to that school. Completion of Social, Political and Economic Institutions section (Area D) may not satisfy the U.S. History, Constitution and American Ideals requirements. Additional courses are required in preparation for a major and/or as electives. Campuses which may impose additional graduation requirements are: CI, CHI, LA, LB, MB, SLO, and SM.

SEQUENTIAL COURSES — Most institutions recommend that students complete sequential courses at the college where the series was started. This is especially recommended for a sequence of two or more courses which require the preceding course(s) as a prerequisite to advancement.

TRANSFER COURSES — The approved CSU listing designates those courses which may be used to meet GE requirements; it is not a complete listing of all courses which transfer to CSU. Transferability of courses may be checked in the Ventura College Catalog, the Counseling Office, the Transfer Center or at the ASSIST Web site: www.assist.org

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) — Students planning to transfer to either a CSU or UC campus may elect to use the Intersegmental General Education Transfer Curriculum (IGETC) in satisfaction of GE requirements. Consult a VC counselor for additional information.

OTHER COLLEGES & UNIVERSITIES — Students who plan to attend one of the campuses of the University of California (UC) or a private or out-of-state school should consult a counselor and the catalog of the particular school to determine the coursework needed to meet GE requirements at that institution. While many of the courses listed here transfer to UC and other institutions, they do not necessarily satisfy the GE requirements.

TRANSCRIPTS — You must make a written request of the Office of Admissions and Records to forward your transcript. Ventura College can send official transcripts of work completed at this college and at Moorpark and/or Oxnard Colleges. You must request transcripts of work completed at any other colleges (outside of this college district) to be sent to the transfer institution. Your Application for Certification is not a request for a transcript.

ASSOCIATE DEGREE — Although it is not necessary for you to complete an associate degree in order to transfer to a four-year school, many of the courses taken to satisfy associate degree requirements are transferable and, in many cases, may be used to meet transfer GE requirements.

TRANSFER ASSISTANCE — Should you encounter any problems during or after transfer, we may be able to assist you. Please feel free to contact the Counseling Office or the Transfer Center at Ventura College even after you have enrolled at another campus.

MORE INFORMATION — If you have any questions, check with a counselor.

ASSIST — ASSIST is a computerized transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's public colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California. ASSIST is available at www.assist.org

**INTERSEGMENTAL GENERAL EDUCATION
TRANSFER CURRICULUM
(IGETC)
2004-2005**

**Approved General Education courses:
Each must have a grade of C or better.**

1. ENGLISH COMMUNICATION:

CSU — Complete groups A, B and C. **UC** — Complete groups A and B.

A. English Composition: 1 course, 3 semester units.
ENGL V01A.

B. Critical Thinking — English Composition: 1 course,
3 semester units.
ENGL V01B; **PHIL** V05.

C. Oral Communication (CSU requirement only): 1 course,
3 semester units.
SPCH V01, V10.

2. MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING:

1 course, 3 semester units.

CS V17; **MATH** V04*, V20*, V21A*, V21B*, V21C, V24,
V40, V44*, V45*, V46A*, V46B*, V52; **PSY** V04*.

3. ARTS and HUMANITIES:

At least 3 courses, with at least one course from the Arts and
one course from the Humanities; 9 semester units.

A. Arts

AES V10, V12, V65; **ART** V01, V02A, V02B, V03, V04,
V05, V06, V07, V08; **MUS** V03, V06, V07, V08, V09A,
V09B; **PHOT** V07; **THA** V01, V29.

B. Humanities

AES V31; **ENGL** V07A*, V07B*, V15, V16, V21A, V21B,
V22A, V22B, V23, V26, V30, V31, V32A, V32B, V33,
V34; **FREN** V02, V03, V04; **GERM** V02, V03, V04; **HIST**
V01A, V01B, V18A, V18B; **IDS** V08; **ITAL** V02; **JAPN**
V02; **PHIL** V01, V02, V03A, V03B, V04, V06A, V06B;
SL V10B, V10C; **SPAN** V02, V03*, V03S*, V04*, V04S*,
V20, V71; **THA** V23.

4. SOCIAL and BEHAVIORAL SCIENCES:

At least 3 courses from at least 2 disciplines or an interdisci-
plinary sequence; 9 semester units.

AES V01, V02A*, V02B*, V11, V20, V21A, V21B, V22,
V23, V24, V40A*, V40B*, V41, V42A, V42B, V61, V62,
V63*; **ANTH** V02, V03, V04, V06, V07; **AAS** V01; **CHST**
V01, V02, V24; **ECON** V01A, V01B; **GEOG** V02, V06;
HIST V01A, V01B, V02A*, V02B*, V03A*, V03B*, V04A,
V04B, V05A*, V05B*, V07A*, V07B*, V08, V09, V10A,
V10B, V12, V13, V14A, V14B, V15, V16, V17*, V18A,
V18B, V19, V20; **HEC** V24*; **JOUR** V01; **POLS** V01,
V02, V03, V04, V05, V11, V14, V15, V16; **PSY** V01,
V02, V05, V07-V07L, V15, V25, V29, V30, V31*; **SOC**
V01, V02, V03, V04, V05, V07, V24, V31*.

5. PHYSICAL and BIOLOGICAL SCIENCES:

At least 2 courses, one physical science course and one
biological science course, one of which must include a
laboratory corresponding to selected lecture; 7-9 semester
units.

A. Physical Sciences

AST V01, V02; **CHEM** V01A, V01AL, V01B, V01BL, V10*,
V10L*, V12A*, V12AL*, V12B, V12BL, V20*, V20L*,
V21*, V21L*; **GEOG** V01, V01L, V05; **GEOL** V02, V02L,
V03, V07, V11; **PHSC** V01*; **PHYS** V01*, V02A*, V02AL,
V02B*, V02BL, V03A*, V03AL, V03B*, V03BL, V04*,
V04L, V05*, V05L, V06*, V06L.

B. Biological Sciences

AG V03; **ANAT** V01*; **ANPH** V01*; **ANTH** V01, V01L;
BIOL V01*, V01L*, V03, V04, V10, V12*, V18, V29,
V29L; **MICR** V01; **PHSO** V01*; **PSY** V03.

6. LANGUAGE OTHER THAN ENGLISH (UC requirement only):

Proficiency equivalent to two years of high school study in the
same language with a C or better or complete one (1) course.

FREN V01; **GERM** V01; **ITAL** V01; **JAPN** V01; **SL**
V10A; **SPAN** V01* or both V10A* & V10B*.

*UC course credit may be limited. Please consult counselor for
additional information.

U.S HISTORY AND AMERICAN IDEALS: CSU Graduation Requirement Only. Not part of IGETC; may be completed prior to transfer. 6 units, one course from Group 1 and one course from Group 2. GROUP 1. **POLS** V01, V03; GROUP 2. **AES** V22, V63; **HIST** V02A, V02B, V04B, V07A, V07B, V12, V17.

NOTE: Courses used to meet this requirement may not be used to satisfy requirements for IGETC.

General Education Notes

CAVEAT— These courses and requirements are subject to change. Students should consult a counselor or appropriate Web sites to receive the most current transfer information.

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program that community college transfer students can use to fulfill lower division general education/breadth requirements for either the California State University (CSU) or the University of California (UC) systems without the need, after transfer, to take additional lower division general education courses.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower division general education requirements of the CSU or UC prior to transfer. Some students may be better served by taking courses which fulfill the CSU General Education-Breadth requirements or those of the UC campus or college to which they plan to transfer. Students pursuing majors that require extensive lower division major preparation ("high-unit majors") may not find the IGETC option to be advantageous. Students should also be aware that selected schools and colleges at all undergraduate campuses of UC have requirements which render the use of IGETC either inappropriate or not permitted (e.g., Revelle and Roosevelt Colleges at UCSD do not use IGETC). The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular CSU or UC campus.

ADMISSION — Completion of the IGETC satisfies lower division GE requirements. It does not guarantee eligibility for admission to the CSU or UC system, or to a specific campus or program. Students who are fully certified for IGETC prior to transferring to UC will satisfy the subject area or course pattern requirements for admission; they must also satisfy the units and scholarship requirements. There is no intended connection between completion of the IGETC and eligibility for admission to the CSU system. Consult a counselor or the campus of your choice to determine transfer admission requirements.

CERTIFICATION — All UC and CSU campuses will accept full certification of the IGETC as meeting all of the lower division GE requirements for the baccalaureate degree. The last community college a student attends before transferring will determine certification of the IGETC. Partial certification is permitted. A maximum of two IGETC courses may be completed after transfer if a student Petition for Good Cause is approved. In addition to the course requirements for each subject area, full certification for the CSU must include completion of the oral communication requirement. For the UC, Oral Communication is not required, but the certification must include satisfaction of the foreign language requirement. Consult a counselor to determine the options for satisfaction of the foreign language requirement.

Coursework completed at regionally accredited institutions, including out-of-state and independent colleges, may be included among the courses to certify student completion of IGETC. In addition, credit awarded for Advanced Placement exams can be used to meet IGETC requirements. Students should consult a counselor to determine the applicability of coursework and AP exam scores to IGETC subject area requirements.

Students should make an appointment in the counseling office prior to transfer to apply for IGETC certification or to petition for partial certification.

ADDITIONAL CSU- GE REQUIREMENTS — Students who are fully certified under IGETC and transfer to CSU campuses will be required to complete a minimum of nine units of upper division general education work and all campus-specific non-GE graduation requirements not completed prior to transfer.

U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS REQUIREMENTS — All CSU campuses require students to complete college-level coursework in U.S. History, American Government and California Government in addition to GE requirements. Courses completed to satisfy this requirement may not be used to satisfy GE requirements for IGETC. UC campuses have similar requirements in American History and Institutions (AH&I). However, the AH&I requirements may be satisfied for most UC campuses (not UCSB) by completing the subject area requirement in high school. Consult a counselor for further information about this requirement.

SCHOLARSHIP — Courses used for IGETC certification must be completed with a minimum grade of C (C- is not acceptable). A "Credit" (CR) is acceptable, providing it is equivalent to a grade of C or higher at the institution where the course was taken.

MAJOR COURSES — UC will allow IGETC courses to also count toward major requirements. CSU may not allow "double-counting"; courses taken in the department of a student's major generally may not be used to fulfill GE requirements.

COURSE RESTRICTIONS — A single course may count only once; it cannot be used to fulfill GE requirements in two areas simultaneously. Coursework utilized to satisfy the CSU requirement in U.S. History, Constitution and American Ideals may not be used to satisfy GE requirements for IGETC.

TRANSFER LIMITATIONS — All transfer limitations applying to courses taken at Ventura College also apply to these general education requirements. Consult your VC counselor concerning these limitations.

General Transfer Information

ADMISSION -- Most campuses of CSU and UC rarely accept transfer applicants at the freshman or sophomore levels. Upper division or advanced standing admission criteria are based on three components: 1) **Units** -- a minimum number of transferable semester units (60 for CSU and UC; maximum 70 for both); 2) **Scholarship** -- a minimum cumulative GPA in all transferable coursework (2.0 for CSU; 2.4 for UC; higher for non-California residents); and 3) **Subject area requirements** -- Course pattern (a-g) requirements and the ways in which students satisfy these requirements differ between CSU and UC. These admission criteria specify only minimum standards. CSU and/or UC may apply more rigorous standards as enrollment demand changes. **All potential transfer students are expected to read the CSU and UC publications for transfers available in the Ventura College Counseling Office and the Transfer Center.**

SELECTION CRITERIA FOR UC -- When the number of applicants for some campuses and some majors exceeds the number of spaces available, campuses use standards which are more demanding than the minimum admissions requirements to select students. These selection criteria identify those students who have demonstrated the capacity for high academic achievement. The selection criteria are subject to change by campus, school or college, major and/or term.

Academic criteria are used to evaluate students when selection criteria are applied. These include: completion of a specified pattern or number of courses that meet general education or breadth patterns (e.g., completion of IGETC for UCB College of Letters & Science); completion of a specified pattern or number of courses that provide continuity with upper division courses in the major (essential for admission to the major of choice in many cases); and, GPA in all transferable courses.

Applicants **must complete** both the necessary lower division **mathematics and English composition requirements** with grades of C or better for most campuses by the end of the spring semester prior to transfer in the fall. Some campuses require the completion of the English and mathematics requirements by the end of the fall semester prior to transfer in the following fall. Also, some campuses require that the 60-unit minimum and the four-course pattern (with grades of C or better) be completed by the end of the spring semester prior to transfer in the fall.

All potential transfers are expected to peruse the UC publications "Answers for Transfers" and "Introducing the University" which are published annually for the forthcoming academic year. These are available in the Ventura College Counseling Office and the Transfer Center.

SPECIAL APPLICATION AND SCREENING PROCEDURES FOR UC (SUPPLEMENTAL CRITERIA) Some colleges and schools within all undergraduate campuses have special application requirements or screening procedures for students applying to certain majors and programs of study. In general, students who transfer to the University at the junior level are expected to have completed most, if not all, of the lower division coursework required in their major.

MAJOR PREPARATION — Satisfaction of lower division courses required for selected majors is generally required in those majors which are oversubscribed or impacted. UC and CSU generally prefer students to complete prerequisite major courses before completing general education courses. Of course, all requirements for admission (minimum units, GPA, and subject area requirements) must be completed prior to transfer.

TRANSFER COURSES — The approved IGETC course listing designates those courses which may be used to meet university-wide general education requirements; it is not a complete listing of all courses which transfer to CSU and UC. Transferability of courses may be checked in the Ventura College Catalog, the Counseling Office, the Transfer Center or at the ASSIST Web site: www.assist.org

SEQUENTIAL COURSES — Most institutions recommend that students complete sequential courses at the college where the series was started. This is especially recommended for a sequence of two or more courses which require the preceding course(s) as prerequisite to advancement.

OTHER UNIVERSITIES — Students who plan to attend a private or out-of-state school should consult a counselor and the catalog of the particular school to determine the coursework needed to meet GE requirements at that institution. While most of the courses on the approved IGETC list transfer to other institutions, they do not necessarily satisfy the GE requirements.

TRANSCRIPTS — You must make a written request of the Office of Admissions and Records to forward your transcript. Ventura College can send official transcripts of work completed at this College and at Moorpark and/or Oxnard Colleges. You must request transcripts of work completed at any other colleges (outside of this college district) to be sent to the transfer institution.

ASSOCIATE DEGREE — Although it is not necessary for you to complete an associate degree in order to transfer to a four-year school, many of the courses taken to satisfy associate degree requirements are transferable and, in many cases, may be used to meet transfer GE requirements.

TRANSFER ASSISTANCE — Should you encounter any problems during or after transfer, we may be able to assist you. Please feel free to contact the Counseling Office or the Transfer Center at Ventura College at any time.

MORE INFORMATION — If you have any questions, check with a counselor. More information is available for UC at www.ucop.edu/pathways and for CSU at www.csumentor.edu

ASSIST — ASSIST is a computerized transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's public colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California. ASSIST is available at www.assist.org

UNIVERSITY OF CALIFORNIA AT SANTA BARBARA 2004-2005

General Education/Breadth Requirements College of Letters and Science: B.A. Degree

AREA A — ENGLISH READING AND COMPOSITION** — two courses as noted.

ENGL V01A; plus either ENGL V01B or PHIL V05

+AREA B — FOREIGN LANGUAGE — one course.

FREN V02

GERM V02

ITAL V02

JAPN V02

SL V10B

SPAN V02

AREA C — SCIENCE, MATHEMATICS AND TECHNOLOGY — any two courses.

ANAT V01

ANPH V01

ANTH V01

AST V01, V02

BIOL V01, V03, V04, V12, V29

CHEM V01A, V20

CS V15, V30, V40, V80, V86

GEOG V01

GEOL V02, V11

MATH V21A, V21B, V44, V46A

PHYS V01, V02A-V02AL, V03A-V03AL, V04-V04L

PHSO V01

AREA D — SOCIAL SCIENCES — any two courses.

AES V01♦, V02A♦, V02B♦, V11♦, V20♦, V22♦, V40A♦, V40B♦, V41♦, V62♦, V63♦

ANTH V02, V03, V04♦

AAS V01♦

CHST V01♦

ECON V01A, V01B

GEOG V02

HIST V02A*, V02B*, V03A♦, V03B♦, V05A♦, V05B♦, V07A*, V07B*, V12♦, V13♦, V16*, V17♦

POLS V01*, V02, V03*, V05

PSY V01, V05, V15, V31

SOC V01, V03♦, V31

AREA E — CIVILIZATION AND THOUGHT — two courses from same sequence.

HIST V01A & V01B; or HIST V18A & V18B; or PHIL V06A & V06B

AREA F — THE ARTS — any two courses.

AES V10, V12, V65

ART V01, V02A, V02B, V03, V04, V05*, V06, V07, V08

ENGL V07A or V07B

MUS V01, V03, V06, V07, V08, V09A, V09B

THA V01, V02A, V29

AREA G — LITERATURE — any two courses.

AES V31

ENGL V15, V21A, V21B, V22A*, V22B*, V26, V30, V31, V32A, V32B, V33♦, V34♦

SPAN V20

** If you have already completed a regular quarter at UCSB but you have not yet satisfied the Entry-Level Writing Requirement (Subject A), do not take courses in GE Area A. Community College students not previously enrolled at UCSB must complete Area A.

- + Foreign Language requirement: See general education notes.
- * American History and Institutions requirement: UCSB has a general university requirement in American History and Institutions which shall be met by taking one course marked with an asterisk or specified under general education notes below.
- ◆ Ethnicity requirement: UCSB has an ethnicity requirement in the College of Letters and Science which shall be met by taking one course marked with a "◆" or specified under general education notes below.

UCSB General Education/Breadth Notes

CAVEAT — These courses and requirements are subject to change. Students should consult a counselor regularly throughout the school year to receive the most current transfer information.

MINIMUM UNITS — All courses used to satisfy the requirements above must equal three or more semester units each.

USE OF MAJOR COURSES — Courses taken in the student's major can also be used to fulfill any area of general education/breadth requirements.

UC ENTRY-LEVEL WRITING REQUIREMENT (FORMERLY SUBJECT A) - ENGLISH COMPOSITION REQUIREMENT — This requirement may be satisfied by the completion of ENGL V01A at Ventura College with C grade or better prior to transfer. This requirement may also be met by examination (see UCSB catalog for more specific information). Students who have not satisfied this requirement must take a UCSB writing examination during their first quarter at UCSB.

***AMERICAN HISTORY AND INSTITUTIONS REQUIREMENT** — A course taken to satisfy this requirement may also be applied to GE and/or major requirements. For example, a student who completes ART V05 will satisfy both the history and institutions requirement and part of the general education requirements. A student who completes HIST V03A will satisfy the requirements for American History and Institutions, ethnicity, and part of the general education pattern. In other words, a student may double-count or triple-count a single course to meet multiple requirements. Courses approved to meet the American History and Institutions requirement are: AES V01, V02A, V02B, V20, V22, V40A, V40B, V41, V62, V63; ANTH V04; ART V05; AAS V01; CHST V01; CJ V01; ENGL V22A, V22B; HIST V02A, V02B, V03A, V03B, V04B, V05A, V05B, V07A, V07B, V08, V12, V13, V16, V17; POLS V01, V03; SOC V02. Students who do not meet this requirement by coursework may satisfy it by examination (see UCSB catalog for more specific information).

◆ETHNICITY REQUIREMENT — A course taken to satisfy this requirement will also count toward satisfaction of specific area requirements. For example, a student who completes ENGL V33 will satisfy both the ethnicity requirement and part of the general education requirements. A student who completes HIST V05B will satisfy the requirements for ethnicity, American History and Institutions, and part of the general education pattern. In other words, a student may double-count or triple-count a single course to meet multiple requirements. Courses approved to meet the ethnicity requirement are: AES V01, V02A, V02B, V11, V20, V22, V23, V40A, V40B, V41, V63; ANTH V04; AAS V01; CHST V01, V02; ENGL V33, V34; HIST V03A, V03B, V05A, V05B, V12, V13, V17; SOC V03.

+FOREIGN LANGUAGE REQUIREMENT — All transfer students entering the College of Letters and Science at UCSB must satisfy the foreign language requirement prior to graduation from UCSB. The requirement can be satisfied by:

1. Passing the second semester (or third quarter) of a college foreign language course (this option requires students to complete four additional overall and L & S units); or

2. Completing the third year of one foreign language in high school with a GPA of at least a C for the third year. Students who do not meet this requirement by coursework may satisfy it by examination (see UCSB catalog for more specific information).

TRANSFER LIMITATIONS — All transfer limitations applying to courses taken at Ventura College also apply to these general education requirements. Consult your VC counselor concerning these limitations.

B.S. DEGREE GE REQUIREMENTS (College of Letters and Sciences): Area A, two courses as noted; Area B, one course; Area C, any two courses; Area D, any two courses; Area E, two courses from same sequence; Area F, one course; and Area G, one course.

B.F.A. DEGREE AND B.M. DEGREE GE REQUIREMENTS: Area A, two courses as noted; Area B, one course; Area C, any two courses; Area D, any two courses; Area E, two courses from same sequence; and Area G, one course.

B.S. DEGREE GE REQUIREMENTS (College of Engineering): Area A, two courses as noted; Areas D, E, F, & G, 16 semester units total; Areas D & E, six to ten units (three must be from E); and Areas F & G, six to ten units (three must be from G). No more than two courses from the same department can apply to areas D, E, F, and G. See the ASSIST Web site for choices other than those listed here. It is recommended that engineering students not complete all GE prior to transfer.

DEFERRED COMPLETION — These general education requirements for the College of Letters and Science may be completed at UCSB. The university will require that any remaining courses in Areas D through G satisfy the Writing Requirement and the Non-Western Culture Requirement. If Area C is not entirely satisfied prior to transfer, the university will require one course in Quantitative Relationships.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) — Students planning to transfer to either a CSU or UC campus may elect to use the Intersegmental GE Transfer Curriculum (IGETC) in satisfaction of GE requirements. IGETC certification, completed in its entirety and certified by the community college prior to transfer, waives all areas of UCSB's GE program. Consult your counselor for additional information.

General Transfer Information

ADMISSION — Most campuses rarely accept transfer applicants at the freshman or sophomore levels. A Ventura College student who is a California resident and who is planning to transfer to UCSB (or any other UC campus) must satisfy the following requirements:

1. Students who were eligible for admission to the university when they graduated from high school—meaning they satisfied the subject, scholarship, and examination requirements or they were identified as eligible under the Eligibility in the Local Context (ELC) program—are eligible to transfer if they have a C (2.0) average in transferable college coursework.

2. Students who met the scholarship requirement but not the subject requirement must take transferable college courses in the missing subjects earning a C or better in each required course, and have an overall C (2.0) average in all transferable college coursework to be eligible to transfer.

3. Students who were not eligible for admission to the university when they graduated from high school because they did not meet the scholarship requirement must:

a. Complete **60 semester** units of transferable college credit with a grade point average of at least **2.4**, and;

b. Complete a **course pattern requirement (with a C or better in each course)** to include:

1. two transferable college courses (3 semester units each) in English composition; and
2. one transferable college course (3 semester units) in mathematical concepts and quantitative reasoning; and
3. four transferable college courses (3 semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

Students who satisfy the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to UC will satisfy Option 3b above. All potential transfer students should attempt to exceed the minimum 2.4 GPA and fall transfers must complete all admission requirements (units; GPA; a-g) by the preceding spring.

Subject area requirements in English and mathematics should be completed by the preceding fall semester. Coursework completed in summer session will not count toward these minimum admission requirements but can be used to accumulate additional transfer units.

MAJOR PREPARATION — Satisfaction of lower division courses for selected majors is generally required in those majors which are oversubscribed or impacted. UC prefers students to complete prerequisite major courses before completing general education courses. Of course, all requirements for admission (minimum units, GPA, and subject area requirements) must be completed prior to transfer.

TRANSFER INFORMATION — All potential transfer students are expected to read the University of California publication "Answers for Transfers" available in the Ventura College Counseling Office and the Transfer Center.

TRANSFER COURSES — The approved UCSB listing above designates those courses which may be used to meet GE requirements; it is not a complete listing of all courses which transfer to UC. Transferability of courses may be checked in the Ventura College Catalog, Counseling Office, or Transfer Center.

SEQUENTIAL COURSES — Most institutions recommend that students complete sequential courses at the college where the series was started. This is especially recommended for a sequence of two or more courses which requires the preceding course(s) as prerequisite to advancement.

OTHER UNIVERSITIES — Students who plan to attend a UC campus other than Santa Barbara or one of the campuses of the California State University (CSU) or an independent or out-of-state school should consult a counselor and the catalog of the particular school to determine the coursework needed to meet GE requirements at that institution. While many of the courses listed above transfer to CSU and other institutions, they do not necessarily satisfy the GE requirements.

TRANSCRIPTS — You must make a written request of the Office of Admissions and Records to forward your transcript. Ventura College can send official transcripts of work completed at this College and at Moorpark and/or Oxnard College. You must request transcripts of work completed at any other colleges (outside of this college district) to be sent to the transfer institution.

ASSOCIATE DEGREE — Although it is not necessary for you to complete an associate degree in order to transfer to a four-year school, many of the courses taken to satisfy associate degree requirements are transferable and, in many cases, may be used to meet transfer GE requirements.

TRANSFER ASSISTANCE — Should you encounter any problems during or after transfer, we may be able to assist you. Please feel free to contact the counseling office or transfer center at Ventura College at any time.

MORE INFORMATION — If you have any questions, check with a counselor, the UCSB Web site at www.admissions.ucsb.edu and the ASSIST Web site: www.assist.org



Kickboxing class improves strength & fitness

CALIFORNIA LUTHERAN UNIVERSITY

2004-2005

General Education Requirements

GENERAL TRANSFER INFORMATION: Students may be admitted to CLU with fewer than 28 semester units on the basis of test scores and high school records. Transfer students must complete a minimum of 28 transferable semester units (maximum 70) with a 2.75 GPA in all previous college work attempted. Students should also have a 2.5 GPA in the last term of full-time study prior to the time of application to CLU. All coursework applicable to GE or major preparation requirements must be taken for a grade, with the exception of courses taken credit by exam.

CLU accepts the certification of the Intersegmental General Education Transfer Curriculum (IGETC). Students who complete IGETC and California Lutheran University's religion and foreign language requirements will have met all of CLU's general education curriculum. Students who do not complete IGETC prior to transferring to CLU will follow the CLU general education pattern.

Prospective transfer students are encouraged to schedule an appointment with the CLU coordinator of transfer services for counseling and preliminary transcript evaluation. Also visit CLU's Web site at www.callutheran.edu

General Education Courses

AREA I. PROFICIENCIES

A. Written Communication

1. Freshman English:
ENGL V01A or by AP Exam.
2. Writing intensive course:
Junior level transfers (58+ units)
complete one course after transfer.

B. Speaking Intensive

SPCH V01, V02, V05, V10; **THA** V02A; or Oral Communication Proficiency Test.

C. Foreign Language

Two sequential courses in the same language from:
FREN V01-V04; **GERM** V01-V04; **ITAL** V01, V02; **JAPN** V01, V02; **SL** V10A, V10B, V10C; **SPAN** V01-V04 or **SPAN** V03S, V04S; or successful completion of second semester level course or score on CLU Foreign Language Placement Test at third semester college level.

D. Mathematical Reasoning

CS V17; **MATH** V04, V05, V20, V21A, V21B, V21C, V24, V38, V40, V44, V45, V46A, V46B, V52; or appropriate score on CLU Math Placement Test.

AREA II. PERSPECTIVES

A. Humanities

1. History - One course from:
AES V02A, V02B, V21A, V21B, V22, V40A, V40B, V41, V42A, V42B, V61, V63 or any one course in history.
2. Literature - One course from:
ENGL V01B, V15-V34.
3. Philosophy - One course from:
PHIL V01, V02, V04, V05, V06A, V06B.
4. Religion
PHIL V03B.

Students transferring with fewer than 58 units may transfer one religion course and must complete one upper division religion course at CLU; students transferring with 58 or more units must complete one religion course at CLU.

B. Natural Sciences

Two courses, one with lab, from:
ANAT V01; **ANPH** V01; **ANTH** V01, V01L; **AST** V01, V02; **BIOL** V01, V01L, V03, V04; **CHEM** V01A, V01AL, V01B, V01BL, V10, V10L, V20, V20L, V21, V21L; **GEOG** V01, V01L; **GEOL** V02, V02L; **MICR** V01; **PHSC** V01; **PHYS** V01, V02A-V02AL, V02B-V02BL, V03A-V03AL, V03B-V03BL, V04-V04L, V05-V05L, V06-V06L; **PHSO** V01; **PSY** V03.

C. Social Sciences

Two courses from different disciplines from:
AES V01, V11; **ANTH** V02-V04, V06, V07; **ECON** V01A, V01B; **GEOG** V02; **POLS** V01-V05, V08-V10; **PSY** V01, V03, V05, V30; **SOC** V01-V03.

D. Visual and Performing Arts

Note: Only one course may be less than two units credit. One participation course from:

ART V11A-V13C, V16A, V16B, V20A, V20B, V25A-V26B, V31A-V53B; **DANC** V14; **MUS** V11-V24D, V34, V35; **PHOT** V01-V06B, V08-V09B; **THA** V02A, V14-V22, V31.

One additional course from the list above or from:

AES V10, V12, V65; **ART** V01-V08, V14A-V14D; **MUS** V01, V02A-V02D, V03-V10, V27; **PHOT** V07; **THA** V01, V29.

E. Health and Well-being

A transfer with two different PE activities or one PE activity and one health education course will satisfy the entire requirement. Junior/senior transfers with no previous PE activities will take HED V97 or HEC V97. Transfers over 25 years of age are exempted from this requirement.

Note: Only one unit per activity course will transfer; no more than three units will apply toward graduation; an activity course may not be repeated for credit.

AREA III. CULTURES AND CIVILIZATIONS

A. Global Studies: The World and The West

Requirement waived for students transferring with 28 or more units.

B. Gender and Ethnic Studies

One course from:

AES V01, V02A, V02B, V11, V20, V22, V40A, V40B, V41, V62, V63; **ANTH** V04, V06; **ART** V07; **AAS** V01; **CHST** V01; **ENGL** V32A, V32B, V33, V34; **HIST** V02A-V03B, V05A, V05B, V12, V13, V17; **PSY** V30; **SOC** V03, V04.

Note: Courses taken to meet this requirement may be double-counted to meet Perspectives requirements.

AREA IV. INTEGRATED STUDIES

Freshman Cluster

Requirement waived for students who have completed ENGL V01A or who are transferring with 28 or more units.

CAVEAT — These courses and requirements are subject to change. Students should consult a counselor regularly throughout the school year to receive the most current transfer information.

**UNIVERSITY OF LA VERNE
VENTURA COUNTY AND POINT MUGU CAMPUSES
2004-2005**

General Education Requirements

GENERAL TRANSFER INFORMATION: Students who have a high school diploma, or equivalent, are eligible for admission to ULV. Transfer students may enter ULV at the beginning of any semester. A total of 128 semester units are required for the BA or BS degree, 44 of which must be upper division, plus the completion of a specific major, and the general education requirements. ULV will accept up to 84 semester units of lower division transferable credit. These may include military credit and credit granted by CLEP examination or by DANTES or USAFI. All courses completed under the associate degree will be acceptable at ULV. Students without the associate degree will have their work evaluated on a course-by-course basis for transferability. Students with less than 32 units may be held to additional requirements.

ULV accepts the certification of either the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education pattern (CSU-GE). Students who complete either IGETC or CSU-GE will be credited with fulfilling all of ULV's general education Area requirements.

Prospective students are encouraged to schedule an appointment with a ULV academic advisor for a preliminary evaluation of their transcripts. Also visit ULV's Web site at www.ulv.edu (scroll to School of Continuing Education; then Ventura County Campus).

General Education Courses*

1. WRITTEN ENGLISH

ENGL V01A and **ENGL** V01B.

2. SPOKEN ENGLISH

One course from **SPCH** V01, V10 or equivalent demonstrated proficiency.

3. FINE ARTS

One course from: **AES** V10, V12, V65; **ART** V01, V02AB, V03, V04, V05, V06, V07, V08, V11AB, V12AB, V13ABC, V15ABC, V16AB, V19, V23AB, V25AB, V26AB, V31AB, V32AB, V34ABC, V36AB, V37AB, V41AB, V42AB, V43AB, V46AB, V48, V51AB, V52AB; **DANC** V30; **ENGL** V07AB, V10, V11AB; **MUS** V03, V06, V07, V08, V09AB; **PHOT** V01, V02, V03, V04AB, V06AB, V07; **THA** V01, V02AB, V29.

4. HUMANITIES

Any course from each of two different areas: a) **ENGL** V15, V16, V21A, V21B, V22A, V22B, V23, V26, V30, V31, V32A, V32B, V33, V34, **THA** V23; b) **PHIL** (except V04, V05); c) **JOUR** V01.

5. MATHEMATICS

One course from: **CS** V17; **MATH** V04, V05, V20, V21A, V21B, V21C, V40, V44, V45, V46A, V46B, V52; **PSY** V04. Math requirement may be satisfied by upper division course in statistics in the major.

6. NATURAL SCIENCES

Any course from each of two different areas, to include one laboratory from: a) **AG** V03, **ANAT**, **ANPH**, **BIOL**, **MICR**, **PHSO**; b) **AST**, **CHEM**, **GEOL**, **PHSC**, **PHYS**.

7. SOCIAL SCIENCES

Any course from each of two different areas: a) **ECON** V01A, V01B; b) **AES** V22, V63; **HIST** V02A, V02B, V04B, V07A, V07B, V12, V17; **POLS** V01, V03; c) **PSY** V01, **SOC** V01.

8. CORE REQUIREMENTS

Values and Critical Thinking

PHIL V02 and **PHIL** V05.

World Civilizations and Cultures

One course from: **AES** V21A, V42A, V42B, V61; **ANTH** V02; **HIST** V01A, V10A, V14A, V14B, V15, V18A, V18B, V19; or one year of foreign language (consult ULV for exceptions).

*Courses taken in preparation for the major may be used to satisfy general education requirements. While a course may satisfy more than one general education group and/or area requirement, it shall not be counted more than once and any excess units in one area shall not apply to another area.

CAVEAT — These courses and requirements are subject to change. Students should consult a counselor regularly throughout the school year to receive the most current transfer information.



New VC Sculpture Garden between the Art buildings

CHARTER OAK STATE COLLEGE
Partnering with Bridgepoint Education
2004-2005

General Transfer Information

Charter Oak State College is accredited by the New England Association of Schools and Colleges. Charter Oak truly offers "degrees without boundaries". Its liberal transfer credit acceptance policy is particularly attractive to the adult learner. Charter Oak will accept previous credits from regionally accredited colleges and universities regardless of when they were earned; up to 90 units from a two-year college; and approved, non-collegiate credit from a variety of sources, including the military.

For many adults, finding time to complete a college degree is a challenge. Charter Oak can help. It offers a myriad of distance learning classes via the Internet or on video. Students can develop their own degree plan, start their program at any time, and determine their own pace of study. Students are not limited to Charter Oak classes alone, because Charter Oak has no academic residency requirement. With all the different ways to earn credit, including traditional and distance learning classes, standardized tests and portfolio assessment, students may complete their degree without ever stepping foot on the Charter Oak campus. Students can take courses at Ventura College, nearby in Ventura County, or online at Bridgepoint Education to complete their degree. Students can often complete their degree in less than two years.

Bridgepoint Education is a learning partner with Charter Oak State College. Bridgepoint assists prospective and current Charter Oak students in California. For many students, the cost of the program is comparable to or less than attending any CSU campus as a part-time student.

Students can apply to the Bridgepoint Education program with Charter Oak State College when they are about to complete 60 units in the semester in which they apply. Students may be admitted to the program when they have completed 60 college units or an Associate's degree. Community college courses must be degree applicable credit courses in order to transfer to Charter Oak. Credit/No Credit grades for which a "CR" grade has been received are accepted, though not typically usable toward the student's concentration. Charter Oak also accepts credit from: corporate training carrying ACE or PONS credit recommendations; AP, CLEP, DANTEs and other standard tests; and workplace learning documented through portfolio assessment.

Students who have received certification of the IGETC typically only need to complete one or two additional general education courses for Charter Oak, and can use community college courses, Bridgepoint courses, or other sources of credit listed above to complete them. Students need 60 liberal arts units to earn a BS degree and 90 liberal arts units to earn a BA, which can include credit transferred from community colleges, Bridgepoint or other sources listed above.

Prospective transfer students are encouraged to schedule an appointment with a Bridgepoint representative for a preliminary evaluation of credit and to answer any questions about the program. Bridgepoint can be reached through the Ventura College Transfer Center, or by calling 800-333-5116, or by visiting www.bridgepointeducation.com.

General Education Requirements*

The following **Ventura College** courses meet Charter Oak General Education requirements. These courses also meet Charter Oak liberal arts requirements except as noted by an asterisk (*).

AESTHETIC DIMENSIONS (A) - (3 units)

AES V10, V12, V15, V30, V31, V65; **ART** V01-V08, V11A-V13C, V15A-V16B, V18A-V27, V31A-V48, V51A-V55B; **CD** V14*; **DANC** V10-V90; **EAC** V25*; **ENGL** V02B, V07A, V07B, V10-V34, V132A-V134; **FDM** V18A, V18B; **HEC** V05A; **MUS** V01-V37, V43-V55C, V60D, V60F; **PHOT** V01-V08; **READ** V02B; **SPAN** V20, V71; **SPCH** V05; **THA** V01-V02B, V12-V20, V23, V29, V31; **WEL** V27

ETHICAL DIMENSIONS AND CITIZENSHIP (C) - (3 units)

CJ V01; **IDS** V08; **PHIL** V02; **POLS** V01

WRITTEN COMMUNICATION (E) - (6 units)

ENGL V01A and V01B

GLOBAL SOCIETY (G) - (3 units)

AES V10, V15, V21A, V21B, V31, V42A, V42B, V61, V65; **ANTH** V02, V03, V06, V07; **ART** V02A-V04, V06-V08; **BIOL** V10; **BUS** V43*; **DANC** V26; **ENGL** V21A, V21B, V26-V31; **FREN** V03, V04, V73, V74; **GEOG** V02; **GERM** V03, V04; **HIST** V01A, V01B, V09-V10B, V14A-V15, V18A-V20; **MUS** V03, V09A, V09B; **PHIL** V03A, V03B; **POLS** V02, V05, V10-V15, V60C; **SPAN** V03-V04S, V20, V71

HISTORICAL DEVELOPMENT (H) - (3 units)

AES V01-V10, V12, V21A-V22, V40A-V61, V63, V65; **ANTH** V03, V04; **ART** V02A-V08; **HIST** V01A, V01B, V02A-V04B, V05A-V90; **MUS** V06-V09B; **PHIL** V01, V03A, V03B, V06A, V06B; **PHOT** V07; **POLS** V01, V02, V04, V10, V11, V15; **SPAN** V71; **THA** V29

RELATIONSHIP TO GROUPS AND COMMUNITIES (I) - (3 units)

AES V01, V11, V20, V23, V24, V41, V62; **ANTH** V02, V04-V07; **AAS** V01; **BUS** V32*; **CHST** V01-V24; **CD** V61; **CJ** V03, V14*, V28; **ENGL** V32A, V32B, V132A, V132B; **GEOG** V02; **HIST** V13; **HEC** V22-V24; **PSY** V01, V02, V5, V15-V31; **SOC** V01-V31; **SPCH** V03, V15; **SUP** V93, V96

ANALYTICAL/QUANTITATIVE REASONING & DATA

INTERPRETATION (Q) - (3 units)

CS V17; **MATH** V04, V05, V20, V21A, V21B, V21C, V24, V38-V44, V45-V52; **PSY** V04

RESEARCH (R) - (3 units)

ENGL V01A, V01B; **BIS** V71B*; **LIB** V01*; **PSY** V07, V07L; **SOC** V07

SCIENTIFIC PROCESS (S) - (4 units with lab or 6 units without)

AG V03; **ANAT** V01; **ANPH** V01; **ANTH** V01, V01L; **AST** V01, V02; **BIOL** V01, V01L, V03-V18, V29, V29L, V40, V41; **CHEM** V01A-V21L; **ENGR** V12, V16; **GEOG** V01, V01L, V05; **GEOL** V02-V21; **MICR** V01; **PHSC** V01; **PHYS** V01-V90; **PHSO** V01

WESTERN CIVILIZATION AND CULTURE (W) - (3 units)

AES V01-V02B, V11, V12, V20-V24, V31-V41, V62, V63; **ANTH** V04, V07; **ART** V02A, V02B, V04-V06; **AAS** V01; **CHST** V01-V24; **CJ** V02; **ENGL** V21A-V22B, V26-V31, V33, V34, V133, V134; **FREN** V03, V04, V73, V74; **GEOG** V06; **GERM** V03, V04; **HIST** V01A, V01B, V02A-V04B, V05A-V13, V16, V17, V60B; **MUS** V06, V07, V09A, V09B; **PHIL** V03B, V06A, V06B; **PHOT** V07; **POLS** V01, V03, V04, V09, V11; **SOC** V03, V24; **SPAN** V03, V04, V20, V71; **THA** V29

CAVEAT — These courses and requirements are subject to change. Students should consult a counselor regularly throughout the school year to receive the most current transfer information.



The Japanese Garden on campus inspires

ANNOUNCEMENT OF COURSES

Course Identification

A course identification is comprised of the course discipline name or abbreviated name and course number (for example, CJ V01). All course numbers for Ventura College will have a leading V (for Ventura) preceding the actual course number. Courses numbered 1 (one) through 9 (nine) will also have a leading zero preceding the actual number. Sometimes an alphabetic character is appended to the course identification (for example, ART V12A).

Courses requiring a year (two semesters) in which to complete the full offering may be designated by number and letter (for example, BUS V01A-V01B). The A section of the course is usually offered in the fall semester with the B section following in the spring; however, some year-sequence courses begin in the spring semester.

The alphabetical designation in the course identification may also be used to designate the related topics of a year-long course (for example, HIST V18A-V18B); in this instance, the A course would not be a prerequisite to the B course and/or subsequent courses.

Semester Unit Credit

The semester unit credit of the course is shown by a number(s) following the title of the course. As defined elsewhere, the semester unit is based on three hours of workstudy; one lecture hour with two attendant hours of preparation or three hours of laboratory activity requiring special facilities or equipment.

Most courses have fixed units; some have variable units. The unit value of each variable-unit course will be specified in the Schedule of Classes each term. In certain instances, to best serve students in summer session and in evening classes, the hours of instruction in some courses may be reduced and credit reduced proportionately.

Course Prerequisites, Corequisites and Recommended Preparation

A course prerequisite states the preparation required to successfully complete a particular course. A prerequisite represents a set of skills or a body of knowledge that a student must possess prior to enrollment and without which the student is highly unlikely to succeed in the course. For example, a student enrolling in general chemistry is likely to have grave difficulty without adequate preparation in algebra.

A course corequisite states the course or courses in which a student must be concurrently enrolled. A corequisite represents a set of skills or a body of knowledge that a student must acquire through concurrent enrollment in another course and without which the student is highly unlikely to succeed in the course.

Recommended preparation states the preparation suggested by the faculty to successfully complete a particular course. While encouraged to do so, students do not have to satisfy recommended preparation guidelines to enroll in a course.

Course prerequisites, corequisites or recommended preparation are specified within course descriptions announced in this Catalog; they are also specified in the Schedule of Classes. A course has no prerequisites or corequisites unless so designated. Students must have satisfied the prerequisite and/or corequisite requirements for all courses in which they enroll.

CHALLENGING A PREREQUISITE OR COREQUISITE: It is recognized that students may have preparation equivalent to the stated prerequisites or corequisites or may wish to challenge a prerequisite or corequisite as allowed by state law. The Petition for Challenging a Prerequisite or Corequisite is available in the Counseling Office. The student shall bear the initial burden of showing that grounds exist for the challenge. The following is a list of the grounds under which a challenge may be pursued:

1. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available (student educational plan must be on file).
2. The prerequisite or corequisite is not valid because it is not necessary for success in the course for which it is required (student documentation required).
3. The prerequisite or corequisite is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner (student documentation required).
4. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite or corequisite (student documentation required).

Field Trips

Field trips are required activities for a number of courses in the College curriculum. For any such courses, it is intended that they be clearly identified in the College Catalog and the Schedule of Classes. For other courses, a field trip or an off-campus activity may be optional for the students enrolled.

According to policy adopted by the College District's governing board, all persons making any type of field trip or excursion shall be deemed to have waived all claims for injury, accident, illness, or death during, or by reason of, the field trip or excursion.

The College assumes no liability for students' personal property. This includes course or related College activities, on campus, at off-campus facilities, and college-sponsored field trips.

Course Repetition

A statement following the course description noting the repeat capability of a course will specify the maximum credit permitted for the designated course. The repeat capability will be expressed in maximum units and/or in total times the course may be taken. The absence of a repeat capability statement is always intended to designate a course which may be taken one time only.

Co-designated Courses

The college offers some of its courses as co-designated or cross-listed between two or more disciplines. Where this occurs, all aspects of the co-designated courses are identical, except the course identifier (course discipline abbreviation) and possibly the course numbers and/or alpha characters following the discipline abbreviation, which may be identical or may differ. All other aspects are the same (title, units, hours, description, repeat capability, transferability, etc.). These courses are identified in the announcement of courses section of the catalog. Courses which are codesignated or cross-referenced are identified by the phrase "Same as . . ."

Courses Offered on a Credit/No Credit Basis Only

The following courses will be offered only for credit/no credit; no letter grade will be awarded: **ACT** V01, V02, V03A, V03B, V04, V05, V10, V12, V88; **AG** V60A-V60Z; **ANAT** V01S; **ANPH** V01S; **ARCH** V95, V96; **ART** V79; **AUTO** V45, V95, V96; **BIOL** V01S, V20S, V29S, V31S, V32, V33, V34, V35, V60A-V60Z, V95, V96; **BUS** V11, V12, V95, V96; **BIS** V50, V53, V55A, V55B, V56A, V56B, V70, V71A, V71B, V71C, V73, V76A, V76B, V77A, V77B, V79; **CD** V60D, V60E, V60F, V95, V96; **CIS** V61, V62, V63, V95, V96; **CS** V95, V96; **CT** V95, V96; **CJ** V16, V40, V41, V42, V60A, V60B, V60C, V60E, V60G, V81, V85, V86, V92, V95, V96; **DS** V10, V88; **DRFT** V51, V99; **EAC** V14, V32, V33, V95, V96; **ENGL** V03, V132A, V132B, V133, V134, V190A, V190B; **ESL** V01, V02, V03, V04, V05, V06, V07, V08, V09, V12, V88; **FREN** V71, V72, V73, V74; **GEOG** V24, V95, V96; **GW** V01A, V01G, V02A, V02B, V02Q, V02T, V02X, V88, V89, V90; **HS** V12, V95, V96; **HIST** V01S, V04BS; **HEC** V95, V96; **HORT** V02, V95, V96; **HUM** V15; **IDS** V60A-V60Z; **INTR** V95, V96; **JOUR** V31, V95, V96, V105; **LDR** V88, V89; **LS** V01L, V04, V24; **MS** V95, V96, V99; **MATH** V03S, V20S, V21AS, V21BS, V21CS, V24S, V44S; **MICR** V01S; **MM** V60A, V95, V96; **NS** V15, V75, V76A, V76B, V76C, V76D, V77, V80, V83A, V83B, V84A, V84B, V95, V96; **PM** V95; **PE** V95, V96; **PHSO** V01S; **POLS** V01S, V60C; **PSY** V04S; **READ** V10; **SOC** V95, V96; **THA** V95, V96; **WS** V95, V96; **WEL** V95, V96; **WEXP** V95, V96. Workshop series V88 & V89 courses not indicated above are credit/no credit or graded as designated in the Schedule of Classes.

Courses Not Applicable For Degree Credit

The College offers selected courses which are not applicable for degree credit. Students enrolled in the courses noted below will receive unit credit and will be awarded an academic record symbol on transcripts as defined in the academic policy section of this catalog. However, the units earned in these courses will not apply toward certificates of completion, certificates of achievement, or associate degrees. The following courses are not applicable for degree credit: **ACT** V01, V02, V03A, V03B, V04, V05, V10, V12, V88; **ANAT** V01S; **ANPH** V01S; **BIOL** V01S, V20S, V29S, V31S; **CD** V60D, V60E, V60F; **CJ** V60B; **DS** V10; **DRFT** V99; **EAC** V14; **ENGL** V03, V190A, V190B; **ESL** V01, V02, V03, V04, V05, V06, V07, V08, V09, V12, V33, V34, V40, V88; **HS** V12; **HIST** V01S, V04BS; **HUM** V15; **IDS** V11, V12, V60A-V60Z; **LS** V01, V01L, V02, V03A, V03B, V03C, V04, V05, V06, V07, V08, V09, V10, V11, V14, V19, V24, V25, V88; **MS** V99; **MATH** V03S, V08A, V08B, V08C, V09, V10, V20S, V21AS, V21BS, V21CS, V24S, V44S; **MICR** V01S; **NS** V75, V80, V84A, V84B; **PHSO** V01S; **POLS** V01S; **PSY** V04S; **READ** V03, V04; **SS** V01, V02. Workshop series V88 & V89 courses not indicated above are offered for associate degree credit or are not applicable for degree credit as designated in the Schedule of Classes.

Transfer Course Identification

Courses offered by Ventura College provide a wide selection of curricula that meet the requirements for most university majors. To assist students in planning their programs of study, all credit courses offered by Ventura College are classified as follows:

1. No notation of transfer credit following the course description indicates that the course is not designed to transfer to public (and most independent) four-year colleges or universities.

2. The notation of transfer credit after the course description is followed by the abbreviation **CSU** meaning that the course will transfer to any of the 23 campuses of the California State University (Northridge, Cal Poly, etc.) and/or is followed by the abbreviation **UC** meaning that the course will transfer to any of the nine campuses of the University of California (Santa Barbara, UCLA, etc.)
3. The notation of **credit limitations** following the transfer credit statement indicates that one or more public four-year institutions impose some kind of limitation on the course. In this case, consult your counselor concerning the transferability of the course.
4. The notation of transfer credit is defined to mean that the course is acceptable for unit credit for admissions purposes and for credit towards a baccalaureate degree only. Students interested in the applicability of particular courses for use in satisfaction of major preparation requirements and/or general education requirements are advised to consult the transfer information section of the Catalog and a Ventura College counselor.
5. The notation of **CAN** following the transfer credit statement designates a California Articulation Number. The CAN system provides a cross-reference number or course identification for courses which are acceptable "in lieu of" comparable courses at participating California colleges and universities. These courses will be acceptable as equivalent in content and scope to identically designated CAN courses at transfer institutions and will satisfy comparable degree requirements at all participating campuses in California.

Additional transfer information is available from the Counseling Office, the Transfer Center, or the ASSIST Web site: www.assist.org

Offering of Courses as Described in the Catalog

Occasionally there may be changes concerning course numbers, titles, units of credit, prerequisites, hours, or course descriptions made after publication of the Catalog. Efforts will be made through the Schedules of Classes, public media, and at the time of registration to notify students of any changes other than as described in the catalog.

All degree applicable courses listed in the Catalog meet major, general education, or elective credit requirements for approved degree or certificate programs.

The College will make every effort to regularly offer each of the credit courses listed under the announcement of courses. "Regularly offered" shall mean a frequency of not less than once in two years. The student who plans to satisfy the requirements for a particular academic goal -- such as a Certificate of Achievement, an Associate Degree, and/or the completion of courses necessary to prepare for transfer into a baccalaureate major -- must carefully plan a program of study to complete all requirements in a timely fashion. The student may consult with appropriate instructional divisions to determine the frequency of course offerings.

Offering of Courses as Listed in the Schedule of Classes

The College reserves the right to cancel any course section scheduled for any term if enrollment is insufficient. Courses may be scheduled off-campus in Ventura, Fillmore, Ojai, Piru, Santa Paula, and other locations as noted in the Schedule of Classes.

Course Discipline Abbreviations

Course disciplines listed below are a regular part of the established curriculum. The current Schedule of Classes should be consulted to determine the availability of specific courses offered within the disciplines noted.

The designation for course identification comprises an abbreviated discipline title followed by alphanumeric characters. The College uses the following discipline title abbreviations:

ACT- Assistive Computer Technology	HEC-Home Economics
AG-Agriculture	HORT-Horticulture
AES-American Ethnic Studies	HUM-Humanities
ANAT-Anatomy	IDS-Interdisciplinary Studies
ANPH-Anatomy/Physiology	INTR-Internship
ANTH-Anthropology	ITAL-Italian
ARCH-Architecture	JAPN-Japanese
ART-Art	JOUR-Journalism
AAS-Asian American Studies	LDR-Leadership
AST-Astronomy	LS-Learning Skills
AUTO-Automotive	LIB-Library Instruction
BIOL-Biology	MS-Machine Shop
BUS-Business	MT-Manufacturing Technology
BIS-Business Information Systems	MATH-Mathematics
CHEM-Chemistry	MICR-Microbiology
CHST-Chicano Studies	MM-Multimedia
CD-Child Development	MUS-Music
CIS-Computer Information Systems	NS-Nursing Science
CS-Computer Science	PM-Paramedic
CT-Construction Technology	PHIL-Philosophy
CJ-Criminal Justice	PHOT-Photography
DANC-Dance	PE-Physical Education
DS-Developmental Studies	PHSC-Physical Science
DRFT-Drafting	PHYS-Physics
ECON-Economics	PHSO-Physiology
EDU-Education	POLS-Political Science
EAC-Educational Assistance Center	PSY-Psychology
EMT-Emergency Medical Technology	READ-Reading
ENGR-Engineering	RE-Real Estate
ENGL-English	REC-Recreation
ESL-English as a Second Language	SL-Sign Language
FDM-Fashion Design and Merchandising	SOC-Sociology
FREN-French	SPAN-Spanish
GEOG-Geography	SPCH-Speech
GEOL-Geology	SS-Study Skills
GERM-German	SUP-Supervision
GW-Guidance Workshops	THA-Theatre Arts
HED-Health Education	WS-Water Science
HS-Health Science	WEL-Welding
HIST-History	WEXP-Work Experience



Enjoying Spring in front of Gallery 2

CREDIT COURSES

ASSISTIVE COMPUTER TECHNOLOGY

ACT V01- COMPUTER ACCESS EVALUATION - .5-2 Units

Hours: 1-4 lecture-laboratory weekly

This course is designed to provide the student with an in-depth evaluation of his/her ability to benefit from computer assistive devices. Special focus is placed upon finding the most efficient computer access system for each student. An opportunity to understand and operate a variety of assistive devices is provided. Likely participants in this course would include: students with mobility or visual impairments, acquired brain injuries or multiple disabilities.

Formerly ACT 1. Offered on a credit/no credit basis only. Not applicable for degree credit.

ACT V02 - ADAPTIVE KEYBOARDING - .5-2 Units

Hours: 1-4 lecture-laboratory weekly

This course is designed to teach keyboarding basics to students with disabilities who must use assistive technologies for successful access to the keyboard or screen and/or are unable to compete successfully in mainstream typing classes.

May be taken for a maximum of 2 times. Formerly ACT 2. Offered on a credit/no credit basis only. Not applicable for degree credit.

ACT V03A - COMPUTER ACCESS I - .5-2 Units

Hours: 1-4 lecture-laboratory weekly

Designed for students with visual, physical, or learning disabilities or deafness, this course provides training in the use of computer access technologies which enhance a disabled student's ability to access and use microcomputers. Training in the use of computer access technologies will occur in the context of word processing, and the course will familiarize students with basic concepts of word processing used by the majority of industry-standard word processors, e.g., WordStar, WordPerfect. A nonstandard word processor may be more appropriate for some students.

May be taken for a maximum of 2 times. Formerly ACT 3A. Offered on a credit/no credit basis only. Not applicable for degree credit.

ACT V03B - COMPUTER ACCESS II - .5-2 Units

Hours: 1-4 lecture-laboratory weekly

Students will be trained in the more advanced concepts of the High Tech Center hardware and software. Students will also enhance their computer access skills through the completion of assignments of projects.

May be taken for a maximum of 2 times. Formerly ACT 3B. Offered on a credit/no credit basis only. Not applicable for degree credit.

ACT V04 - SPECIAL PROJECTS IN ACT - 1 Unit

Hours: 2 lecture-laboratory weekly

This course offers specialized study opportunities for students who wish to use ACT to pursue projects not included in the regular ACT curriculum. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work plan.

Field trips may be required. May be taken for a maximum of 4 times. Offered on a credit/no credit basis only. Not applicable for degree credit.

ACT V05 - INTERNET EXPLORATION WITH ACT - 1.5 Units

Hours: 3 lecture-laboratory weekly

An introduction to the Internet for students with disabilities. This course will enable students of all disabilities to interact independently on the Internet utilizing assistive technology designed for their disability. Students will learn about the components that make up the Internet and relevant information which will allow them to search on the Internet with the latest search engines.

May be taken for a maximum of 2 times. Offered on a credit/no credit basis only. Not applicable for degree credit.

ACT V10 - ASSISTIVE COMPUTER SKILLS FOR WRITING - 1.5 Units

Hours: 3 lecture-laboratory weekly

This course is designed to teach students computer skills, techniques, and assistive technology that will enable them to be successful in mainstream English and writing courses. Specifically, the course will review software that will accommodate students with learning disabilities (such as Kurzweil 3000, Read and Write, Co-Writer, Inspiration, and MS Word). Students will utilize and practice skills in individualized weekly writing assignments that will focus on developing better writing skills.

Field trips may be required. May be taken for a maximum of 2 times. Offered on a credit/no credit basis only. Not applicable for degree credit.

ACT V12 - ASSISTIVE COMPUTER TECHNOLOGY: SPELLING SKILLS - .5-2 Units

Hours: 1-4 lecture-laboratory weekly

This course is designed to teach students basic computer skills, techniques and assistive computer technology that will enable them to be successful in spelling and writing. Specifically, the course will review software that will accommodate students with learning disabilities as well as other barriers to accessing the computer. Students will utilize and practice skills in individualized weekly spelling tests and various writing assignments that will focus on developing better language arts.

Field trips may be required. May be taken for a maximum of 2 times. Offered on a credit/no credit basis only. Not applicable for degree credit.

ACT V88 - ASSISTIVE COMPUTER TECHNOLOGY WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community as required and/or requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly ACT V89. Offered on a credit/no credit basis only. Not applicable for degree credit.

AGRICULTURE

AG V03 - PLANT BIOLOGY - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This course is a study of the practical aspects of plant growth, environmental relationships, physiology, structures, function, reproduction, and evolution. Basic concepts of biology will be illustrated utilizing the identification and study of important economic crops. Independent study projects and field laboratories are required.

Field trips will be required. Formerly Ag 3. Transfer credit: CSU; UC. **CAN AG 8.**

AG V04 - SOIL AND WATER SCIENCE - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This course explores the scientific aspects of vegetative management as related to understanding physical, chemical and biological soil properties. Current water and irrigation topics including sources, quality, distribution and management to be reviewed. Analysis of plant nutrient needs and technical methods of evaluation and application will be discussed.

Field trips will be required. Formerly Ag 4. Transfer credit: CSU; UC. **CAN AG 14.**

AG V21 - INTRODUCTION TO PEST MANAGEMENT - 3 Units

Hours: 3 lecture weekly

A survey and orientation for entry-level and for those employed in the industry to current laws, regulations and licensing requirements affecting individuals, businesses and agencies involved in pest management programs. Emphasis on safety, environmental issues, equipment use and preparation for state licensing and certification examinations. Participants to receive worker safety certification and will qualify for state examinations. Continuing education credit will be granted to licensed persons upon successful completion of course.

Field trips may be required. Formerly Ag 21. Transfer credit: CSU.

AG V22 - INSECTS AND DISEASES OF PLANTS - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This course includes the symptoms, identification and control of common insects and diseases as applied to agricultural and horticultural crops. Natural, cultural, mechanical and chemical controls are studied; and management techniques toward prevention of pest problems.

Field trips may be required. Formerly Ag 22. Transfer credit: CSU.

AG V23 - WEED, VERTEBRATE AND NEMATODE MANAGEMENT - 3 Units

Hours: 3 lecture weekly

Students will learn to identify and develop management programs for common, noxious and poisonous California weeds. This course will review allergenic plants and various rodent, bird, and fish population problems. Emphasis will be on life habits, environmental concerns, damage, and control practices. Techniques for nematode sampling, recognition, and regulation will be discussed.

Field trips may be required. Formerly Ag 23. Transfer credit: CSU.

AG V54 - CONSERVATION OF NATURAL RESOURCES - 3 Units

Hours: 3 lecture weekly

This course includes a consideration of the conservation issues of the renewable and nonrenewable natural resources. Included in this list are water, energy sources, air, soil, grasslands, forests, wildlife, agriculture factors and certain minerals. Methods and techniques of the subject are emphasized.

Field trips may be required. Formerly Ag 54. Transfer credit: CSU; UC.

AG V60A-Z - TOPICS IN AGRICULTURE - .5-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

These courses consider topics not covered in detail by other agriculture offerings.

Field trips may be required. Transfer credit: determined by transfer institution.

AG V60A - GREENHOUSE INDUSTRY SKILLS I - 1 Unit

Recommended preparation: AG V03, V04 and V22; BIOL V30; and HORT V30, V32, V40 and V49

Hours: .5 lecture, 1.5 laboratory weekly

An exploration of the greenhouse/nursery industry with special emphasis on hydroponics and greenhouse science. This course will include basic facility design, economic efficiency measures, decontamination methods, asexual cultivation, and instrument function and validation. Required safety items include: lab coat, gloves and ANZI Z87.1 safety glasses.

Field trips may be required. Offered on a credit/no credit basis only.

AG V60B - GREENHOUSE INDUSTRY SKILLS II - 1 Unit

Recommended preparation: AG V03, V04 and V22; BIOL V30; and HORT V30, V32, V40 and V49

Hours: .5 lecture, 1.5 laboratory weekly

An exploration of the greenhouse/nursery industry with special emphasis on hydroponics and greenhouse science. This course will include hydroponic facility design, physical and chemical pest control, contamination testing, specific instrument calibration, and appropriate governmental regulation compliances measures. Required safety items include: lab coat, gloves and ANZI Z87.1 safety glasses.

Field trips may be required. Offered on a credit/no credit basis only.

AG V60C - GREENHOUSE INDUSTRY SKILLS III - 1 Unit

Recommended preparation: AG V03, V04 and V22; BIOL V30; and HORT V30, V32, V40 and V49

Hours: .5 lecture, 1.5 laboratory weekly

An exploration of the greenhouse/nursery industry with special emphasis on hydroponics and greenhouse science. This course will include meristem, tissue and seed cultivation, multi-test methods for production certification, and specific instrument troubleshooting. Required safety items include: lab coat, gloves and ANZI Z87.1 safety glasses.

Field trips may be required. Offered on a credit/no credit basis only.

AG V60D - GREENHOUSE INDUSTRY SKILLS IV - 1 Unit

Recommended preparation: AG V03, V04 and V22; BIOL V30; and HORT V30, V32, V40 and V49

Hours: .5 lecture, 1.5 laboratory weekly

An exploration of the greenhouse/nursery industry with special emphasis on hydroponics and greenhouse science. This course will include good documentation practices as required by USDA, EPA, and FDA regulations, basic methods of plant genetic crossing and ag-bioengineering, and DNA and protein marker ID analysis as applied to agriculture. Required safety items include: lab coat, gloves and ANZI Z87.1 safety glasses.

Field trips may be required. Offered on a credit/no credit basis only.

AG V60E - GREENHOUSE INDUSTRY SKILLS V - 1 Unit

Recommended preparation: AG V03, V04 and V22; BIOL V30; and HORT V30, V32, V40 and V49

Hours: .5 lecture, 1.5 laboratory weekly

An exploration of the greenhouse/nursery industry with special emphasis on hydroponics and greenhouse science. This course will include basic hydroponic control system design, nutrient feed and waste control systems, reference source analysis, proficiency access, waste water testing as required by governmental agencies, and appropriate instrument function and validation. Required safety items include: lab coat, gloves and ANZI Z87.1 safety glasses.

Field trips may be required. Offered on a credit/no credit basis only.

AG V60F - GREENHOUSE INDUSTRY SKILLS VI - 1 Unit

Recommended preparation: AG V03, V04 and V22; BIOL V30; and HORT V30, V32, V40 and V49

Hours: .5 lecture, 1.5 laboratory weekly

An exploration of the greenhouse/nursery industry with special emphasis on hydroponics and greenhouse science. This course will include basic lab preparatory facility design, sterile tissue culture media preparation, aseptic plant tissue culture, and DNA and protein ID marker analysis as appropriate for industry standards. Required safety items include: lab coat, gloves and ANZI Z87.1 safety glasses.

Field trips may be required. Offered on a credit/no credit basis only.

AG V60G - GREENHOUSE INDUSTRY SKILLS VII - 1 Unit

Recommended preparation: AG V03, V04 and V22; BIOL V30; and HORT V30, V32, V40 and V49

Hours: .5 lecture, 1.5 laboratory weekly

An exploration of the greenhouse/nursery industry with special emphasis on hydroponics and greenhouse science. This course will include basic facility design, economic efficiency measures as evidenced in field studies, observations of industry-utilized decontamination methods, industry examples of asexual cultivation, instrument function and validation as performed in local hydroponic-based industries. Required safety items include: lab coat, gloves and ANZI Z87.1 safety glasses.

Field trips may be required. Offered on a credit/no credit basis only.

AG V60H - GREENHOUSE INDUSTRY SKILLS VIII - 1 Unit

Recommended preparation: AG V03, V04 and V22; BIOL V30; and HORT V30, V32, V40 and V49

Hours: .5 lecture, 1.5 laboratory weekly

An exploration of the greenhouse/nursery industry with special emphasis on hydroponics and greenhouse science. This course will teach the ability to solve problems using single variable analysis, calibrate different instruments to industry specifications, identify appropriate governmental regulations for specific situations, and perform appropriate DNA and protein ID analysis. Required safety items include: lab coat, gloves and ANZI Z87.1 safety glasses.

Field trips may be required. Offered on a credit/no credit basis only.

AG V88 - AGRICULTURE WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula.

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly AG V89.

AG V90 - DIRECTED STUDIES IN AGRICULTURE - 1-4 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

Field trips may be required. May be taken for a maximum of 4 times not to exceed 6 units. Formerly Ag 90. Transfer credit: CSU.

AMERICAN ETHNIC STUDIES

AES V01 - INDIANS OF NORTH AMERICA - 3 Units

Recommended preparation: ANTH V02

Hours: 3 lecture weekly

A survey of traditional and contemporary native culture of North America. Emphasis will be placed on the anthropological concepts and theories which facilitate an understanding of the rich diversity of American Indian life, including economics, social organization, politics, supernaturalistic beliefs, a variety of current issues and other topics.

Field trips may be required. Formerly AES 1. Same as ANTH V04. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V02A - UNITED STATES HISTORY: FOCUS ON NATIVE AMERICANS I - 3 Units

Hours: 3 lecture weekly

This course presents a survey and analysis of the history of the United States from the colonial era through 1865 with special emphasis on Native American Indian peoples. Issues related to the interaction of indigenous American peoples with Europeans in the early modern to modern eras, their technologies and worldviews, involving conquest, colonization, resistance, cultural change, revitalization, and persistence are central to this history.

Field trips may be required. Formerly AES 2A. Same as HIST V05A. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V02B - UNITED STATES HISTORY: FOCUS ON NATIVE AMERICANS II - 3 Units

Hours: 3 lecture weekly

This course presents a survey and analysis of United States history from 1865 to the present with special emphasis on Native American Indian peoples. The course presents an analysis of Indian social, economic, political and religious culture and the impact of the interaction with European Americans relative to cultural change, resistance, cultural revitalization, and persistence.

Field trips may be required. Formerly AES 2B. Same as HIST V05B. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V10 - INTRODUCTION TO AFRICAN AND PRE-COLUMBIAN ART - 3 Units

Hours: 3 lecture weekly

A survey of the sculpture, architecture, painting and related visual arts of Africa and Pre-Columbian America. Emphasis will be placed on the relationship between the art and the sociological, religious, historical and philosophical aspects of the various cultures involved.

Field trips may be required. Formerly AES 10. Same as ART V03. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V11 - RACIAL AND ETHNIC GROUP RELATIONS - 3 Units

Hours: 3 lecture weekly

This course analyzes the patterns of prejudice and discrimination in the United States including their nature, sources, and consequences, and reviews strategies for their reduction. Majority/minority relations among the major social and cultural groups will be given specific examination.

Formerly AES 11. Same as SOC V03. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V12 - HISTORY OF JAZZ - 3 Units

Hours: 3 lecture weekly

A survey of jazz history, from both a musical and cultural perspective from its roots in ragtime, blues, and American popular music, to the diverse styles of today. The focus will be on important individuals, groups, styles, and influences, as well as the impact of American society and world culture. Guest artists and lecturers, and analysis of recordings may be included.

Field trips may be required. Formerly AES 12. Same as MUS V07. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V15 - FOLK DANCE: ETHNIC DANCES OF THE WORLD - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Introduction to the study and performance of ethnic dance. A study of ethnic dance forms, music and clothing, as well as the cultural and historical context of the dances. Emphasis is on representative ethnic dances from Latin America, Asia, Europe, Africa, the Middle East, North America, and other areas. The course is designed to help students seeking careers and further study in dance and related fields.

AES V15/DANC V26 may be taken in any combination for a maximum of 4 times. Formerly AES 15. Same as DANC V26. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V20 - INTRODUCTION TO CHICANO STUDIES - 3 Units

Hours: 3 lecture weekly

This course provides an interdisciplinary survey of the Mexican American/Chicano heritage with emphasis on the contemporary experience in the United States. The survey will include an analysis of the economic, political, social, and intellectual elements of the culture of the Mexican American/Chicano community, and a study of the changing relationship of the community to the general society of the United States.

Field trips may be required. Formerly AES 20. Same as CHST V01. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V21A - THE HERITAGE OF MEXICO I - 3 Units

Hours: 3 lecture weekly

This course presents major historical developments and personalities which have shaped the Mexican nation from the Pre-Columbian era to independence. Emphasis is placed on understanding the culture and customs of the Mexican people as seen throughout their history.

Field trips may be required. Formerly AES 21A. Same as HIST V10A. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V21B - THE HERITAGE OF MEXICO II - 3 Units

Hours: 3 lecture weekly

This course presents major historical developments and personalities which have shaped the Mexican nation from the independence to the present time. Emphasis is placed on understanding the culture and customs of the Mexican people as seen throughout their history plus important events in the relationship between Mexico and the United States. A portion of the course will address the role of the Mexican and the Mexican American in the United States.

Field trips may be required. Formerly AES 21B. Same as HIST V10B. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V22 - UNITED STATES HISTORY: FOCUS ON CHICANOS - 3 Units

Hours: 3 lecture weekly

This course surveys the history of the United States from the Independence to the present. Emphasis will be placed on the participation and contributions made by Chicanos to the development of American society with a focus on the major historical forces, events, and trends in American history that have impacted and shaped the cultural, social, economic, political and intellectual heritage of Mexican Americans/Chicanos in the United States.

Field trips may be required. Formerly AES 22. Same as HIST V12. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V23 - CHICANO STUDIES ISSUES - 3 Units

Recommended preparation: AES V20 or CHST V01

Hours: 3 lecture weekly

This course will assess the similarities and differences of multiple cultures which have contributed to the Chicano experience. The examinations of Chicano studies will include historical perspectives and social science research principles and practices to analyze the impact of economic, political, cultural, social, and institutional factors which have shaped the Mexican/Chicano experience in the Southwest.

Same as CHST V02. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V24 - SOCIOLOGY OF THE CHICANO COMMUNITY - 3 Units

Recommended preparation: AES V20 or CHST V01 or SOC V01

Hours: 3 lecture weekly

This course will examine various theoretical perspectives from a sociological framework in relation to the Chicano community. Race, class, gender, and culture in the historical development of Chicano people will be explored as we discuss culture, ethnic identity, the institutions of education, economics, family and government. This will include an overview of past and current social movements (i.e. the Chicano, Chicana Feminism, labor movements and other topics). The course will analyze prevailing myths and stereotypes and investigate the ways Chicanos have contributed and participated in social and political change. Also, specific instances of Chicano structural resistance to Anglo encroachment and domination will be discussed. Particular attention will also be given to language development among Chicanos and the historical role of youth.

Field trips may be required. Same as CHST V24 & SOC V24. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V30 - READING MULTICULTURAL LITERATURE - 3 Units

Recommended preparation: ESL V33 or READ V03 or appropriate skills as measured by the college assessment process

Hours: 3 lecture weekly

This is a survey of multicultural literature which focuses on reading, understanding and writing about the genres of poetry, short fiction and drama. The course is designed to help students improve their understanding of the elements of each of the genres and the social and historical and cultural contexts which contribute to the works. Students will learn to read, summarize and analyze literary works from a variety of cultural groups. They will also learn to do literary research.

Same as ENGL V02B & READ V02B.

AES V31 - HISPANIC LITERATURE IN TRANSLATION - 3 Units

Prerequisite: ENGL V01A

Hours: 3 lecture weekly

This course is designed to introduce the student to important novels, short stories, drama, poetry and essays from Latin America translated into English. Special emphasis will be given to contemporary authors. Discussion will concentrate on developing an understanding and appreciation for the essential qualities of the selected authors and their literary work; the literary trends and stylistic tendencies reflected in their work; and the manner and extent to which their literary work reflects the Latin American ethos.

Field trips may be required. Formerly AES 31. Same as SPAN V20. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V40A - UNITED STATES HISTORY: FOCUS ON AFRICAN AMERICANS I - 3 Units

Hours: 3 lecture weekly

This course will explore the history of the United States from the colonial period through 1865 with emphasis on the role of African Americans. Starting in colonial America, the course will analyze the Virginia settlement and the House of Burgesses (representative democracy) in 1618 and the importation of slaves in 1619. The plight of European indentured servants in North American colonies will be contrasted with bonded slaves from Africa. Special emphasis will be placed upon contributions, institutions, trends, concepts, movements and problems relevant to African Americans. A balanced focus will be placed on social, political, economic and intellectual considerations.

Field trips may be required. Formerly AES 40A. Same as HIST V03A. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V40B - UNITED STATES HISTORY: FOCUS ON AFRICAN AMERICANS II - 3 Units

Hours: 3 lecture weekly

This course will explore the history of the United States from 1865 to the present with emphasis on the role of African Americans. Beginning with Reconstruction at the end of the Civil War to the presidential plans for Reconstruction, futile opposition of southern Democrats to radical Republican reconstruction plans and the plight of the newly freed slaves is to be analyzed. Analysis of amendments, and other American history topics such as industrialization, Jim Crow laws, Populist party, Spanish American wars and all other American wars will be discussed in relation to African Americans and their involvement and contributions. Special emphasis will be placed upon contributions, institutions, trends, concepts, movements and problems relevant to African Americans. A balanced focus will be placed on social, political, economic and intellectual considerations.

Field trips may be required. Formerly AES 40B. Same as HIST V03B. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V41 - CONTEMPORARY AFRICAN AMERICAN EXPERIENCE - 3 Units

Hours: 3 lecture weekly

This course is a historically oriented study of the African American experience since World War II. Emphasis will be placed on the environmental context of the emergence of strident African American activities, and the philosophical assumptions, the rhetoric and the substance of the civil rights movement and Black power revolt. Relevant personalities, organizations, and cultural expressions will be studied in relation to one another, and in relation to existing national political, economic, social, and intellectual institutional structures.

Field trips may be required. Formerly AES 41. Same as HIST V13. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V42A - AFRICAN HISTORY TO 1800 - 3 Units

Hours: 3 lecture weekly

This course is a study of African history and will cover the ancient Egyptians as well as Sub-Saharan Africa and its climate, geography, culture and history. Beginning with civilizations along the Nile, the reign of Kushitic pharaohs and other ruling dynasties, this course will cover the rise and fall of great kingdoms in West Africa, the Atlantic slave trade and religion in western and central Sudan, and end around 1800.

Field trips may be required. Formerly AES 42A. Same as HIST V14A. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V42B - AFRICAN HISTORY SINCE 1800 - 3 Units

Hours: 3 lecture weekly

This course is a study of the Africans since 1800. It starts with Europeans' enlightenment and humanitarian efforts and covers racism and stereotypes, European colonization in Africa, Nationalistic and Messianic movements, Negritude, the African woman, independence, Afrikaners in South Africa, and the meaning of freedom. The course ends with the problems of modernization in present day Africa.

Field trips may be required. Formerly AES 42B. Same as HIST V14B. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V61 - INTRODUCTION TO THE HISTORY OF EAST ASIA - 3 Units

Hours: 3 lecture weekly

This course will present a historical survey of the countries and cultures of East Asia with a principal focus on China and Japan. An emphasis will be placed on the impact of traditional Chinese and Japanese antiquity on the present, the impact of the culture and heritage of each nation on the other, and the impact of the West on both major nations.

Field trips may be required. Formerly AES 61. Same as HIST V15. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V62 - INTRODUCTION TO ASIAN AMERICAN STUDIES - 3 Units

Hours: 3 lecture weekly

This course provides an interdisciplinary survey of the Asian American experience. Emphasis will be placed on Americans of Chinese, Japanese, Korean, Southeast-Asian and South-Asian ancestry. The course will focus on Asian American experiences with respect to the histories of immigration, cultural diversity and adaptation to life in the United States.

Formerly AES 62. Same as AAS V01. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V63 - UNITED STATES HISTORY: FOCUS ON ASIAN AMERICANS - 3 Units

Hours: 3 lecture weekly

This course will survey the historical experience of the United States from Independence to the present. Emphasis will be placed on the participation and contributions made by Asian Americans to the social, political, and economic development of American society with a focus on Americans of Chinese, Japanese, Korean, and Southeast Asian ancestry. The course will examine the major historical forces and trends in American history that have impacted and shaped the social, economic, cultural, political and intellectual heritage of the Asian American in the United States.

Field trips may be required. Formerly AES 63. Same as HIST V17. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V65 - INTRODUCTION TO ASIAN ART - 3 Units

Hours: 3 lecture weekly

A survey of aesthetic developments such as sculpture, architecture, painting and crafts in Asiatic cultures. Emphasis will be placed on the arts of three major cultural areas - India, China and Japan-based on their historical, cultural and philosophical backgrounds.

Field trips may be required. Formerly AES 65. Same as ART V08. Transfer credit: CSU; UC; credit limitations - see counselor.

ANATOMY

ANAT V01 - GENERAL HUMAN ANATOMY - 4 Units

Prerequisite: BIOL V01-V01L or BIOL V03

Hours: 2 lecture, 6 laboratory weekly

This course is a survey of the gross anatomy and histology of the major human organ systems including the skeletal and muscle system, the digestive, circulatory, respiratory, excretory, endocrine and reproductive systems. Laboratory work includes dissection of a pig and selected mammalian organs. A human cadaver is used for demonstration of musculature and digestive, respiratory, circulatory, and urogenital systems.

Formerly Anat 1. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN BIOL 10 or CAN BIOL SEQ B [with PHSO V01].**

ANAT V01S - GENERAL HUMAN ANATOMY

STUDY SESSION - .5-1 Unit

Corequisite: ANAT V01

Hours: .5-1 lecture weekly

This course will give students opportunities to discuss and ask questions about material covered in the lecture and laboratory. Review of tests will occur and methods of taking notes and studying will be considered. The course will enable students to better comprehend course material and thus improve performance in the course.

Offered on a credit/no credit basis only. Not applicable for degree credit.

ANATOMY/PHYSIOLOGY

ANPH V01 - INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY - 5 Units

Prerequisite: CHEM V10-V10L or CHEM V20-V20L or 1 year of high school chemistry with grades of C or better

Recommended preparation: BIOL V01-V01L

Hours: 3 lecture, 6 laboratory weekly

This course offers a survey of the structural and functional relationships which exist between organs and tissues within the human body. The human body will be approached from a gross anatomical perspective in the lab using models, human organs, histology slides and cadaver observations and from the physiological perspective in lecture discussions and exercises. Cellular structure and physiology, histology and fundamentals of molecular biology will be used to describe the mechanisms by which homeostatic balance is maintained in the body as a whole.

Formerly AnPh 1. Transfer credit: CSU; UC; credit limitations - see counselor.

ANPH V01S - ANATOMY AND PHYSIOLOGY STUDY SESSION - 1 Unit

Corequisite: ANPH V01

Hours: 1 lecture weekly

This course will give students opportunities to discuss and ask questions about material covered in the lecture and laboratory. Review of tests will occur and methods of taking notes and studying will be considered. The course will enable students to better comprehend course material and thus improve performance in the course.

Formerly AnPh 1S. Offered on a credit/no credit basis only. Not applicable for degree credit.

ANTHROPOLOGY

ANTH V01 - PHYSICAL ANTHROPOLOGY - 3 Units

Hours: 3 lecture weekly

Human biological evolution; evolutionary theory and basic genetic concepts; survey of non-human primates with emphasis on models for understanding human evolution; the fossil evidence for primate/human evolution; emergence of culture and language; origins and significance of human physical diversity.

Field trips may be required. Formerly Anthro 1. Transfer credit: CSU; UC. **CAN ANTH 2.**

ANTH V01L - PHYSICAL ANTHROPOLOGY LABORATORY - 1 Unit

Prerequisite: ANTH V01 or concurrent enrollment

Hours: 3 laboratory weekly

The laboratory provides experiences in applying the principles and techniques of physical anthropology. Topics include: Scientific Method, Mendelian and molecular genetics, population genetics, variation in contemporary human populations, forensics, comparative vertebrate anatomy, human osteology, primatology, and comparative human fossil morphology.

Field trips may be required. Transfer credit: CSU; UC.

ANTH V02 - CULTURAL ANTHROPOLOGY - 3 Units

Hours: 3 lecture weekly

Introduction into the comparative study of cultural systems. Emphasis will be on the research methods, concepts and theories which apply to an understanding of the worldwide diversity of human behavior in all major aspects of culture, including economics, social organization, politics, supernaturalistic beliefs and other topics.

Field trips may be required. Formerly Anthro 2. Transfer credit: CSU; UC. **CAN ANTH 4.**

ANTH V03 - ARCHAEOLOGY AND WORLD PREHISTORY - 3 Units

Recommended preparation: ANTH V01 or ANTH V02

Hours: 3 lecture weekly

An introduction to the history, goals, and methods of anthropological archaeology, coupled with a worldwide survey of human culture history. Emphasis will be on methods of interpreting and dating the past, the origins of hominids and culture, the development of modern Homo sapiens, the origins of agriculture, and the rise of complex states.

Field trips may be required. Formerly Anthro 3. Transfer credit: CSU; UC. **CAN ANTH 6.**

ANTH V04 - INDIANS OF NORTH AMERICA - 3 Units

Recommended preparation: ANTH V02

Hours: 3 lecture weekly

A survey of traditional and contemporary native cultures of North America. Emphasis will be placed on the anthropological concepts and theories which facilitate an understanding of the rich diversity of American Indian life, including economics, social organization, politics, supernaturalistic beliefs, a variety of current issues and other topics.

Field trips may be required. Formerly Anthro 4. Same as AES V01. Transfer credit: CSU; UC; credit limitations - see counselor.

ANTH V06 - ANTHROPOLOGY OF WOMEN - 3 Units

Recommended preparation: ANTH V01 and ANTH V02

Hours: 3 lecture weekly

An exploration of women's roles, accomplishments and stereotypes, past and present, as these are affected by different types of cultures, simple and complex, including examples from all continents. Information and issues concerning American women are discussed in cross-cultural perspective.

Formerly Anthro 6. Transfer credit: CSU; UC.

ANTH V07 - MAGIC, RELIGION AND CULTURE - 3 Units

Recommended preparation: ANTH V02

Hours: 3 lecture weekly

Beliefs about the supernatural are found in all known societies. This course surveys some of the religious systems found in cultures around the world, past and present, familiar and exotic. Beliefs and practices related to magic, witchcraft, and divination are given particular attention, as are those related to shamanism, supernatural beings, rituals and reform movements. Anthropological theories of the origins and functions of supernaturalistic beliefs are also examined.

Formerly Anthro 7. Transfer credit: CSU; UC.

ANTH V60A-Z - TOPICS IN ANTHROPOLOGY - 1-3 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

A course considering select topics in anthropology which are not covered in detail in the general anthropology course offerings. Examples of topics to be offered from time to time include: myths and rituals, women in other cultures, peasant societies, technology and culture.

Formerly Anthro 60A-Z. Transfer credit: determined by transfer institution.

ANTH V88 - ANTHROPOLOGY WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

ANTH V89 - WORKSHOPS IN ANTHROPOLOGY - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Anthro 89. Transfer credit: CSU; for UC, determined after admission.

ANTH V90 - DIRECTED STUDIES IN ANTHROPOLOGY - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly Anthro 90. Transfer credit: CSU; for UC, determined after admission.

ARCHITECTURE

ARCH V10 - INTRODUCTION TO ARCHITECTURAL DESIGN - 2 Units

Hours: 2 lecture weekly

This course includes the study of design that addresses concepts of order, site analysis, scale, structure, rhythm, detail and culture.

Field trips may be required. May be taken for a maximum of 2 times. Formerly Arch 10. Transfer credit: CSU.

ARCH V11 - BLUEPRINT READING: ARCHITECTURAL/ CONSTRUCTION - 3 Units

Hours: 3 lecture weekly

This course provides experience in construction blueprint reading and plan review. Experiences will include the study of lines, symbols, notations and dimensions used on architectural drawings. Code interpretation and design compliance will be stressed.

Field trips may be required. Formerly Arch 11. Same as CT V20 & DRFT V02B. Transfer credit: CSU; credit limitations - see counselor.

ARCH V21 - ARCHITECTURAL GRAPHICS I - 3 Units

Recommended preparation: DRFT V03 or 1 year of drafting experience

Hours: 6 lecture-laboratory weekly

This course is the study and practice of basic techniques used for graphic communication. Techniques will include orthographic and isometric projection, mechanical perspective, shades and shadows.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly Arch 21. Transfer credit: CSU.

ARCH V22 - ARCHITECTURAL GRAPHICS II - 3 Units

Prerequisite: ARCH V21

Hours: 6 lecture-laboratory weekly

This course includes further development of freehand and mechanical graphic communication skills for representation of conceptual ideas, analysis and design concepts.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly Arch 22. Transfer credit: CSU.

ARCH V23 - INTRODUCTION TO AUTOCAD - 2 Units

Prerequisite: DRFT V03 or 1 year of drafting experience

Hours: 1 lecture, 3 laboratory weekly

This course is an introduction to the use of AutoCAD including commands, editing, printing and plotting with emphasis on two-dimensional, and introduction to three-dimensional drawings. Overview of related industry trends, practices, and employer expectations will be addressed.

Fees will be required. Field trips may be required. ARCH V23/ DRFT V05A may be taken in any combination for a maximum of 2 times. Formerly Arch 23. Same as DRFT V05A. Transfer credit: CSU; UC; credit limitations - see counselor.

ARCH V24 - ADVANCED OPERATIONS OF AUTOCAD - 2 Units

Prerequisite: ARCH V23 or DRFT V05A

Hours: 1 lecture, 3 laboratory weekly

This course emphasizes AutoCAD instruction including three-dimensional drafting, customization of AutoCAD, introduction to architectural computer assisted drafting (CAD).

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly Arch 24. Transfer credit: CSU.

ARCH V31 - ARCHITECTURAL PRACTICE I - 3 Units

Recommended preparation: DRFT V03 or 1 year of drafting experience

Hours: 6 lecture-laboratory weekly

This course is designed to train students in preparing architectural construction drawings. Drawings include site plan, foundation plan, floor plan, elevation and detail drawings. Emphasis is on wood frame construction. Design principles are discussed.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly Arch 31. Transfer credit: CSU.

ARCH V32 - ARCHITECTURAL PRACTICE II - 3 Units

Recommended preparation: DRFT V03 or 1 year of drafting experience

Hours: 6 lecture-laboratory weekly

This course is designed to train students in preparing construction drawings for wood, masonry, concrete and steel construction. Design principles are discussed.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly Arch 32. Transfer credit: CSU.

ARCH V33 - COMPUTER APPLICATIONS IN ARCHITECTURE - 3 Units

Recommended preparation: ARCH V31; and ARCH V23 or DRFT V05A

Hours: 2 lecture, 3 laboratory weekly

This course is an integration of previously acquired knowledge through the assignment of architectural projects. Students may select individual projects focusing on graphic techniques, design or construction drawings. All work is performed using computer assisted drafting.

Fees will be required. Field trips may be required. May be taken for a maximum of 3 times. Formerly Arch 33. Transfer credit: CSU.

ARCH V40 - ARCHITECTURAL DESIGN I - 3 Units

Recommended preparation: DRFT V03 or 1 year of drafting experience

Hours: 6 lecture-laboratory weekly

This course includes theories, principles, methods and means pertaining to the creation of architectural form, space and organizations, and the incorporation of function and light as issues that shape the built environment and support the communication of intended concepts and meanings.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly Arch 40. Transfer credit: CSU; UC.

ARCH V41 - ARCHITECTURAL DESIGN II - 3 Units

Prerequisite: ARCH V40

Hours: 6 lecture-laboratory weekly

This course includes theories, principles, methods and means pertaining to the incorporation of context, structure and climate as issues that shape the built environment and support the communication of intended concepts and meanings.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly Arch 41. Transfer credit: CSU.

ARCH V59 - UNIFORM BUILDING CODE - 3 Units

Hours: 3 lecture weekly

This is a fundamental course acquainting the student with all aspects of the Uniform Building Code and other applicable construction safety codes, including how codes are written, enforced, their purpose, legal status and their application in wood frame construction.

Field trips may be required. ARCH V59/CT V59 may be taken in any combination for a maximum of 3 times. Formerly Arch 59. Same as CT V59. Transfer credit: CSU; credit limitations - see counselor.

ARCH V60 - SIMPLIFIED ENGINEERING FOR BUILDING CONSTRUCTION - 3 Units

Hours: 3 lecture weekly

This is a fundamental course designed to give the student an acquaintance and overview of basic engineering principles and provide a beginning understanding of their application in wood frame construction.

Field trips may be required. Formerly Arch 60. Same as CT V60. Transfer credit: CSU; credit limitations - see counselor.

ARCH V64 - BUILDING CONSTRUCTION: MATERIALS AND METHODS - 3 Units

Hours: 3 lecture weekly

This course is an introduction to residential and light commercial building construction, including materials, foundations, framing, roof and stair cutting, drywall, finish work and building codes. This course is intended to serve as an overview of the construction process.

Field trips may be required. Formerly Arch 64. Same as CT V64. Transfer credit: CSU; credit limitations - see counselor.

ARCH V67 - BUILDING ACCESSIBILITY REGULATIONS - 2 Units

Hours: 2 lecture weekly

This course is a study of California and federal regulations that cover building accessibility for disabled persons. Both public and private buildings will be studied as well as parking, exterior routes of travel, entrances, exits and other accommodations. This course is intended for building designers as well as contractors and inspectors. This course will also help prepare students for industry certification.

Field trips may be required. ARCH V67/CT V67 may be taken in any combination for a maximum of 2 times. Formerly Arch 67. Same as CT V67.

ARCH V75 - INTRODUCTION TO ELECTRICAL, PLUMBING AND MECHANICAL SYSTEMS - 3 Units

Hours: 3 lecture weekly

This course is an introduction to residential and light commercial electrical, plumbing, heating, air conditioning and ventilation systems. Subjects to be studied will include vocabulary, equipment, materials, construction methods and basic inspection requirements.

Field trips may be required. Formerly Arch 75. Same as CT V75. Transfer credit: CSU; credit limitations - see counselor.

ARCH V90 - DIRECTED STUDIES IN ARCHITECTURE - .5-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

Field trips may be required. May be taken for a maximum of 4 times not to exceed 6 units.

ARCH V95 - ARCHITECTURE INTERNSHIP I - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 60 per unit

This architecture internship course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

ARCH V96 - ARCHITECTURE INTERNSHIP II - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 75 per unit

This architecture internship course offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times not to exceed 16 units total in combination with any other work experience/internship courses. Offered on credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

ART

ART V01 - ART APPRECIATION - 3 Units

Hours: 3 lecture weekly

This is a survey course intended to develop in the student an understanding of the visual arts, and to acquaint the student with the major periods and styles of art.

Field trips may be required. Formerly Art 1. Transfer credit: CSU; UC.

ART V02A - INTRODUCTION TO THE HISTORY OF WESTERN ART I - 3 Units

Hours: 3 lecture weekly

This course is a survey of the history of western art from Prehistoric times through the Gothic period. The course includes discussions of the development of styles, techniques of producing art, major figures in art history, and the relationship of art and society.

Field trips may be required. Formerly Art 2A. Transfer credit: CSU; UC. **CAN ART 2 or CAN ART SEQ A [with ART V02B].**

ART V02B - INTRODUCTION TO THE HISTORY OF WESTERN ART II - 3 Units

Hours: 3 lecture weekly

This course is a survey of the history of western art from the Renaissance to Modern times. The course includes discussions of the development of styles, techniques of producing art, major figures in art history, and the relationship of art and society.

Field trips may be required. Formerly Art 2B. Transfer credit: CSU; UC. **CAN ART 4 or CAN ART SEQ A [with ART V02A].**

ART V03 - INTRODUCTION TO AFRICAN AND PRE-COLUMBIAN ART - 3 Units

Hours: 3 lecture weekly

A survey of the sculpture, architecture, painting and related visual arts of Africa and Pre-Columbian America. Emphasis will be placed on the relationship between the art and the sociological, religious, historical and philosophical aspects of the various cultures involved.

Field trips may be required. Formerly Art 3. Same as AES V10. Transfer credit: CSU; UC; credit limitations - see counselor.

ART V04 - INTRODUCTION TO RENAISSANCE ART - 3 Units

Hours: 3 lecture weekly

A survey of the art and architecture in Italy, Flanders, Germany, and Spain from 1400-1600.

Field trips may be required. Formerly Art 4. Transfer credit: CSU; UC.

ART V05 - INTRODUCTION TO AMERICAN ART - 3 Units

Hours: 3 lecture weekly

A study of the history of American painting, sculpture, architecture, and decorative arts from colonial times to the present.

Field trips may be required. Formerly Art 5. Transfer credit: CSU; UC.

ART V06 - INTRODUCTION TO MODERN ART - 3 Units

Hours: 3 lecture weekly

A study of painting, sculpture, architecture and allied arts of the 19th and 20th centuries. The major art movements of Europe and the U.S. will be discussed.

Field trips may be required. Formerly Art 6. Transfer credit: CSU; UC.

ART V07 - INTRODUCTION TO WOMEN IN THE ARTS - 3 Units

Hours: 3 lecture weekly

A survey of the visual arts produced by women from ancient times to the present. The emphasis is on exposure and appreciation as well as on stylistic analysis of the works.

Field trips may be required. Formerly Art 7. Transfer credit: CSU; UC.

ART V08 - INTRODUCTION TO ASIAN ART - 3 Units

Hours: 3 lecture weekly

A survey of aesthetic developments such as sculpture, architecture, painting and crafts in Asiatic cultures. Emphasis will be placed on the arts of three major cultural areas—India, China and Japan—based on their historical, cultural and philosophical backgrounds.

Field trips may be required. Formerly Art 8. Same as AES V65. Transfer credit: CSU; UC; credit limitations - see counselor.

ART V10 - GALLERY TECHNOLOGY AND MANAGEMENT - 3 Units

Recommended preparation: ART V01 or V02A or V02B or V03 or V04 or V05 or V06 or V07 or V08 or V14A

Hours: 6 lecture-laboratory weekly

This course provides instruction in all aspects of fine arts gallery management and operation. Emphasis will be placed on critical evaluation and selection of individual works of art, on criteria employed in evaluating portfolio presentation, and on gallery presentations and the evaluation of exhibits. The two college art galleries will serve as laboratories where students will perform practical applications of the course content.

May be taken for a maximum of 4 times. Formerly Art 10. Transfer credit: CSU.

ART V11A - COLOR AND DESIGN: TWO-DIMENSIONAL DESIGN - 3 Units

Hours: 6 lecture-laboratory weekly

Theories and applications of two-dimensional composition in the visual arts using the elements of line, shape, texture, value and color. A basic course providing a background in design theory and applications including the elements and the principles of design.

Fees will be required. Field trips may be required. Formerly Art 11A. Transfer credit: CSU; UC. **CAN ART 14.**

ART V11B - COLOR AND DESIGN: COLOR THEORY AND PRACTICE - 3 Units

Prerequisite: ART V11A

Hours: 6 lecture-laboratory weekly

Study and use of color as one element of art and design. Special emphasis is placed on the study of color theory and its practical applications.

Fees will be required. Field trips may be required. Formerly Art 11B. Transfer credit: CSU; UC. **CAN ART 22.**

ART V12A - DRAWING AND COMPOSITION I - 3 Units

Hours: 6 lecture-laboratory weekly

Basic drawing experience stressing graphic representation of objects through a variety of media and techniques; particular emphasis upon the fundamental means of pictorial composition.

Fees will be required. Field trips may be required. Formerly Art 12A. Transfer credit: CSU; UC. **CAN ART 8.**

ART V12B - DRAWING AND COMPOSITION II - 3 Units

Prerequisite: ART V12A

Hours: 6 lecture-laboratory weekly

An intermediate drawing experience stressing representation of visual forms through a variety of media and techniques. Particular emphasis will be given to structure and pictorial composition.

Fees will be required. Field trips may be required. Formerly Art 12B. Transfer credit: CSU; UC.

ART V13A - LIFE DRAWING I - 3 Units

Prerequisite: ART V12A

Hours: 6 lecture-laboratory weekly

Basic instruction in drawing the human figure from the live model. Theory and practice in the uses of linear and tonal form. Exercises in structure, proportion, foreshortening, and composition.

Field trips may be required. Formerly Art 13A. Transfer credit: CSU; UC. **CAN ART 24.**

ART V13B - LIFE DRAWING II - 3 Units

Prerequisite: ART V13A

Hours: 6 lecture-laboratory weekly

Intermediate instruction in drawing the human figure from the live model. Theory and practice in the uses of linear and tonal form. Exercises in structure, proportion, foreshortening, and composition with introduction to exaggeration and alteration of form.

Field trips may be required. Formerly Art 13B. Transfer credit: CSU; UC.

ART V13C - LIFE DRAWING III - 3 Units

Prerequisite: ART V13B

Hours: 6 lecture-laboratory weekly

Intermediate instruction in drawing the human figure from the live model. Theory and practice in the uses of linear and tonal form. Exercises in structure, proportion, foreshortening, and composition with introduction to exaggeration and alteration of form with emphasis on compositional arrangement and exploration of complex media.

Field trips may be required. Formerly Art 13C. Transfer credit: CSU; UC.

ART V14A - EXPLORING VISUAL ARTS I - 3 Units

Hours: 3 lecture weekly

A survey of the visual art field including career opportunities in both fine and commercial fields. Presentation of methods, materials and techniques; utilizing group discussions, guest lecturers, exhibits, and demonstrations.

Field trips may be required. Formerly Art 14A. Transfer credit: CSU.

ART V14B - EXPLORING VISUAL ARTS II - 3 Units

Prerequisite: ART V14A

Hours: 3 lecture weekly

Additional experience in and exposure to the visual art field including career opportunities in both fine and commercial fields. Presentation of methods, materials and techniques; utilizing group discussions, guest lecturers, exhibits and demonstrations.

Field trips may be required. Formerly Art 14B. Transfer credit: CSU.

ART V14C - EXPLORING VISUAL ARTS III - 3 Units

Prerequisite: ART V14B

Hours: 3 lecture weekly

Continued research relating to the visual art field including career opportunities in both fine and commercial fields. Presentation of methods, materials and techniques; utilizing group discussions, guest lecturers, exhibits and demonstrations.

Field trips may be required. Formerly Art 14C. Transfer credit: CSU.

ART V15A - LIFE PAINTING I - 3 Units

Prerequisite: ART V13A

Recommended preparation: ART V13B

Hours: 6 lecture-laboratory weekly

Basic instruction in painting from nude and clothed models with emphasis on representing forms in space, structure, gesture, color, tonal variations and composition. Painting techniques, pictorial organization and individual expression will be addressed.

Field trips may be required. Formerly Art 15A. Transfer credit: CSU; UC.

ART V15B - LIFE PAINTING II - 3 Units

Prerequisite: ART V15A

Hours: 6 lecture-laboratory weekly

Intermediate painting instruction using painting medium of choice with nude and clothed models as subjects with emphasis on complex forms in space, structure, gesture, color, tonal variations and composition. Emphasis will be on developing greater ability to paint complex figure studies.

Field trips may be required. Formerly Art 15B. Transfer credit: CSU; UC.

ART V15C - LIFE PAINTING III - 3 Units

Prerequisite: ART V15B

Hours: 6 lecture-laboratory weekly

Students will continue to develop facility in painting skills as well as interpretive skills using nude and clothed models as subjects in a variety of settings. Complex organization of forms in space, accuracy in structure of figures, quick grasp of motions and gestures, complex color and tonal variations in paints will be addressed. Individual expression in painting techniques of various mediums of choice will be developed. Paintings will be critiqued for content and concept.

Field trips may be required. Formerly Art 15C. Transfer credit: CSU; UC.

ART V16A - BEGINNING OIL PAINTING I - 3 Units

Prerequisite: ART V11A or ART V12A

Hours: 6 lecture-laboratory weekly

A beginning course pertaining to the nature of structural and expressive values in contemporary painting; practice in the building of form, control of pictorial order, and the use of color and light; emphasis on technical competence and experience in varied painting concepts.

Fees will be required. Field trips may be required. Formerly Art 16A. Transfer credit: CSU; UC. **CAN ART 10.**

ART V16B - BEGINNING OIL PAINTING II - 3 Units

Prerequisite: ART V16A

Hours: 6 lecture-laboratory weekly

A beginning course pertaining to a further development of the nature of structural and expressive concepts in contemporary painting. Additional practice in the building of form, control of pictorial order and exploration of other uses of color and light; emphasis on technical competence; experimentation with traditional and newer painting materials.

Fees will be required. Field trips may be required. Formerly Art 16B. Transfer credit: CSU; UC.

ART V17 - CREATING THE FASHION IMAGE: FASHION PROMOTION - 3 Units

Prerequisite: ART V11A

Hours: 2 lecture, 3 laboratory weekly

Fashion promotion is explored through newspapers, trade publications, magazines, radio and television advertisements. Students will receive laboratory experience in advertising, visual display and fashion show production.

Field trips may be required. Formerly Art 17. Same as FDM V17. Transfer credit: CSU; credit limitations - see counselor.

ART V18A - FIGURE ILLUSTRATION I - 3 Units

Prerequisite: ART V12A or concurrent enrollment

Hours: 6 lecture-laboratory weekly

This course provides basic instruction in drawing from clothed models. Emphasis is placed on analysis of the contemporary figure for style, clothing detail and implied movement with emphasis on elegance, poise and mood. Attention is given to wash drawing and dry media in achromatic and monochromatic color schemes. Live models will be used.

Field trips may be required. Formerly Art 18A. Same as FDM V18A. Transfer credit: CSU; credit limitations - see counselor.

ART V18B - FIGURE ILLUSTRATION II - 3 Units

Prerequisite: ART V18A or FDM V18A

Hours: 6 lecture-laboratory weekly

Intermediate instruction in drawing from clothed models. Analysis of the contemporary figure for style, clothing detail and implied movement with emphasis on elegance, poise and mood. Attention is given to wash drawing and dry media in color. Live models will be used.

Field trips may be required. ART V18B /FDM V18B may be taken in any combination for a maximum of 2 times. Formerly Art 18B. Same as FDM V18B. Transfer credit: CSU; credit limitations - see counselor.

ART V19 - THREE-DIMENSIONAL DESIGN - 3 Units

Hours: 6 lecture-laboratory weekly

This is a foundation course reviewing the theories and applications of three-dimensional form in the visual arts using the elements of line, plane, mass and volume. Specific emphasis is given to exploration of materials and use of tools.

Fees will be required. Field trips may be required. Formerly Art 19. Transfer credit: CSU; UC. **CAN ART 16.**

ART V20A - INTERMEDIATE OIL PAINTING I - 3 Units

Prerequisite: ART V16B

Hours: 6 lecture-laboratory weekly

An intermediate course pertaining to a more personal exploration of the scope of contemporary painting; more practice in constructing and composing individual pictorial statements; more emphasis will be placed on the uses of light and color. Additional emphasis on symbolism, aesthetics, and technical achievements.

Fees will be required. Field trips may be required. Formerly Art 20A. Transfer credit: CSU; UC.

ART V20B - INTERMEDIATE OIL PAINTING II - 3 Units

Prerequisite: ART V20A

Hours: 6 lecture-laboratory weekly

An intermediate course emphasizing a developed and knowledgeable personal exploration of the scope of contemporary painting. Additional research into the history of painting. Encourage more experimentation with traditional and contemporary painting materials and develop a more sophisticated and polished imagery.

Fees will be required. Field trips may be required. Formerly Art 20B. Transfer credit: CSU; UC.

ART V21 - MURAL PAINTING: HISTORY AND PRACTICE - 3 Units

Recommended preparation: ART V11A and ART V15A and ART V16A

Hours: 6 lecture-laboratory weekly

This studio course provides an artistic and socialized overview of murals—historical and contemporary. Primary course focus will be on the protected application of color and design principles, and drawing and painting skills required for production of a successful mural from conception to execution. Students will collaborate on the design and production of a mural as a course project.

Field trips will be required. May be taken for a maximum of 2 times. Formerly Art 21. Transfer credit: CSU; UC.

ART V23A - TEXTILE SURFACE DESIGN I - 3 Units

Hours: 6 lecture-laboratory weekly

An introduction to surface design techniques on fabrics, including batik, discharge dye, bound resist, screen printing, and block printing. Historical and cultural background will be surveyed as well as contemporary expressions. Emphasis will be on the understanding of fiber and dye chemistry.

Fees will be required. Field trips may be required. Formerly Art 23A. Transfer credit: CSU; UC.

ART V23B - TEXTILE SURFACE DESIGN II - 3 Units

Prerequisite: ART V23A

Hours: 6 lecture-laboratory weekly

An intermediate surface design course that will allow the student to explore techniques of special interest in depth as well as develop proficiency with dyes and screen process.

Fees will be required. Field trips may be required. Formerly Art 23B. Transfer credit: CSU; UC.

ART V25A - BEGINNING SCULPTURE I - 3 Units

Hours: 6 lecture-laboratory weekly

A studio course in the fundamentals of sculpture techniques. Special emphasis on wood carving, clay construction, and stone conceptual construction. Live models will be used.

Fees will be required. Field trips may be required. Formerly Art 25A. Transfer credit: CSU; UC. **CAN ART 12.**

ART V25B - BEGINNING SCULPTURE II - 3 Units

Prerequisite: ART V25A

Hours: 6 lecture-laboratory weekly

A studio course in the fundamentals of sculpture techniques. Special emphasis on clay modeling, stone carving, and plaster buildup techniques. Live models will be used.

Fees will be required. Field trips may be required. Formerly Art 25B. Transfer credit: CSU; UC.

ART V26A - INTERMEDIATE SCULPTURE I - 3 Units

Prerequisite: ART V25B

Hours: 6 lecture-laboratory weekly

A studio course in the fundamentals of sculpture techniques. Special emphasis on wood carving, clay construction, and stone conceptual construction. Live models will be used.

Fees will be required. Field trips may be required. Formerly Art 26A. Transfer credit: CSU; UC.

ART V26B - INTERMEDIATE SCULPTURE II - 3 Units

Prerequisite: ART V26A

Hours: 6 lecture-laboratory weekly

A studio course in the fundamentals of sculpture techniques. Special emphasis on stone carving, with human form as subject matter, wood construction and direct wax methods. Live models will be used.

Fees will be required. Field trips may be required. Formerly Art 26B. Transfer credit: CSU; UC.

ART V27 - METAL ART SCULPTURE - 3 Units

Prerequisite: ART V19 and WEL V01

Hours: 6 lecture-laboratory weekly

This course is an introduction to metal art sculpture utilizing practical theory and application of materials, welding techniques and processes. It includes designing metal cutting, forming techniques and texturing.

Fees will be required. Field trips may be required. ART V27/WEL V27 may be taken in any combination for a maximum of 2 times. Same as WEL V27.

ART V28A - GRAPHIC COMMUNICATIONS I - 3 Units

Prerequisite: ART V11A and ART V12A

Hours: 6 lecture-laboratory weekly

This is an introductory course that employs the vocabulary of fine art (line, shape, value, perspective, color, relationships, compositional elements of contrast, scale, balance and unity). Students will learn beginning typography and visual layout to interpret and express complex concepts using handskills as well as digital media for commercial graphic communication applications (such as print, Internet, and TV).

Field trips may be required. Formerly Art 28A. Transfer credit: CSU; credit limitations - see counselor.

ART V28B - GRAPHIC COMMUNICATIONS II - 3 Units

Prerequisite: ART V28A

Recommended preparation: ART V29A

Hours: 6 lecture-laboratory weekly

This is an intermediate course that employs the vocabulary of fine art to teach intermediate typography and visual layout in order to interpret and express complex concepts using handskills as well as digital media for commercial graphic communication applications (such as print, Internet, and TV).

Field trips may be required. Formerly Art 28B. Transfer credit: CSU; credit limitations - see counselor.

ART V28C - GRAPHIC COMMUNICATIONS III - 3 Units

Prerequisite: ART V28B

Recommended preparation: ART V29A and ART V72

Hours: 6 lecture-laboratory weekly

This is an advanced course that employs the vocabulary of fine art to teach intermediate typography and visual layout in order to interpret and express complex concepts using handskills as well as digital media for commercial graphic communication applications (such as print, Internet, and TV).

Field trips may be required. May be taken for a maximum of 2 times. Formerly Art 28C. Transfer credit: CSU; credit limitations - see counselor.

ART V29A - COMMERCIAL ILLUSTRATION AND LAYOUT I - 3 Units

Prerequisite: ART V11A and ART V12A

Hours: 6 lecture-laboratory weekly

Introduction to basic layout, design and rendering techniques applicable to Web design, fashion, animation, and cartooning. The course will focus on how to put ideas to paper for real world presentation, with emphasis on perspective theory and research technique. Students will work on a variety of projects to develop a graphic communication portfolio. Media will include pencil, pen, felt marker, pastels and computer.

Fees will be required. Field trips may be required. Formerly Art 29A. Transfer credit: CSU; credit limitations - see counselor.

ART V29B - COMMERCIAL ILLUSTRATION AND LAYOUT II - 3 Units

Prerequisite: ART V29A

Hours: 6 lecture-laboratory weekly

Intermediate layout, design and rendering techniques applicable to Web design, fashion, animation, and cartooning. The course will focus on how to put ideas to paper for real world presentation, with emphasis on achromatic/monochromatic marker indication and traditional illustration for use in print and digital media. Student will work on variety of projects to develop a graphic communication portfolio. Media will include pencil, pen, felt marker, pastels and computer.

Fees will be required. Field trips may be required. Formerly Art 29B. Transfer credit: CSU; credit limitations - see counselor.

ART V29C - COMMERCIAL ILLUSTRATION AND LAYOUT III - 3 Units

Prerequisite: ART V29B

Hours: 6 lecture-laboratory weekly

Intermediate layout, design and rendering techniques applicable to Web design, fashion, animation, and cartooning. The course will focus on how to put ideas to paper for real world presentation, with emphasis on full-color marker indication and traditional illustration for use in print and digital media. Students will work on a variety of projects to develop a graphic communication portfolio. Media will include pencil, pen, felt marker, pastels and computer.

Fees will be required. Field trips may be required. Formerly Art 29C. Transfer credit: CSU; credit limitations - see counselor.

ART V31A - HEAD DRAWING I - 3 Units

Prerequisite: ART V12A

Hours: 6 lecture-laboratory weekly

Basic instruction in drawing the human head. Emphasis placed on anatomical structure, physical likenesses, proportion, use of light, shadow, and tonality. Live models will be used.

Field trips may be required. Formerly Art 31A. Transfer credit: CSU; UC.

ART V31B - HEAD DRAWING II - 3 Units

Prerequisite: ART V31A

Hours: 6 lecture-laboratory weekly

Further instruction in drawing the human head with emphasis placed on anatomical structure of features of head, light shadow patterns, tonality and composition. Live models will be used.

Field trips may be required. Formerly Art 31B. Transfer credit: CSU; UC.

ART V32A - INK TECHNIQUES I - 3 Units

Prerequisite: ART V12A

Hours: 6 lecture-laboratory weekly

An intermediate drawing experience emphasizing various techniques in ink media such as flexible nib pen, stylus pen, ink and wash, and dry brush. Expressions and images are taken from various drawing and illustration approaches.

Field trips may be required. Formerly Art 32A. Transfer credit: CSU; UC.

ART V32B - INK TECHNIQUES II - 3 Units

Prerequisite: ART V32A

Hours: 6 lecture-laboratory weekly

An intermediate drawing course to further develop expertise in various ink techniques, continued use of flexible nib, stylus nib, reed pen, brush and dry brush. Introduction of ink wash in color and semi brush techniques. Expressions and images are taken from various drawing and illustration approaches.

Field trips may be required. Formerly Art 32B. Transfer credit: CSU; UC.

ART V33A - INTERMEDIATE HEAD DRAWING I - 3 Units

Prerequisite: ART V31B

Hours: 6 lecture-laboratory weekly

An intermediate course in the further study of head drawing. Continued emphasis on proportions and structure of the individual features of the human head. Compositional aspects of portrait drawing are stressed. Live models will be used.

Field trips may be required. Formerly Art 33A. Transfer credit: CSU; UC.

ART V33B - INTERMEDIATE HEAD DRAWING II - 3 Units

Prerequisite: ART V33A

Hours: 6 lecture-laboratory weekly

An intermediate course in head drawing which continues the study of the structure of the human head. Emphasis is placed on light-shadow patterns, flat as opposed to three-dimensional shapes, the compositional and design aspects of portrait drawing. Color can be introduced with pastel chalks. Live models will be used.

Field trips may be required. Formerly Art 33B. Transfer credit: CSU; UC.

ART V34A - TWO-DIMENSIONAL MIXED MEDIA I - 3 Units

Prerequisite: ART V12A

Hours: 6 lecture-laboratory weekly

Basic instruction to mixed media in two-dimensional image making. Analysis and studio practice with emphasis on exploration and development of various drawing media and mixed media with ink, gouache, acrylics, pastels, collages, etc., on a two-dimensional surface. Student skill development and material handling will be emphasized.

Fees will be required. Field trips may be required. Formerly Art 34A. Transfer credit: CSU; UC.

ART V34B - TWO-DIMENSIONAL MIXED MEDIA II - 3 Units

Prerequisite: ART V34A

Hours: 6 lecture-laboratory weekly

Intermediate instruction in mixed media in two-dimensional representation. Analysis and intensive studio practice with emphasis on exploration and development of various drawing media and mixed media with ink, gouache, acrylics, pastels, collages, etc., on a two-dimensional surface. Student skill development in form and composition will be emphasized.

Fees will be required. Field trips may be required. Formerly Art 34B. Transfer credit: CSU; UC.

ART V34C - TWO-DIMENSIONAL MIXED MEDIA III - 3 Units

Prerequisite: ART V34B

Hours: 6 lecture-laboratory weekly

Advanced level mixed media in two-dimensional representation. Analysis and intensive studio practice with emphasis on exploration and development of various drawing media and mixed media with ink, gouache, acrylics, pastels, collages, etc., on a two-dimensional surface. Individual progress in image and content development will be emphasized.

Fees will be required. Field trips may be required. Formerly Art 34C. Transfer credit: CSU; UC.

ART V36A - HEAD PAINTING I - 3 Units

Prerequisite: ART V31A

Hours: 6 lecture-laboratory weekly

A beginning course in head painting. Strong emphasis on color, tonality, drawing and design. Color charts will be developed. Live models will be used.

Field trips may be required. Formerly Art 36A. Transfer credit: CSU; UC.

ART V36B - HEAD PAINTING II - 3 Units

Prerequisite: ART V36A

Hours: 6 lecture-laboratory weekly

A continuation of the study of head painting. Further emphasis on color, tonality, drawing and design. Color charts will be developed. Live models will be used.

Field trips may be required. Formerly Art 36B. Transfer credit: CSU; UC.

ART V37A - WATERCOLOR PAINTING I - 3 Units

Prerequisite: ART V12A

Hours: 6 lecture-laboratory weekly

An introductory course in art introducing watercolor medium emphasizing the structural and expressive values in contemporary painting; practice in the building of form, control of pictorial order and the uses of color and light.

Field trips may be required. Formerly Art 37A. Transfer credit: CSU; UC.

ART V37B - WATERCOLOR PAINTING II - 3 Units

Prerequisite: ART V37A

Hours: 6 lecture-laboratory weekly

A course in watercolor medium emphasizing the structural and expressive values in contemporary painting; practice in the building of form, control of pictorial order and the uses of color and light. Emphasis on technical competence and individual concepts.

Field trips may be required. Formerly Art 37B. Transfer credit: CSU; UC.

ART V39A - INTERMEDIATE HEAD PAINTING I - 3 Units

Prerequisite: ART V36B

Hours: 6 lecture-laboratory weekly

An intermediate course in head painting which builds on the concepts of strong color, tonality, drawing and design. Color charts to be made and utilized throughout the course. Live models will be used.

Field trips may be required. Formerly Art 39A. Transfer credit: CSU; UC.

ART V39B - INTERMEDIATE HEAD PAINTING II - 3 Units

Prerequisite: ART V39A

Hours: 6 lecture-laboratory weekly

A continuation of the intermediate course in head painting with continuing emphasis on strong color, and value relationships, drawing, and design concepts. Color charts will be developed. Live models will be used.

Field trips may be required. Formerly Art 39B. Transfer credit: CSU; UC.

ART V40A - INTERMEDIATE WATERCOLOR PAINTING I - 3 Units

Prerequisite: ART V37B

Hours: 6 lecture-laboratory weekly

An intermediate art course which concentrates on the watercolor medium, its control, uses and variety of techniques. Emphasis will be placed on the structural and expressive values in contemporary painting as well as technical competency and individual concepts.

Field trips may be required. Formerly Art 40A. Transfer credit: CSU; UC.

ART V40B - INTERMEDIATE WATERCOLOR PAINTING II - 3 Units

Prerequisite: ART V40A

Hours: 6 lecture-laboratory weekly

An intermediate art course designed to further develop watercolor painting skills. Emphasis is placed on the structural and expressive values in contemporary painting as well as technical competency and individual concepts.

Field trips may be required. Formerly Art 40B. Transfer credit: CSU; UC.

ART V41A - RELIEF PRINTMAKING I - 3 Units

Prerequisite: ART V12A

Hours: 6 lecture-laboratory weekly

An introduction to the design and production of relief processes of fine art printmaking including woodcut, linoleum cut, wood engraving, monoprint, embossed, and collage print.

Fees will be required. Field trips may be required. Formerly Art 41A. Transfer credit: CSU; UC. **CAN ART 20.**

ART V41B - RELIEF PRINTMAKING II - 3 Units

Prerequisite: ART V41A

Hours: 6 lecture-laboratory weekly

An intermediate course dealing specifically with making color prints. Color separations and preliminary drawings, special inking techniques and registration will be included.

Fees will be required. Field trips may be required. Formerly Art 41B. Transfer credit: CSU; UC.

ART V42A - INTAGLIO PRINTMAKING I - 3 Units

Prerequisite: ART V12A

Hours: 6 lecture-laboratory weekly

An introduction to the design and production of intaglio processes of fine art printmaking, including etching, drypoint, mezzotint, aquatint and collagraph.

Fees will be required. Field trips may be required. Formerly Art 42A. Transfer credit: CSU; UC.

ART V42B - INTAGLIO PRINTMAKING II - 3 Units

Prerequisite: ART V42A

Hours: 6 lecture-laboratory weekly

An intermediate course with an emphasis on special techniques such as aquatint, sugar tints and china colle. Mastery of printing color and making preliminary drawings and separation of the color print will be included.

Fees will be required. Field trips may be required. Formerly Art 42B. Transfer credit: CSU; UC.

ART V43A - SILKSCREEN PRINTMAKING I - 3 Units

Prerequisite: ART V12A

Hours: 6 lecture-laboratory weekly

A course in the design and production of silkscreen process printing with an emphasis on serigraphy as a creative medium. The course includes edition printing by using knife cut stencils, glue blockouts and resists.

Fees will be required. Field trips may be required. Formerly Art 43A. Transfer credit: CSU; UC.

ART V43B - SILKSCREEN PRINTMAKING II - 3 Units

Prerequisite: ART V43A

Hours: 6 lecture-laboratory weekly

Course continues study of the design and production of silkscreen process printing with an emphasis on serigraphy as a creative medium. The course includes further work in edition printing by tusche and glue methods and combination with other types of stencils. Consistent edition printing is emphasized.

Fees will be required. Field trips may be required. Formerly Art 43B. Transfer credit: CSU; UC.

ART V44A - LITHOGRAPHY I - 3 Units

Prerequisite: ART V12A

Hours: 6 lecture-laboratory weekly

An introduction to the history and technique of lithographic processes, including traditional and contemporary methods.

Fees will be required. Field trips may be required. Formerly Art 44A. Transfer credit: CSU; UC.

ART V44B - LITHOGRAPHY II - 3 Units

Prerequisite: ART V44A

Hours: 6 lecture-laboratory weekly

An introduction to the history and technique of special lithographic processes, i.e. Manner Noire, transfer lithography, xerox transfers and special etching technique. An emphasis on the printed edition, care, storage and marketing.

Fees will be required. Field trips may be required. Formerly Art 44B. Transfer credit: CSU; UC.

ART V44C - LITHOGRAPHY: INTRODUCTION TO COLOR - 3 Units

Recommended preparation: ART V48

Hours: 6 lecture-laboratory weekly

An introduction to color lithography with an emphasis on the history, the techniques of registration, color mixing, ink modification and special effects.

Fees will be required. Field trips may be required. Formerly Art 44C. Transfer credit: CSU; UC.

ART V45A - INTERMEDIATE SILKSCREEN PRINTMAKING I - 3 Units

Prerequisite: ART V43B

Hours: 6 lecture-laboratory weekly

Course continues study of the design and production of silkscreen process printing with emphasis on serigraphy as a creative medium. The course includes edition printing combination stencils including photo film stencils. Various types of film positives are introduced.

Fees will be required. Field trips may be required. Formerly Art 45A. Transfer credit: CSU.

ART V45B - INTERMEDIATE SILKSCREEN PRINTMAKING II - 3 Units

Prerequisite: ART V45A

Hours: 6 lecture-laboratory weekly

Course continues study of silkscreen processing printing including fine art printing and commercial application. Silkscreen building and studio planning included.

Fees will be required. Field trips may be required. Formerly Art 45B. Transfer credit: CSU.

ART V46A - BEGINNING ACRYLIC PAINTING I - 3 Units

Prerequisite: ART V12A

Hours: 6 lecture-laboratory weekly

A beginning course examining the properties of acrylic as a painting medium. Emphasis on color theory, color mixing and color harmonies.

Fees will be required. Field trips may be required. Formerly Art 46A. Transfer credit: CSU; UC.

ART V46B - BEGINNING ACRYLIC PAINTING II - 3 Units

Prerequisite: ART V46A

Hours: 6 lecture-laboratory weekly

A beginning course examining the properties of acrylic as a painting medium. Emphasis on composition, building form and pictorial order.

Fees will be required. Field trips may be required. Formerly Art 46B. Transfer credit: CSU; UC.

ART V47A - INTERMEDIATE ACRYLIC PAINTING I - 3 Units

Prerequisite: ART V46B

Hours: 6 lecture-laboratory weekly

An intermediate acrylic painting course with emphasis on contemporary methods, theme development and expressive values.

Fees will be required. Field trips may be required. Formerly Art 47A. Transfer credit: CSU; UC.

ART V47B - INTERMEDIATE ACRYLIC PAINTING II - 3 Units

Prerequisite: ART V47A

Hours: 6 lecture-laboratory weekly

An intermediate acrylic painting course. Emphasis on expressive use of color using abstract and nonobjective themes.

Fees will be required. Field trips may be required. Formerly Art 47B. Transfer credit: CSU; UC.

ART V48 - INTRODUCTION TO PRINTMAKING - 3 Units

Prerequisite: ART V12A

Hours: 6 lecture-laboratory weekly

This is a survey course in printmaking, covering relief printing (wood cuts, linoleum cuts) intaglio and etching, monoprints, and lithography. It is designed to familiarize the beginning printmaking student with the vast number of printing processes and techniques and affords the intermediate and advanced students the opportunity to explore mediums that are not covered in other course offerings. The historical technical development and the artists that employed these techniques will be discussed in class, as well as the physical making of prints. Drawing skills, composition, subject matter and technical skills will be discussed during course critiques.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly Art 48. Transfer credit: CSU; UC.

ART V49 - COMMERCIAL ART PORTFOLIO DEVELOPMENT - 3 Units

Recommended preparation: ART V28B and ART V29B and ART V72

Hours: 6 lecture-laboratory weekly

This course will offer commercial art students the format to focus and refine a body of work for securing employment and/or placement for further education. Emphasis is directed toward appropriate selection, good craftsmanship, and professional presentation of works. Additional self-promotional needs will be addressed.

Field trips may be required. May be taken for a maximum of 2 times. Transfer credit: CSU.

ART V51A - BEGINNING CERAMICS I - 3 Units

Hours: 6 lecture-laboratory weekly

Introduction to basic techniques of working with clay including coil, slab, pinch, and throwing on the potter's wheel. Basic introduction to glazes and ceramic history.

Fees will be required. Field trips may be required. Formerly Art 51A. Transfer credit: CSU; UC. **CAN ART 6.**

ART V51B - BEGINNING CERAMICS II - 3 Units

Prerequisite: ART V51A

Hours: 6 lecture-laboratory weekly

Continued practice in ceramic techniques. Experimentation with sculptural forms.

Fees will be required. Field trips may be required. Formerly Art 51B. Transfer credit: CSU; UC.

ART V52A - CERAMIC DESIGN I - 3 Units

Prerequisite: ART V51B

Hours: 6 lecture-laboratory weekly

Study in applied design and the use of glazes on ceramic work.

Fees will be required. Field trips may be required. Formerly Art 52A. Transfer credit: CSU; UC.

ART V52B - CERAMIC DESIGN II - 3 Units

Prerequisite: ART V52A

Hours: 6 lecture-laboratory weekly

Investigation of glazes, kiln firing, and independent projects in clay.

Fees will be required. Field trips may be required. Formerly Art 52B. Transfer credit: CSU; UC.

ART V53A - CERAMIC GLAZE THEORY I - 2 Units

Prerequisite: ART V51A

Hours: 4 lecture-laboratory weekly

Introduction to the nature of clay and glaze ingredients. Experimentation with found clays and simple glaze formulation and testing.

Fees will be required. Field trips may be required. Formerly Art 53A. Transfer credit: CSU; UC.

ART V53B - CERAMIC GLAZE THEORY II - 2 Units

Prerequisite: ART V53A

Hours: 4 lecture-laboratory weekly

Investigation of glaze formulation and development.

Fees will be required. Field trips may be required. Formerly Art 53B. Transfer credit: CSU; UC.

ART V53C - CERAMIC GLAZE THEORY III - 2 Units

Prerequisite: ART V53B

Hours: 4 lecture-laboratory weekly

In-depth development of glazes, their uses, modification and firing processes.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly Art 53C. Transfer credit: CSU; UC.

ART V54A - SPECIAL TECHNIQUES IN RAKU, SAGGAR AND PRIMITIVE-STYLE FIRING I - 3 Units

Prerequisite: ART V51A

Hours: 6 lecture-laboratory weekly

An introduction to alternative ceramic techniques of Raku, Primitive, and Saggar firing processes with discussion and evaluation of past and contemporary cultures' use of these processes and techniques.

Fees will be required. Field trips may be required. Formerly ART V54. Transfer credit: CSU; UC.

ART V54B - SPECIAL TECHNIQUES IN RAKU, SAGGAR AND PRIMITIVE-STYLE FIRING II - 3 Units

Prerequisite: ART V54A

Hours: 6 lecture-laboratory weekly

An in-depth study of alternative ceramic techniques of Raku, Saggar and primitive firing processes with an emphasis on the student's own style and design and how these are enhanced by the use of these firing processes and techniques.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Transfer credit: CSU; UC.

ART V55A - DECORATING TECHNIQUES FOR CERAMICS I - 3 Units

Prerequisite: ART V51A

Hours: 6 lecture-laboratory weekly

This course is an introduction to many alternative decorating techniques which are applicable to a variety of firing processes. This course will include demonstrations and discussions of wet, leather hard and dry clay manipulations; engobe and stain applications; underglaze, glaze, and overglaze decorating techniques used by historic and contemporary potters.

Fees will be required. Field trips may be required. Formerly ART V55. Transfer credit: CSU.

ART V55B - DECORATING TECHNIQUES FOR CERAMICS II - 3 Units

Prerequisite: ART V55A

Hours: 6 lecture-laboratory weekly

This course is a more in-depth study of the decorating techniques which are applicable to a variety of firing processes.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Transfer credit: CSU.

ART V71 - COMPUTER GRAPHICS AND DESIGN I - 3 Units

Prerequisite: ART V11A and ART V12A

Hours: 6 lecture-laboratory weekly

This course, using the Macintosh environment, will study the process of creating advertising or other communication media in digital format for use in Web design or printed media such as newsletters, brochures, flyers, posters, etc. Students will gain working knowledge of Adobe PageMaker and Adobe Illustrator, with a brief introduction to Adobe Photoshop, for scanning and image manipulation. Students will conduct research and complete exercises that will help develop an understanding of the technical side of creating graphics for advertising presentations.

Fees will be required. Field trips may be required. Formerly Art 71. Transfer credit: CSU; credit limitations - see counselor.

ART V72 - COMPUTER GRAPHICS AND DESIGN II - 3 Units

Prerequisite: ART V12A and ART V71

Recommended preparation: PHOT V01

Hours: 6 lecture-laboratory weekly

This course explores visual Graphic Design problems with an emphasis on computer software applications using Adobe Illustrator, Adobe Photoshop and Quark XPress. A series of projects will apply the elements of design and aesthetic principles to produce digital imagery and Internet applications.

Fees will be required. Field trips may be required. Formerly Art 72. Transfer credit: CSU; credit limitations - see counselor.

ART V73 - DIGITAL IMAGING - 3 Units

Recommended preparation: ART V11A and ART V12A and PHOT V01

Hours: 6 lecture-laboratory weekly

Using a Macintosh environment, this course teaches students to use a digital camera and scan, manipulate and enhance digital images for graphic reproduction using Adobe Photoshop. This course emphasizes digital image problem solving.

Fees will be required. Field trips will be required. ART V73/PHOT V73 may be taken in any combination for a maximum of 2 times. Formerly Art 73. Same as PHOT V73. Transfer credit: CSU; credit limitations - see counselor.

ART V74 - FRACTAL DESIGN PAINTER - 3 Units

Prerequisite: ART V11A and ART V12A

Recommended preparation: ART V71 or Macintosh computer familiarity

Hours: 6 lecture-laboratory weekly

An introduction to Fractal Design Painter and its use in creating images for both commercial and fine art applications. An emphasis on similarities between traditional methods of art making and those found in digital work will be explored. Students will experience making images from a wide range of mediums and will translate those experiences and processes to their computer imagery. Students will have hands-on experience using Macintosh computers, scanners and printers.

Fees will be required. Field trips may be required. Formerly Art 74. Transfer credit: CSU.

ART V75 - DIGITAL PRODUCTION FOR GRAPHIC COMMUNICATIONS - 3 Units

Prerequisite: ART V71

Recommended preparation: ART V28A and ART V29A and ART V72

Hours: 6 lecture-laboratory weekly

An intermediate course in project design for advertising, with emphasis on printer or service bureau digital files for color separations, proofs, and final output. Projects will include digital, file, problem-solving and proper formatting for multimedia use.

Fees will be required. Transfer credit: CSU; credit limitations - see counselor.

ART V79 - INTRODUCTION TO THE MACINTOSH FOR ART APPLICATIONS - .5 Unit

Hours: .5 lecture weekly

A basic course in the use of the Apple Macintosh computer as applied to art applications. Course focuses on basic Macintosh techniques such as drag and drop, copy and save, importing and transferring files, basic computer drawing skills and desktop tools. Students will acquire sufficient familiarity with the Macintosh to transition into a beginning desktop publishing course.

Field trips may be required. May be taken for a maximum of 2 times. Formerly Art 79. Offered on a credit/no credit basis only.

ART V88 - ART WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

ART V89 - WORKSHOPS IN ART - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula.

Designed to meet specific needs of the college and community, as required and/or requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Art 89. Transfer credit: CSU; for UC, determined after admission.

ART V90 - DIRECTED STUDIES IN ART - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

Fees may be required. Field trips may be required. May be taken for a maximum of 4 times not to exceed 6 units. Formerly Art 90. Transfer credit: CSU; for UC, determined after admission.

ART V95 - ART INTERNSHIP I - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship

Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 60 per unit

This art internship offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Transfer credit: for CSU, credit limitations - see counselor; for UC, determined after admission.

ART V96 - ART INTERNSHIP II - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline
Hours: 75 per unit

This art internship offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Transfer credit: for CSU, credit limitations - see counselor; for UC, determined after admission.

ASIAN AMERICAN STUDIES

AAS V01 - INTRODUCTION TO ASIAN AMERICAN STUDIES - 3 Units

Hours: 3 lecture weekly

This course provides an interdisciplinary survey of the Asian American experience. Emphasis will be placed on Americans of Chinese, Japanese, Korean, Southeast-Asian and South-Asian ancestry. The course will focus on Asian American experiences with respect to the histories of immigration, cultural diversity and adaptation to life in the United States.

Formerly AAS 1. Same as AES V62. Transfer credit: CSU; UC; credit limitations - see counselor.

ASTRONOMY

AST V01 - ELEMENTARY ASTRONOMY - 3 Units

Hours: 3 lecture weekly

A general introduction to astronomy covering: the history of astronomy; the solar system; the evolution of stars; galaxies; and cosmology. The course will include a descriptive analysis of all known laws which are relevant to the dynamics of the universe. The study will center on astronomical beliefs which have influenced human thinking, philosophy, and morals.

Field trips may be required. Formerly Ast 1. Transfer credit: CSU; UC.

AST V02 - ASTRONOMY AND ASTROPHYSICS - 4 Units

Prerequisite: MATH V03 or 1 year of high school intermediate algebra (Algebra II) with grade of C or better

Hours: 3 lecture, 3 laboratory weekly

A course in astronomy covering the physics of light and telescopes, atomic structure, thermodynamics, mechanics and modern cosmological theories. This course includes laboratory investigations in classical optics, spectroscopy, Doppler effect, thermodynamics, atomic and nuclear physics.

Field trips may be required. Formerly Ast 2. Transfer credit: CSU; UC.

AUTOMOTIVE

AUTO V02 - FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY - 1.5 Units

Hours: 3 lecture-laboratory weekly

This course provides basic techniques of automotive technology, adjustment, repair and maintenance of the engine; driving mechanism; suspension and steering system; electrical system and fuel systems in modern automotive equipment.

Field trips may be required. Formerly Auto 2. Transfer credit: CSU.

AUTO V10 - INTRODUCTION TO AUTOMOTIVE TECHNOLOGY - 1.5 Units

Hours: 3 lecture-laboratory weekly

This is an overview course to familiarize the student with the history, nomenclature, operation and construction of the modern automobile. An appreciation of the skills and abilities necessary to maintain the automobile will be discussed.

Field trips may be required. Formerly Auto 10. Transfer credit: CSU.

AUTO V14 - AUTOMOTIVE ELECTRICAL SYSTEMS - 4 Units

Corequisite: AUTO V14LA and AUTO V14LB

Hours: 4 lecture weekly

This course is designed to prepare an automotive student in the theory and skills necessary to diagnose, adjust, maintain and repair automotive battery, starting, charging, chassis electrical and electronic systems.

Field trips may be required. Formerly Auto 14. Transfer credit: CSU.

AUTO V14LA - AUTOMOTIVE CHASSIS ELECTRICAL LABORATORY - 1 Unit

Corequisite: AUTO V14 and AUTO V14LB

Hours: 3 laboratory weekly

This course is designed to provide vocational preparation in the practical skills required to diagnose, adjust, maintain, and repair automotive chassis electrical and electronic systems.

Field trips may be required. Formerly Auto 14LA.

AUTO V14LB - AUTOMOTIVE ENGINE ELECTRICAL SYSTEMS LABORATORY - 1 Unit

Corequisite: AUTO V14 and AUTO V14LA

Hours: 3 laboratory weekly

This course will provide vocational preparation in the practical skills required to diagnose, adjust, maintain and repair battery, starting and charging systems. An introduction to ignition system diagnosis will be included.

Field trips may be required. Formerly Auto 14LB.

AUTO V15 - AUTOMOTIVE FUEL SYSTEMS - 2 Units

Corequisite: AUTO V15LA and AUTO V15LB

Hours: 2 lecture weekly

This course is designed to prepare an automotive student in the theory and skills necessary to test, adjust, maintain and repair modern gasoline and alternative fuel systems. The areas of preparation are: fuels, carburetion, computer carburetion, central electronic injection, continuous injection and electronic port injection. This course will provide preparation for certification tests in engine performance and alternative fuels. A student receiving credit in AUTO V15-V15LA-V15LB will not receive credit in AUTO V55.

Field trips may be required. Formerly Auto 15. Transfer credit: CSU.

AUTO V15LA - AUTOMOTIVE FUEL SYSTEMS

LABORATORY A - 1 Unit

Corequisite: AUTO V15 and AUTO V15LB

Hours: 3 laboratory weekly

This course will provide vocational preparation in the practical skills required to adjust, maintain, test and repair gasoline and alternative fuel carburetor, computer carburetor and continuous injection. This course will provide preparation for certification tests in engine performance and alternative fuels.

Field trips may be required. Formerly Auto 15LA.

AUTO V15LB - AUTOMOTIVE FUEL SYSTEMS

LABORATORY B - 1 Unit

Corequisite: AUTO V15 and AUTO V15LA

Hours: 3 laboratory weekly

This course will provide vocational preparation in the practical skills required to diagnose, adjust, maintain and repair fuel injection systems. This course will provide preparation for certification tests in engine performance.

Field trips may be required. Formerly Auto 15LB.

AUTO V16 - AUTOMOTIVE EMISSION CONTROL SYSTEMS - 2 Units

Corequisite: AUTO V16LA and AUTO V16LB

Hours: 2 lecture weekly

This course is designed to prepare an automotive student in the theory and skills necessary to diagnose, adjust, maintain and repair automotive emission control systems. Laws and regulations pertaining to emission controls will be covered. This course will provide preparation for the California Smog Technician test.

Field trips may be required. Formerly Auto 16. Transfer credit: CSU.

AUTO V16LA - AUTOMOTIVE EMISSION CONTROL SYSTEMS

LABORATORY A - 1 Unit

Corequisite: AUTO V16 and AUTO V16LB

Hours: 3 laboratory weekly

This course will provide vocational preparation in the service and repair of automotive emission control systems. Diagnosis, test, service and repair of all emission systems will be covered. This course will provide preparation for the California Smog Technician test.

Field trips may be required. Formerly Auto 16LA.

AUTO V16LB - AUTOMOTIVE EMISSION CONTROL SYSTEMS

LABORATORY B - 1 Unit

Corequisite: AUTO V16 and AUTO V16LA

Hours: 3 laboratory weekly

This course will provide vocational preparation in the inspection and diagnosis of automotive emission control systems. Vehicle inspection procedures and proper use of documents will be practiced. This course will provide preparation for the California Smog Technician test.

Field trips may be required. Formerly Auto 16LB.

AUTO V17 - AUTOMOTIVE DRIVEABILITY DIAGNOSTICS AND REPAIR - 2 Units

Corequisite: AUTO V17LA and AUTO V17LB

Hours: 2 lecture weekly

This course will provide vocational preparation in the practical skills required to diagnose, test, and repair automotive driveability problems in modern automobiles. This course will provide preparation for certification tests in engine performance and alternative fuels.

Field trips may be required. Formerly Auto 17. Transfer credit: CSU.

AUTO V17LA - AUTOMOTIVE DRIVEABILITY DIAGNOSTICS AND REPAIR LABORATORY A - 1 Unit

Corequisite: AUTO V17 and AUTO V17LB
Hours: 3 laboratory weekly

This lab will provide vocational preparation in the practical skills required to diagnose, test, and repair automotive driveability problems in modern automobiles. This lab will provide preparation for certification tests in engine performance and alternative fuels.

Field trips may be required. Formerly Auto 17LA.

AUTO V17LB - AUTOMOTIVE DRIVEABILITY DIAGNOSTICS AND REPAIR LABORATORY B - 1 Unit

Corequisite: AUTO V17 and AUTO V17LA
Hours: 3 laboratory weekly

This lab will provide vocational preparation in the practical skills required to diagnose, test, and repair automotive diagnostic problems in modern automobiles. This lab will provide preparation for certification tests in engine performance and alternative fuels.

Field trips may be required. Formerly Auto 17LB.

AUTO V18 - AUTOMOTIVE HEATING/AIR CONDITIONING - 1 Unit

Corequisite: AUTO V18LA
Hours: 1 lecture weekly

This course will provide vocational preparation in the practical skills required to diagnose, adjust, test and repair modern automotive heating/air conditioning and cooling systems. This course will also provide preparation for certification test in heating/air conditioning.

Field trips may be required. Formerly Auto 18. Transfer credit: CSU.

AUTO V18LA - AUTOMOTIVE HEATING/AIR CONDITIONING LABORATORY - 1 Unit

Corequisite: AUTO V18
Hours: 3 laboratory weekly

This lab will provide vocational preparation in the practical skills required to diagnose, adjust and repair modern automobiles with heating/air conditioning and cooling system problems. This lab will also provide preparation for certification tests and certification in heating/air conditioning.

Field trips may be required. Formerly Auto 18LA.

AUTO V20 - AUTOMOTIVE ENGINE REPAIR - 3 Units

Corequisite: AUTO V20LA and AUTO V20LB
Hours: 3 lecture weekly

This course is designed to prepare an automotive student in the theory and skills necessary to diagnose, adjust, maintain and repair automotive engines. This course will provide preparation for certification tests in engine repair.

Field trips may be required. Formerly Auto 20. Transfer credit: CSU.

AUTO V20LA - AUTOMOTIVE ENGINE REPAIR LABORATORY A - 2 Units

Corequisite: AUTO V20 and AUTO V20LB
Hours: 6 laboratory weekly

This course will provide vocational preparation in the practical skills required to diagnose, adjust, maintain and repair automotive engines. Engine disassembly, inspection, measuring and reassembly will be emphasized in this course. This course will provide preparation for certification tests in engine repair.

Field trips may be required. Formerly Auto 20LA.

AUTO V20LB - AUTOMOTIVE ENGINE REPAIR LABORATORY B - 1 Unit

Corequisite: AUTO V20 and AUTO V20LA
Hours: 3 laboratory weekly

This course will provide vocational preparation in the practical skills required to diagnose, adjust, maintain and repair automotive engines. Engine servicing procedures, techniques and machining will be emphasized in this course. This course will provide preparation for certification tests in engine repair.

Field trips may be required. Formerly Auto 20LB.

AUTO V22 - AUTOMOTIVE TRANSMISSION AND DRIVE LINE - 3 Units

Corequisite: AUTO V22LA and AUTO V22LB
Hours: 3 lecture weekly

This course is designed to prepare an automotive student in the theory and skills necessary to diagnose, adjust, maintain and repair automotive transmissions, 4-wheel drive systems and differentials. Both automatic and manual transmissions will be covered. This course will provide preparation for certification tests in automatic transmissions and manual transmissions.

Field trips may be required. Formerly Auto 22. Transfer credit: CSU.

AUTO V22LA - AUTOMOTIVE TRANSMISSION AND DRIVE LINE LABORATORY A - 2 Units

Corequisite: AUTO V22 and AUTO V22LB
Hours: 6 laboratory weekly

This course will provide vocational preparation in the service and repair of automatic transmissions. Diagnosis, service and repair of torque converter, gear train, hydraulic and electronic systems will be pursued. Preparation for the Automotive Service Excellence (ASE) test in automotive transmissions will be included.

Field trips may be required. Formerly Auto 22LA.

AUTO V22LB - AUTOMOTIVE TRANSMISSION AND DRIVE LINE LABORATORY B - 1 Unit

Corequisite: AUTO V22 and AUTO V22LA
Hours: 3 laboratory weekly

This course will provide vocational preparation in the service and repair of manual transmissions and differentials. Diagnosis, service and repair of the clutch, manual transmission, 4-wheel drive system and differential systems will be pursued. Preparation for the Automotive Service Excellence (ASE) test in manual transmission and differentials will be included.

Field trips may be required. Formerly Auto 22LB.

AUTO V26 - AUTOMOTIVE BRAKES SERVICE AND REPAIR - 2 Units

Corequisite: AUTO V26LA and AUTO V26LB
Hours: 2 lecture weekly

This course is designed to provide vocational preparation in the theory and operation of modern automotive braking systems. Types of brake systems, hydraulic principles, anti-lock brake systems and supplemental restraint systems will be discussed. Preparation for the Automotive Service Excellence (ASE) test will be included. A student receiving credit in AUTO V26-V26LA-V26LB will not receive credit in AUTO V51.

Field trips may be required. Formerly Auto 26. Transfer credit: CSU.

AUTO V26LA - AUTOMOTIVE BRAKES SERVICE AND REPAIR LABORATORY A - 1 Unit

Corequisite: AUTO V26 and AUTO V26LB

Hours: 3 laboratory weekly

This course will provide vocational preparation in the service and repair of modern automotive braking systems. Service and repair of drum and disc brake systems and hydraulic systems will be pursued. Preparation for the Automotive Service Excellence (ASE) test in brakes will be included.

Field trips may be required. Formerly Auto 26LA.

AUTO V26LB - AUTOMOTIVE BRAKES SERVICE AND REPAIR LABORATORY B - 1 Unit

Corequisite: AUTO V26 and AUTO V26LA

Hours: 3 laboratory weekly

This course will provide vocational preparation in the service and repair of automotive anti-lock braking and supplemental restraint systems. Preparation for the Automotive Service Excellence (ASE) test in brakes will be included.

Field trips may be required. Formerly Auto 26LB.

AUTO V28 - AUTOMOTIVE SUSPENSION SYSTEMS - 2 Units

Corequisite: AUTO V28LA and AUTO V28LB

Hours: 2 lecture weekly

This course will provide vocational preparation in the theory and operation of modern automotive suspension systems. Types of suspension systems, suspension component identification, alignment theory, and diagnosis technique will be discussed. Preparation for the Automotive Service Excellence (ASE) test in front-end will be included. A student receiving credit in AUTO V28-V28LA-V28LB will not receive credit in AUTO V53.

Field trips may be required. Formerly Auto 28. Transfer credit: CSU.

AUTO V28LA - AUTOMOTIVE SUSPENSIONS LABORATORY - 1 Unit

Corequisite: AUTO V28 and AUTO V28LB

Hours: 3 laboratory weekly

This course will provide vocational preparation in the service and repair of modern automotive suspension systems. Inspection and replacement of suspension components will be practiced. Preparation for the Automotive Service Excellence (ASE) test in front-end will be included.

Field trips may be required. Formerly Auto 28LA.

AUTO V28LB - AUTOMOTIVE ALIGNMENT LABORATORY - 1 Unit

Corequisite: AUTO V28 and AUTO V28LA

Hours: 3 laboratory weekly

This course will provide vocational preparation in the vehicle alignment. Various type of alignment techniques will be practiced using different types of alignment equipment. Preparation for the Automotive Service Excellence (ASE) test in front-end will be included.

Field trips may be required. Formerly Auto 28LB.

AUTO V32 - AUTOMOTIVE SERVICE EXCELLENCE (ASE) CERTIFICATION PREPARATION - 1 Unit

Recommend preparation: working in the automotive industry

Hours: 2 lecture-laboratory weekly

This course is designed to help the student prepare for and review the theory and skills necessary to pass the Automotive Service Excellence (ASE) certification examinations. All areas of automotive certification will be reviewed, including compressed natural gas and parts certification.

Field trips may be required. May be taken for a maximum of 4 times.

AUTO V40 - ADVANCED PROBLEMS IN AUTOMOTIVE TECHNOLOGY - .5-6 Units

Prerequisite: previous automotive course at Ventura College

Hours: 1.5-18 laboratory weekly

This course is designed to meet the specific needs of automotive technology majors who wish to expand their knowledge and manual skills with stress on advanced concepts in specialty areas of the automotive trade.

Field trips may be required. May be taken for a maximum of 4 times not to exceed 12 units. Formerly Auto 40.

AUTO V45 - CLEAN AIR CAR CERTIFICATION - 6 Units

Recommended preparation: 1 year of automotive tune-up experience

Hours: 6 lecture weekly

Completion of this course is a prerequisite for admission into the state administered Inspection and Maintenance (I/M) training, and examination administered by the Bureau of Automotive Repair.

Field trips may be required. May be taken for a maximum of 2 times. Formerly Auto 45. Offered on a credit/no credit basis only.

AUTO V51 - AUTOMOTIVE BRAKES SERVICE AND REPAIR: BILINGUAL (SPANISH-ENGLISH) - 3 Units

Hours: 6 lecture-laboratory weekly

This course is a vocational preparation in the diagnosis, adjustment, repair, and maintenance of automotive brake systems. Types of brake systems, operation, and applications will be discussed. It will also include vacuum assist units, diagnosis and repair of computer controlled anti-lock brake systems. It is a preparation for technician certification test in brakes. A student receiving credit in AUTO V51 will not receive credit in AUTO V26-V26LA-V26LB.

Field trips may be required. Formerly Auto 51.

AUTO V53 - AUTOMOTIVE SUSPENSION SERVICE AND ALIGNMENT: BILINGUAL (SPANISH-ENGLISH) - 3 Units

Hours: 6 lecture-laboratory weekly

Vocational preparation in the diagnosis, repair and alignment of automotive and light truck suspension systems. Types, operation, applications and repair procedures of suspension systems will be discussed. Two and four wheel alignment procedures as well as techniques to correct alignment problems will be covered. The laboratory experience will include suspension diagnosis, maintenance and repair including the use of various alignment equipment. Preparation for the technician certification test in suspensions. A student receiving credit in AUTO V53 will not receive credit in AUTO V28-V28LA-V28LB.

Field trips may be required. Formerly Auto 53.

AUTO V55 - INTRODUCTION TO AUTOMOTIVE FUEL SYSTEMS: BILINGUAL (SPANISH-ENGLISH) - 3 Units

Hours: 6 lecture-laboratory weekly

This course is designed as an introduction to the theory and skills necessary to diagnose, adjust, maintain and repair automotive fuel systems. Topics will include basic carburetor and feedback systems. Popular throttle body and part fuel injection systems will be emphasized. A student receiving credit in AUTO V55 will not receive credit in AUTO V15-V15LA-V15LB.

Field trips may be required. Formerly Auto 55.

AUTO V88 - AUTOMOTIVE WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly AUTO V89.

AUTO V95 - AUTOMOTIVE INTERNSHIP I - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment
in one course in the discipline
Hours: 60 per unit

This automotive internship course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only.

AUTO V96 - AUTOMOTIVE INTERNSHIP II - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment
in one course in the discipline
Hours: 75 per unit

This automotive internship course offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only.

BIOLOGY

BIOL V01 - PRINCIPLES OF BIOLOGY - 3 Units

Hours: 3 lecture weekly

The course provides an introduction to the basic principles of biology and covers the biochemistry, physiology, morphology, behavior, genetics, evolution, taxonomy and ecology of living things. The companion laboratory course provides hands-on activities to illustrate these principles. This course is designed for non-biology majors.

Field trips may be required. Formerly Biol 1. Transfer credit: CSU; UC; credit limitations - see counselor.

BIOL V01L - PRINCIPLES OF BIOLOGY LABORATORY - 1 Unit

Prerequisite: BIOL V01 or concurrent enrollment

Hours: 3 laboratory weekly

The course provides a hands-on introduction to the basic principles of biology and covers the biochemistry, physiology, morphology, behavior, genetics, evolution, taxonomy, and ecology of living things. This course is designed for non-biology majors.

Field trips may be required. Transfer credit: CSU; UC; credit limitations - see counselor.

BIOL V01S - BIOLOGY STUDY SESSION - 1 Unit

Corequisite: BIOL V01

Hours: 1 lecture weekly

This course will give students opportunities to discuss and ask questions about material covered in the lecture and laboratory. Review of tests will occur and methods of taking notes and studying will be considered. The course will enable students to better comprehend course material and thus improve performance in the course.

Formerly Biol 1S. Offered on a credit/no credit basis only. Not applicable for degree credit.

BIOL V03 - INTRODUCTION TO ORGANISMAL AND ENVIRONMENTAL BIOLOGY - 5 Units

Prerequisite: CHEM V01A-V01AL or CHEM V20-V20L or 1 year of high school chemistry with grades of C or better

Recommended preparation: ANPH V01 or BIOL V01-V01L or BIOL V29-V29L or MICR V01 or 1 year of high school biology with grades of C or better; CHEM V01B-V01BL; MATH V21A or V46A; and MATH V44

Hours: 3 lecture, 6 laboratory weekly

This course is an introduction to organismal diversity, structure and function. Groups to be studied and discussed include eubacteria, archaea, protists, fungi, plants and animals. The latter two groups will be studied in more detail, concentrating on structure and physiology. The overall emphasis of the course will be on the evolutionary and ecological relationships between organisms. The laboratory will develop skills of analysis and observation as they relate to the preceding topics.

Field trips will be required. Formerly BIOL V20B. Transfer credit: CSU; UC. **CAN BIOL SEQ A [with BIOL V04].**

BIOL V04 - INTRODUCTION TO CELL AND MOLECULAR BIOLOGY - 5 Units

Prerequisite: CHEM V01A-V01AL

Recommended preparation: BIOL V03; CHEM V01B-V01BL; MATH V21A or V46A; and MATH V44

Hours: 3 lecture, 6 laboratory weekly

This course is an introduction to modern cell and molecular biology. The focus will be on the structure and function relationships found within living cells and the inheritance of genetic information, both with an evolutionary emphasis. The laboratory will develop skills of analysis and observation as they relate to the preceding topics.

Field trips may be required. Formerly BIOL V20A. Transfer credit: CSU; UC. **CAN BIOL 2 OR BIOL SEQ A [with BIOL V03].**

BIOL V10 - INTRODUCTION TO ENVIRONMENTAL ISSUES - 3 Units

Hours: 3 lecture weekly

An examination and analysis of the biological sciences within the context of the interrelationship between human populations and their natural surroundings. The characteristics of natural systems are described and the effects and impacts of human activities on these systems are considered. The course introduces the principles of scientific inquiry and experimental methodology in the study of ecological concepts and environmental issues. Alternatives and approaches to deal with environmental problems are considered and evaluated.

Field trips may be required. Formerly Biol 10. Transfer credit: CSU; UC.

BIOL V12 - PRINCIPLES OF HUMAN BIOLOGY - 3 Units

Hours: 3 lecture weekly

This is an introductory course designed for the nonbiology major in the principles of biology, with special emphasis on the structure and function of the human being. It provides a study of body systems and their relationship to health or disease.

Field trips may be required. Formerly Biol 12. Transfer credit: CSU; UC; credit limitations - see counselor.

BIOL V14 - FIELD BIOLOGY - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This course includes the basic concepts of ecosystems, niche, community, population dynamics, energy flow, and materials recycling, particularly as they relate to natural resources. Field trips will stress identification, classification and interrelationships of common plants and animals as they occur in biotic communities.

Field trips will be required. Formerly Biol 14. Transfer credit: CSU.

BIOL V18 - HUMAN HEREDITY - 3 Units

Recommended preparation: BIOL V01-V01L or BIOL V04

Hours: 3 lecture weekly

This course is an introduction to the basic principles of modern genetics and evolutionary theory with specific reference to the human being. Through the study of the mechanisms of human inheritance, the origin and nature of human differences will be examined. Social, political and psychological ramifications of the biological laws governing heredity and organic evolution will be emphasized.

Field trips may be required. Formerly Biol 18. Transfer credit: CSU; UC.

BIOL V20S - GENERAL BIOLOGY STUDY SESSION - 1 Unit

Corequisite: BIOL V03 or BIOL V04

Hours: 1 lecture weekly

This course will give students opportunities to discuss and ask questions about material covered in the lecture and laboratory. Methods of taking notes and studying will be considered. The course will enable students to better comprehend course material and thus improve performance in the course.

Formerly Biol 20S. Offered on a credit/no credit basis only. Not applicable for degree credit.

BIOL V29 - MARINE BIOLOGY - 3 Units

Hours: 3 lecture weekly

This course is an introduction to marine biology, with emphasis on the physiology, morphology, taxonomy, ecology, evolution and natural history of marine organisms. The conservation of the marine environment will also be considered.

Field trips may be required. Formerly Biol 29. Transfer credit: CSU; UC.

BIOL V29L - MARINE BIOLOGY LABORATORY - 1 Unit

Prerequisite: BIOL V29 or concurrent enrollment

Hours: 3 laboratory weekly

This course includes laboratory and field studies of marine organisms and environment to examine biological principles and the scientific method.

Field trips will be required. Formerly Biol 29L. Transfer credit: CSU; UC.

BIOL V29S - MARINE BIOLOGY STUDY SESSION - 1 Unit

Corequisite: BIOL V29

Hours: 1 lecture weekly

This course will give the student opportunities to discuss and ask questions about the material covered in the lecture and laboratory. Reviews of quizzes and exams will occur and methods of taking notes for the course will be considered. The course will enable the student to better comprehend the course material and thereby improve performance.

Formerly Biol 29S. Offered on a credit/no credit basis only. Not applicable for degree credit.

BIOL V30 - INTRODUCTION TO BIOTECHNOLOGY AND MOLECULAR BIOLOGY - 3 Units

Recommended preparation: BIOL V01-V01L or BIOL V04 or BIOL V12 or MICR V01 or equivalent; and CHEM V20-V20L or equivalent with grades of C or better

Hours: 3 lecture weekly

Introduction to the genetic mechanisms and methods of bioengineering as they apply to biotechnology. Emphasis is placed on molecular and biochemical methods utilized in biotechnological applications in industry, including fermentation technology, genetic transformation, isolation of bioproducts by electrophoresis, chromatography and other methods. FDA regulations that apply to the biotechnology industry will be included. Guest speakers from the biotechnology research industry may be invited to address the class.

Field trips will be required. Formerly Biol 30. Transfer credit: CSU; UC.

BIOL V31 - INTRODUCTION TO METHODS OF BIOTECHNOLOGY AND MOLECULAR BIOLOGY - 4 Units

Recommended preparation: BIOL V30 or concurrent enrollment; CHEM V20-V20L or high school chemistry with grades of C or better; and MICR V01

Hours: 2 lecture, 6 laboratory weekly

This course is designed to provide a variety of biotechnology and molecular biology experiences which develop proficiency in molecular biology techniques, and the application of specialized biotechnology equipment in problem solving. Its intent is to develop knowledge of biotechnology protocols, an awareness of laboratory safety, as well as enthusiasm and academic interests in molecular biology and biotechnology. ANSI Z87.1 approved safety glasses are required.

Field trips will be required. Formerly Biol 31. Transfer credit: CSU.

BIOL V31S - MOLECULAR BIOLOGY AND BIOTECHNOLOGY STUDY SESSION - 1 Unit

Corequisite: BIOL V31 or BIOL V32

Hours: 1 lecture weekly

This course is designed to give students additional opportunities to discuss and ask questions about the material covered in lecture and lab. The course will enable students to better comprehend course material and improve performance in the course.

Formerly Biol 31S. Offered on a credit/no credit basis only. Not applicable for degree credit.

BIOL V32 - INTRODUCTION TO METHODS OF PLANT BIOTECHNOLOGY AND MOLECULAR BIOLOGY - 2 Units

Prerequisite: BIOL V30 or concurrent enrollment; and CHEM V20-V20L or high school chemistry with grades of C or better

Recommended preparation: AG V03

Hours: 1 lecture, 3 laboratory weekly

This course is designed for plant biotechnicians and educators in plant molecular biological techniques. Proficiency will be developed in aseptic tissue culture, tissue inductions, isolation of plant cell organelles and products, and related molecular biological methods. Problems and solutions specific to plant biotechnology will be stressed. ANSI Z87.1 approved safety glasses are required.

Field trips may be required. Formerly Biol 32. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

BIOL V33 - BASIC LABORATORY TECHNICAL SKILLS - 2 Units

Hours: 1 lecture, 3 laboratory weekly

A hands-on experience with the types of activities that are basic to any chemistry or biology laboratory technical position such as: basic safety procedures, accurate determinations of mass and volume, simple solution making, buffer preparation and measurement of pH, basic data analysis, etc. This course will also prepare the student for an entry-level position either in industry or as a laboratory employee at a college or university. ANSI Z87.1 approved safety glasses required.

Field trips may be required. Offered on a credit/no credit basis only.

BIOL V34 - APPLIED MICROBIOLOGY FOR LABORATORY TECHNICIANS - 2 Units

Hours: 1 lecture, 3 laboratory weekly

Hands-on experience with the types of microbiological activities that are basic to most introductory laboratory technical assistant positions such as: basic safety procedures, aseptic transfer, autoclaving, filtration, Gram and simple staining, simple culturing methods (including the use of laminar flow hoods and incubators), microscope use and care, media preparation, environmental sampling, etc. This course will help prepare the student for an entry level position either in industry or as a laboratory employee at a college or university. This course is not designed for pre-nursing or health science majors.

Field trips may be required. Offered on a credit/no credit basis only.

BIOL V35 - BIOSCIENCE COMMUNICATION SKILLS - 3 Units

Hours: 3 lecture weekly

This course will provide training in critical reading and discussion of articles from current scientific literature with peers and faculty. The course also provides the opportunity to present and receive feedback in a helpful environment. Topics will be selected by the faculty.

Field trips may be required. Offered on a credit/no credit basis only.

BIOL V40 - BIOLOGY OF CARDIOVASCULAR DISEASES - 3 Units

Recommended preparation: ANPH V01 or PHSO V01 or high school equivalent or concurrent enrollment

Hours: 3 lecture weekly

An in-depth examination of the nature, causes, and treatment of cardiovascular diseases, stressing a comparison between normal cardiovascular physiology and pathophysiology. This is a seminar course, with participation of the health care community (based on availability). CEUs may be awarded to qualified professionals.

Field trips may be required. Transfer credit: CSU.

BIOL V41 - BIOLOGY OF CANCER - 3 Units

Recommended preparation: ANPH V01 or PHSO V01 or high school equivalent or concurrent enrollment

Hours: 3 lecture weekly

This course is an introduction to the clinical, biological, and psychosocial aspects of cancer (including the molecular, cellular and immunological mechanisms). This is a seminar course and will include speakers from the health care professions.

Field trips may be required. Transfer credit: CSU; UC.

BIOL V60A-Z - TOPICS IN BIOLOGY - .5-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

These courses consider topics not covered in detail by other biology offerings.

Field trips may be required. Transfer credit: determined by transfer institution.

BIOL V60A - BIOTECHNOLOGY INDUSTRY SKILLS I - 1 Unit

Recommended preparation: BIOL V18, V30, V33 and V34; CHEM V20-V20L and V21-V21L; and MATH V03

Hours: 1 lecture weekly

An exploration of the biotechnology industry, providing entry skill development. This course will include principles of biofermenter design, appropriate terminology, good documentation practices, and Good Manufacturing Practice regulations appropriate to biofermenter function. Lab coat, sterile gloves and ANZI Z81.7 safety glasses required.

Field trips may be required. Offered on a credit/no credit basis only.

BIOL V60B - BIOTECHNOLOGY INDUSTRY SKILLS II - 1 Unit

Recommended preparation: BIOL V18, V30, V33 and V34; CHEM V20-V20L and V21-V21L; and MATH V03

Hours: .5 lecture, 1.5 laboratory weekly

An exploration of the biotechnology industry, providing entry skill development. This course will include principles of economic efficiency related to biofermenter design, principles of sterilization by chemical and physical means, microbial culturing, instrument calibration and troubleshooting, and Good Manufacturing Practice regulations appropriate to microbial culture. Lab coat, sterile gloves and ANZI Z81.7 safety glasses required.

Field trips may be required. Offered on a credit/no credit basis only.

BIOL V60C - BIOTECHNOLOGY INDUSTRY SKILLS III - 1 Unit

Recommended preparation: BIOL V18, V30, V33 and V34; CHEM V20-V20L and V21-V21L; and MATH V03

Hours: .5 lecture, 1.5 laboratory weekly

An exploration of the biotechnology industry, providing entry skill development. This course will include principles of use and care of the autoclave, centrifuges, other analysis instruments and their troubleshooting, including Good Manufacturing Practice regulations appropriate to microbial culture. Lab coat, sterile gloves and ANZI Z81.7 safety glasses required.

Field trips may be required. Offered on a credit/no credit basis only.

BIOL V60D - BIOTECHNOLOGY INDUSTRY SKILLS IV - 1 Unit

Recommended preparation: BIOL V18, V30, V33 and V34; CHEM V20-V20L and V21-V21L; and MATH V03

Hours: .5 lecture, 1.5 laboratory weekly

An exploration of the biotechnology industry, providing entry skill development. This course will include principles used in choosing, calculating and preparing buffers and inoculating cell cultures using Good Manufacturing Practice regulations. Lab coat, sterile gloves and ANZI Z81.7 safety glasses required.

Field trips may be required. Offered on a credit/no credit basis only.

BIOL V60E - BIOTECHNOLOGY INDUSTRY SKILLS V - 1 Unit

Recommended preparation: BIOL V18, V30, V33 and V34; CHEM V20-V20L and V21-V21L; and MATH V03

Hours: .5 lecture, 1.5 laboratory weekly

An exploration of the biotechnology industry, providing entry skill development. This course will include principles for aseptic culture of cells, analysis of pH, temperature, oxygen and osmotic conditions on cell growth using the Good Manufacturing Practice regulations. Lab coat, sterile gloves and ANZI Z81.7 safety glasses required.

Field trips may be required. Offered on a credit/no credit basis only.

BIOL V60F - BIOTECHNOLOGY INDUSTRY SKILLS VI - 1 Unit

Recommended preparation: BIOL V18, V30, V33 and V34; CHEM V20-V20L and V21-V21L; and MATH V03

Hours: .5 lecture, 1.5 laboratory weekly

An exploration of the biotechnology industry, providing entry skill development. This course will include principles and techniques used in bioengineering related to protein purification methods by chromatography including analysis methods using Good Manufacturing Practice regulations. Lab coat, sterile gloves and ANZI Z81.7 safety glasses required.

Field trips may be required. Offered on a credit/no credit basis only.

BIOL V60G - BIOTECHNOLOGY INDUSTRY

SKILLS VII - 1 Unit

Recommended preparation: BIOL V18, V30, V33 and V34; CHEM V20-V20L and V21-V21L; and MATH V03

Hours: .5 lecture, 1.5 laboratory weekly

An exploration of the biotechnology industry, providing entry skill development. This course will include principles and techniques used for plate and culture counts, photometric measurements and instrument calibration related to protein purification procedures and appropriate to Good Manufacturing Practice regulations. Lab coat, sterile gloves and ANZI Z81.7 safety glasses required.

Field trips may be required. Offered on a credit/no credit basis only.

BIOL V60H - BIOTECHNOLOGY INDUSTRY

SKILLS VIII - 1 Unit

Recommended preparation: BIOL V18, V30, V33 and V34; CHEM V20-V20L and V21-V21L; and MATH V03

Hours: .5 lecture, 1.5 laboratory weekly

An exploration of the biotechnology industry, providing entry skill development. This course will include principles and techniques used in immune assays (ELISA) for batch and lot record certification requirements appropriate to Good Manufacturing Practice regulations. Lab coat, sterile gloves and ANZI Z81.7 safety glasses required.

Field trips may be required. Offered on a credit/no credit basis only.

BIOL V88 - BIOLOGY WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

BIOL V89 - WORKSHOPS IN BIOLOGY - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Biol 89. Transfer credit: CSU; for UC, determined after admission.

BIOL V90 - DIRECTED STUDIES IN BIOLOGY - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities to students with intermediate skills who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

Field trips may be required. May be taken for a maximum of 4 times not to exceed 6 units. Formerly Biol 90. Transfer credit: CSU; for UC, determined after admission.

BIOL V95 - BIOLOGY INTERNSHIP I - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 60 per unit

This biology internship offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: for CSU, credit limitations - see counselor; for UC, determined after admission.

BIOL V96 - BIOLOGY INTERNSHIP II - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 75 per unit

This biology internship offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: for CSU, credit limitations - see counselor; for UC, determined after admission.

BUSINESS

BUS V01A - FINANCIAL ACCOUNTING - 4 Units

Prerequisite: BUS V03 or 1 year of high school bookkeeping with grade of C or better

Hours: 2 lecture, 4 lecture-laboratory weekly

Fundamental financial accounting principles, concepts, and procedures as the basis of an information system; data accumulation, preparation and analysis of financial statements and reports for decision making.

Fees will be required. Field trips may be required. Formerly Bus 1A. Transfer credit: CSU; UC. **CAN BUS 2 or CAN BUS SEQ A [with BUS V01B].**

BUS V01B - MANAGERIAL ACCOUNTING - 4 Units

Prerequisite: BUS V01A with grade of C or better

Hours: 2 lecture, 4 lecture-laboratory weekly

Fundamental managerial accounting concepts, classifications, cost systems, and budgeting for the analysis and reporting of accounting information for planning, control, and decision making.

Fees will be required. Field trips may be required. Formerly Bus 1B. Transfer credit: CSU; UC. **CAN BUS 4 or CAN BUS SEQ A [with BUS V01A].**

BUS V02 - INCOME TAX FUNDAMENTALS - 3 Units

Hours: 3 lecture weekly

This course is primarily designed as an introductory level income tax course for accounting majors and business students at the community college level. The course focuses on the federal and state income tax rules and procedures involved in the preparation of simple tax returns for individuals.

Field trips may be required. May be taken for a maximum of 2 times. Formerly Bus 2.

BUS V03 - INTRODUCTION TO ACCOUNTING - 3 Units

Recommended preparation: BUS V06 or fundamental basic math skills needed to solve business related math problems

Hours: 2 lecture, 3 laboratory weekly

This course introduces accounting using the debit-credit, double-entry system. The student will learn how to journalize, post to ledger accounts, use a worksheet, and prepare an income statement, statement of owner's equity, and a balance sheet. The student will be able to keep a complete set of books for a one-month period for a small business by the end of one semester.

Fees will be required. Field trips may be required. Formerly Bus 3. Transfer credit: CSU.

BUS V04 - COMPUTERIZED PAYROLL ACCOUNTING - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This course will provide entry-level training in calculating, recording, and maintaining appropriate payroll records in a computerized setting. Areas of study include an overview of computer systems, determining gross earnings, calculating deductions, and recording and maintaining necessary employee and employer payroll records.

Formerly Bus 4.

BUS V06 - BUSINESS MATHEMATICS - 3 Units

Recommended preparation: MATH V09

Hours: 3 lecture weekly

This course will enable students to develop the fundamental business math skills needed to solve many math problems in business. Students will work with problems in: borrowing, interest, taxes, insurance, accounting, sales contracts, securities, graphs, markups, yields, weights and measures.

Formerly Bus 6.

BUS V07A - BUSINESS CALCULATIONS USING THE CALCULATING MACHINE - 2.5 Units

Hours: 5 lecture-laboratory weekly

The student is trained to develop a marketable skill in operating a calculating machine by the "touch" method. The practice problems emphasize the arithmetic of percentage and interest applicable to familiar business situations.

Formerly Bus 7A. Transfer credit: CSU.

BUS V07B - BUSINESS CALCULATIONS ON MICROCOMPUTERS - 2.5 Units

Prerequisite: BUS V07A

Hours: 5 lecture-laboratory weekly

The student learns to keyboard model programs on the IBM Personal Computer that have already been written in the business BASIC computing language. The programs deal with common business applications emphasizing percentage and interest. Also, the student will learn to run disk-based programs for computing payrolls, federal income tax, and analyzing "what if" situations.

Formerly Bus 7B. Transfer credit: CSU.

BUS V08 - COMPUTERIZED ACCOUNTING - 3 Units

Prerequisite: BUS V01A or BUS V03

Hours: 2 lecture, 3 laboratory weekly

This course is an introduction to the use of computers in the field of accounting. The fundamental principles of accounting are applied to basic problem-solving simulations for both manual and computerized accounting systems. This course provides training for entry-level computerized bookkeeping employment, as an aid in managing one's own business, and as a foundation for advanced study.

Formerly Bus 8. Transfer credit: CSU.

BUS V11 - BEGINNING KEYBOARDING - 1-3 Units

Hours: 2-6 lecture-laboratory weekly

Student learns to master the keyboard, develops skill in setting up business letters, tables, reports, and printed forms. Student should achieve a speed of 30 words per minute with a minimum of errors. Units of credit will be earned depending upon the successful completion of the required skills of the course.

May be taken for a maximum of 3 times not to exceed 3 units. Formerly Bus 11. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

BUS V12 - INTERMEDIATE KEYBOARDING - 1-3 Units

Prerequisite: BUS V11 with grade of C or typing of 30 wpm

Hours: 2-6 lecture-laboratory weekly

Student formats and keyboards professional and technical forms and correspondence typical of a general office, accounting, government, legal, and medical office. Drills on speed and accuracy building are required. The course is structured so that the student will earn one, two, or three units of credit depending upon successful completion of the required skills of the course.

May be taken for a maximum of 3 times not to exceed 3 units. Formerly BUS V12A. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

BUS V14 - BUSINESS WRITING SKILLS: EDITING AND PROOFREADING - 1.5 Units

Hours: 1.5 lecture weekly

This comprehensive course is designed to develop proofreading and editing skills so that error-free documents are guaranteed, wordiness is eliminated, and power is added to every document by using fewer words with more impact. Students will gain entry-level business writing skills with emphasis on accurate, clear, concise writing. Students will develop proofreading and editing skills which will enable them to write business letters and memos using correct grammar, punctuation, vocabulary, and spelling. The course will also cover resumes and cover letters. The computer may be used as a tool to standardize business documents and increase productivity.

BUS V15 - ORAL COMMUNICATION IN THE WORKPLACE - 1.5 Units

Hours: 1.5 lecture weekly

This comprehensive course is designed to develop skill in speaking and listening by making speeches and presentations, conducting meetings, practicing proper telephone techniques, and practicing job interviews. Students will also learn other workplace skills that are necessary for proper communication, including time management, office protocol, proper dress and etiquette.

BUS V18A - WORD PROCESSING LANGUAGE SKILLS: PUNCTUATION - .5 Unit

Hours: 1 lecture-laboratory weekly

Students evaluate and execute punctuation techniques commonly used in business. Students will write reports, memos, and letters using the punctuation rules covered in class. Computer software is available for additional practice. This is a supervised, self-paced course.

Formerly Bus 18A.

BUS V18B - WORD PROCESSING LANGUAGE SKILLS: PROOFREADING - .5 Unit

Hours: 1 lecture-laboratory weekly

Students will be taught techniques for finding and correcting commonly made, but often overlooked errors in business communications. Students will evaluate and edit correspondence; create effective and correct business correspondence. Computer software is available for additional practice. This is a supervised, self-paced course.

Formerly Bus 18B.

BUS V18C - WORD PROCESSING LANGUAGE SKILLS: SPELLING AND VOCABULARY - 1 Unit

Hours: 2 lecture-laboratory weekly

Students are taught techniques to produce accurate transcription, mailable letters, and error-free copy regardless of format. Spelling is correlated with correct punctuation, reading ability, vocabulary development, and proofreading skills. Computer software is available for additional practice. This is a supervised, self-paced course.

Formerly Bus 18C.

BUS V25 - MEDICAL CODING - 1.5 Units

Recommended preparation: BUS V27A and BUS V29

Hours: 1.5 lecture weekly

This course offers instruction in medical insurance coding utilized in submitting various medical insurance claims. The specific coding developed is ICD-9 CM, CPT, HCPCS and all applicable modifiers.

Formerly Bus 25.

BUS V26A - MEDICAL TRANSCRIPTION I - 3 Units

Prerequisite: BUS V11 or typing 30 wpm

Recommended preparation: BUS V27A or concurrent enrollment

Hours: 2 lecture, 3 laboratory weekly

This course develops skills in proper mechanics in the preparation and typing of medical business letters, x-ray reports, history and physical exams, operative reports, memos, discharge summaries, chart notes and the composition of letters for the secretary's and/or physician's signature. Typing, spelling, grammar and punctuation emphasized.

Field trips may be required. Formerly Bus 26A.

BUS V26B - MEDICAL TRANSCRIPTION II - 2 Units

Prerequisite: BUS V26A and BUS V27A or equivalent

Hours: 1 lecture, 3 laboratory weekly

This course offers transcription of medical dictation from cassettes; medical case histories, correspondence, surgical, hospital and laboratory reports are typed with emphasis on accuracy and on acceptable production rate. Review of specialized medical vocabulary is offered.

Field trips may be required. Formerly Bus 26B.

BUS V26C - MEDICAL TRANSCRIPTION III - 2 Units

Prerequisite: BUS V26B or equivalent background in medical transcription; and BUS V27B or concurrent enrollment

Hours: 1 lecture, 3 laboratory weekly

This course offers transcription of specialized medical dictation from cassettes on history and physical reports, radiology reports, operative reports, pathology reports, discharge summaries, and autopsy reports with emphasis on accuracy and on acceptable production rate. It also offers a review of specialized medical vocabulary.

Field trips may be required. Formerly Bus 26C.

BUS V27A - BEGINNING MEDICAL TERMINOLOGY - 3 Units

Hours: 3 lecture weekly

This course is intended to assist those studying in the fields of medicine and health care to learn the language of medicine applicable to all health care occupations. This course is designed for students who wish to work in hospitals and physician office settings as medical secretaries, transcriptionists, insurance coders, and front office intakers. Medical terms are learned from their Latin and Greek origins based on basic medical word roots, combining forms, prefixes, suffixes, abbreviations and pronunciation. Course includes non-technical explanations and provides students with a working knowledge of terms used in anatomy, physiology, pathology, clinical procedures and laboratory tests.

Field trips may be required. Formerly Bus 27A. Transfer credit: CSU.

BUS V27B - ADVANCED MEDICAL TERMINOLOGY - 3 Units

Prerequisite: BUS V27A

Hours: 3 lecture weekly

This course will enable advanced students of health related fields to communicate and understand the language of medicine by expanding their knowledge of medical terminology. Anatomical systems are presented as well as documented medical case studies and reports that are found in a medical office.

Field trips may be required. Formerly Bus 27B.

BUS V28A - MEDICAL OFFICE PROCEDURES: FRONT OFFICE - 3 Units

Hours: 3 lecture weekly

This is a course offering instruction in front office procedures for a medical office or clinic. Front office procedures will include office management, scheduling appointments, communications, processing mail, telephone techniques, medical ethics and liability, reading prescriptions, collections and insurance basics.

Field trips will be required. Formerly Bus 28A.

BUS V28B - MEDICAL OFFICE PROCEDURES:**BACK OFFICE - 3 Units**

Prerequisite: CPR certification

Hours: 3 lecture weekly

This is a course offering instruction in back office procedures for a medical office or clinic. Back office procedures will include bandaging and dressings, application and use of basic orthopedic devices, basic eye exams, suture and staple removal, performance of basic lab and screening tests and specimen collection, preparation of patients for examination, collection and recording of vital signs, medical and surgical asepsis and sterilization.

Field trips will be required. Formerly Bus 28B.

BUS V29 - MEDICAL INSURANCE - 3 Units

Recommended preparation: BUS V11 or typing 30 wpm

Hours: 3 lecture weekly

This course develops an understanding of the leading types of medical insurance programs with intensive instruction and drill in completing medical insurance forms for private insurance programs; namely, Blue Cross, Blue Shield, Workers' Compensation, Medicare, CHAMPUS, HMOs, PPOs, Medicaid, etc., and develops proficiency in professional service coding and diagnostic coding. It seeks to enhance medical vocabulary by providing training in spelling, pronunciation, and definitions of medical terminology as they apply to medical insurance forms.

Formerly Bus 29.

BUS V30 - INTRODUCTION TO BUSINESS - 3 Units

Hours: 3 lecture weekly

This course provides a fundamental survey and study of the role of U.S. business in the private enterprise system. Some topics are: the concept of supply and demand, competition, forms of business ownership, organization, laws and the overall relationship of business to government and the international marketplace.

Formerly Bus 30. Transfer credit: CSU; UC.

BUS V31 - ORGANIZATION AND MANAGEMENT - 3 Units

Hours: 3 lecture weekly

This course is designed to acquaint students with concepts of planning, organizing, motivating, communicating, directing, and controlling functions necessary for effective management to accomplish organizational objectives.

Formerly Bus 31. Same as SUP V94. Transfer credit: CSU; credit limitations - see counselor.

BUS V32 - HUMAN RESOURCE MANAGEMENT - 3 Units

Hours: 3 lecture weekly

This course is a study of personnel management functions, employer-employee relationships, recruiting, selection, training and development, discipline programs, wage and salary administration, job evaluation, and benefits administration.

Formerly Bus 32. Same as SUP V93. Transfer credit: CSU; credit limitations - see counselor.

BUS V33 - BUSINESS LAW - 3 Units

Recommended preparation: sophomore standing

Hours: 3 lecture weekly

This course covers the fundamental principles of law relative to business transactions, sources of law, dispute resolution and specific emphasis on the law of contracts and sale of goods. Other areas of commercial law include: jurisprudence, court systems, procedures, torts, and product liability.

Formerly Bus 33. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN BUS 8.**

BUS V34 - EXERCISE IN MANAGEMENT**DECISION MAKING - 3 Units**

Hours: 3 lecture weekly

This is a group decision making course consisting of individual and group exercises in managerial problems using the business games approach and emphasizing in-basket incidents.

Formerly Bus 34. Transfer credit: CSU.

BUS V35 - PROFESSIONAL SELLING - 3 Units

Hours: 3 lecture weekly

This course covers effective selling in a variety of facets, including sales personality, development of a sales plan, securing prospects, counseling buyers, demonstrations, handling objections, self-management, and publication relations. Sales presentations are made by members of the course. Speakers and films are part of the course.

Field trips may be required. Formerly Bus 35. Transfer credit: CSU.

BUS V36 - RETAIL MANAGEMENT - 3 Units

Hours: 3 lecture weekly

This course covers retailing activities encompassing the financial, operational, merchandising, personnel, and publicity functions. Also includes analysis of markets, site selection, buying, planning, information control systems.

Field trips may be required. Formerly Bus 36. Transfer credit: CSU.

BUS V37 - MARKETING MANAGEMENT - 3 Units

Hours: 3 lecture weekly

This course covers marketing management from the viewpoint of the manager who researches and plans the project, organizes his/her staff, and controls the sales, advertising, and channels of distribution.

Field trips may be required. Formerly Bus 37. Transfer credit: CSU.

BUS V38 - SMALL BUSINESS MANAGEMENT - 3 Units

Hours: 3 lecture weekly

This course covers the problems of establishing and operating a small business. The opportunities for small business and the requirements for success are discussed.

Field trips may be required. Formerly Bus 38. Same as CD V38. Transfer credit: CSU; credit limitations - see counselor.

BUS V39 - ADVERTISING - 3 Units

Hours: 3 lecture weekly

This course is designed for students to examine the role of advertising in the marketing program in business and industry. Topics include consumer analysis, ad media, budgeting, market research, layout, copywriting, typography, advertising agencies and opportunities in advertising.

Field trips will be required. Formerly Bus 39. Same as JOUR V22. Transfer credit: CSU; credit limitations - see counselor.

BUS V41 - INTRODUCTION TO TOTAL QUALITY MANAGEMENT - 3 Units

Hours: 3 lecture weekly

This course provides an overview of and introduction to Total Quality Management (TQM) as a body of knowledge and as a process of continuous improvement within organizations. Goals and benefits of TQM will be discussed as well as continuous improvement options as they relate to the public and private sector.

Field trips will be required. Formerly Bus 41. Transfer credit: CSU.

BUS V43 - INTRODUCTION TO INTERNATIONAL BUSINESS - 3 Units

Hours: 3 lecture weekly

This is an introductory course designed to examine international business and institutions in the international environment. The course will emphasize emerging international developments as they relate to the economic and business arena.

Field trips will be required. Formerly Bus 43. Transfer credit: CSU.

BUS V44 - BUSINESS ENGLISH - 3 Units

Hours: 3 lecture weekly

This course offers practical application of college-level business communication skills, which include writing, speaking, and listening, with comprehensive coverage of language structure, punctuation, spelling usage, proofreading and editing.

Formerly Bus 44. Same as SUP V81. Transfer credit: CSU; credit limitations - see counselor.

BUS V45 - BUSINESS COMMUNICATIONS - 3 Units

Recommended preparation: ENGL V01A

Hours: 3 lecture weekly

This course offers application of the principles of written communication skills with emphasis on clear, concise writing. It presents techniques for gathering, organizing, analyzing and preparing information for decision making. It develops analytical thinking skills by providing practical training in writing assignments, including business letters, memos, and reports. It also explores the impact of cultural differences on business communication in the modern business organization. Students develop further skills in listening and speaking through oral communication. Regular writing assignments will be required.

Formerly Bus 45. Transfer credit: CSU.

BUS V53 - LEGAL ENVIRONMENT OF BUSINESS- 3 Units

Recommended preparation: ENGL V01A

Hours: 3 lecture weekly

This course provides an overview of law and the legal system for business. Topics include agency, contracts, torts and crimes as they apply to business and the legal process and system, with primary emphasis on governmental regulation of business in the areas of employment, consumer transactions, competition and the environment. In covering each topic, focus is on ethical issues and management concerns as they relate to domestic and international legal situations.

Formerly Bus 53. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN BUS 12.**

BUS V70 - SUPERMARKET RETAILING - 3 Units

Hours: 3 lecture weekly

This course covers retailing activities specific to the supermarket industry. The course includes the topics of: marketing, distribution, advertising and promotion, buying, store layout and design, inventory management, and pricing strategy. Students will be expected to work on group projects and presentations.

Field trips may be required. Formerly Bus 70.

BUS V80A - INTRODUCTION TO COMPUTER TRAINING I: BILINGUAL (SPANISH-ENGLISH) - 10 Units

Hours: 5 lecture, 15 laboratory weekly

This course provides students with an introduction to computers and office software in a bilingual class setting (Spanish-English). Training will include introduction to computers, keyboarding, Windows basics, word processing, and spreadsheets, databases, presentation programs and the Internet.

Fees will be required. Field trips may be required. May be taken for a maximum of 4 times.

BUS V80B - INTRODUCTION TO COMPUTER TRAINING II: BILINGUAL (SPANISH-ENGLISH) - 1-10 Units

Hours: .5-5 lecture, 1.5-15 laboratory weekly

This low-beginning course provides computer training for non- and limited-English proficient students in a bilingual (Spanish-English) setting. Training will include Windows, keyboarding, word processing, spreadsheets and the Internet.

Field trips may be required. May be taken for a maximum of 4 times.

BUS V88 - BUSINESS WORKSHOPS - .5-20 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly BUS V89.

BUS V90 - DIRECTED STUDIES IN BUSINESS - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly Bus 90. Transfer credit: CSU.

BUS V94 - PROFESSIONAL RECEPTION SKILLS - 4 Units

Hours: 4 lecture weekly

Students will learn to identify attributes of an effective receptionist and develop listening and communication skills, filing, telephone and basic computer skills. Time management and conflict resolution will also be covered. Students will also create a resume and practice interviewing techniques.

BUS V95 - BUSINESS INTERNSHIP I - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 60 per unit

This business internship course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Formerly Bus 95. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

BUS V96 - BUSINESS INTERNSHIP II - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 75 per unit

This business internship course offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

BUS V97 - MULTI-SKILLED MEDICAL ASSISTANT - 14 Units

Hours: 12 lecture, 6 Laboratory weekly

This course will prepare students for entry-level positions as either a front office or back office medical assistant. The course will cover general skills, including medical ethics, medical terminology, basic anatomy and physiology, basic pharmacology, computer skills, and review of basic English skills. It will also include front office skills such as scheduling, communication skills, billing and collections, medical insurance, medical records, and filing. Skills are performed both manually and on computer. It will provide back office skills training in asepsis, drug administration, phlebotomy, exam preparation and assisting, vital signs, basic lab testing, and emergency first aid. Students are required to develop a personal portfolio of their skills for use in the job search. The course also includes resume writing and preparation for interviews. A multi-skilled medical assistant certificate of completion will be awarded to all students who complete the program with a final grade of C or higher and a score of 70% or higher on competency tests in all areas.

Field trips may be required.

BUS V98 - BEGINNING BOOKKEEPING - 20 Units

Hours: 20 lecture weekly

This introductory course provides students with intensive training in the field of bookkeeping, as well as an introduction to the world of business and a review of basic math skills. Students also learn interviewing techniques, resume preparation, and job search skills, and are required to develop a personal portfolio which provides examples of their manual and computerized bookkeeping skills. Students learn basic accounting principles, including payroll, and complete a variety of problems, exercises, and simulations utilizing both manual and computerized systems. This course provides training for entry-level employment, as well as a foundation for more advanced study.

Field trips may be required. Formerly Bus 98.

BUS V99A - COMPUTER OFFICE ASSISTANT I - 15 Units

Recommended preparation: demonstrated basic reading and writing skills

Hours: 7.5 lecture, 22.5 laboratory weekly

This introductory course provides students with the skills that will enable them to work in the modern office with focus on the computer as its major tool. Proficiency is attained in the use of up-to-date keyboarding and word processing software. Written and oral communications, as well as proofreading and editing, are integrated in the learning curriculum. In addition to records management systems, students will learn how to manage and enter data using spreadsheet and database software programs. Business math applications and 10-key calculations will also be covered.

Field trips may be required. Formerly BUS V99.

BUS V99B - COMPUTER OFFICE ASSISTANT II - 7.5 Units

Recommended preparation: BUS V99A

Hours: 3.5 lecture, 12 laboratory weekly

This intermediate course provides students with the skills that will enable them to begin or re-enter the office support industry with focus on the computer as its major tool. Keyboarding efficiency is strengthened through timed word processing projects and tasks. Students will become familiar with and use an accounting software program applicable to the management of personnel, payroll, inventory, and other phases of the automated business office.

Field trips may be required.

BUS V99C - COMPUTER OFFICE ASSISTANT III - 7.5 Units

Recommended preparation: BUS V99B

Hours: 3.5 lecture, 12 laboratory weekly

This course provides students with the skills that will enable them to advance in the office support industry with focus on the computer as its major tool. Emphasis is placed on desktop publishing, Web page design, presentation software, and accounting software applications. The student will gain expertise using office software that will prepare them for positions in document creation, Web page design, and other office specialties.

Field trips may be required.

BUS V99D - COMPUTER OFFICE ASSISTANT IV - 3.5 Units

Recommended preparation: BUS V99C

Hours: 1.5 lecture, 6 laboratory weekly

This course provides students with an introduction to the computerized office. The course also serves as a refresher to those who desire to update their office skills in a brief course. Emphasis is placed on computer basics, Windows basics and keyboarding basics. In addition, students will be introduced to different types of office software. Laboratory hours will provide students with an opportunity to develop technique and confidence in using a personal computer.

BUSINESS INFORMATION SYSTEMS

BIS V40 - MICROCOMPUTER APPLICATIONS IN BUSINESS - 4 Units

Hours: 3 lecture, 3 laboratory weekly

This course provides an overview of microcomputers and business software with the emphasis on integrating spreadsheets, word processing documents, database documents, and presentations. Spreadsheets, database management, Windows, using the Internet in business, and word processing are topics that will be covered. A microcomputer lab is available for the lab assignments.

Fees will be required. Formerly BIS 40. Transfer credit: CSU; UC. **CAN BUS 6.**

BIS V41 - THE INTERNET AND THE WORLD WIDE WEB - 3 Units

Hours: 2.5 lecture, 1.5 laboratory weekly

This course will explore the Internet and the Web. Various Web browsers, search tools, file transfer protocol (FTP), ListServ, e-mail usage and other Internet and Web access devices will be used to conduct research efficiently. The emphasis of the course will be to introduce students to various authoring tools for Web page development (primarily HTML). Students will learn how to create and upload a Web page containing the results of their research.

Fees will be required. Formerly BIS 41. Transfer credit: CSU.

BIS V42 - MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE - 3 Units

Recommended preparation: basic computer and Internet skills

Hours: 2 lecture, 3 laboratory weekly

Introduces students to the use of the microcomputer and commercially available software used in business offices. Current software includes Windows, Word, Excel, Access, Powerpoint, and the use of electronic mail, graphics, and the World Wide Web for research. It is a hands-on course.

Transfer credit: CSU; UC; credit limitations - see counselor.

BIS V44A - MICROSOFT WORD I - 1-2 Units

Hours: 2-4 lecture-laboratory weekly

The student learns to use Microsoft Word to create business documents, resumes, reports, newsletters, and much more. This is a practical hands-on course designed for beginners and self-taught Word users.

Fees will be required. May be taken for a maximum of 2 times. Formerly BIS 44A. Transfer credit: CSU.

BIS V44B - MICROSOFT WORD II - 1-2 Units

Prerequisite: BIS V44A

Hours: 2-4 lecture-laboratory weekly

The student learns the advanced uses for Microsoft Word. Flyers, brochures, forms, and templates will be covered. The student will learn how to import data from other programs and the Internet. Styles and individual projects will be analyzed and created. The emphasis is on tasks typically required in an office/business environment.

Fees will be required. May be taken for a maximum of 2 times. Formerly BIS 44B. Transfer credit: CSU.

BIS V46 - MICROCOMPUTER DATA KEYBOARDING - 2 Units

Hours: 1 lecture, 2 lecture-laboratory weekly

This course is designed to develop student keyboarding skills using activities patterned after actual personal, business and government data entry applications. Students will learn how to prepare and handle source documents using a microcomputer.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly BIS 46.

BIS V48 - DESKTOP PUBLISHING USING PAGEMAKER - 2 Units

Hours: 1.5 lecture, 2 laboratory weekly

This course provides information and hands-on training in using microcomputers, laser printers, and desktop publishing software. Students learn to produce camera ready, near typeset quality reports, newsletters, and presentations.

Fees will be required. May be taken for a maximum of 2 times. Formerly BIS 48.

BIS V50 - SELECTING A MICROCOMPUTER - .5 Unit

Hours: .5 lecture weekly

This workshop is designed for the computer novice. It will cover basic computer terminology, the different types of hardware and software available, and the importance of one's software needs and then selecting a computer.

Field trips may be required. May be taken for a maximum of 2 times. Formerly BIS 50. Offered on a credit/no credit basis only.

BIS V53 - SOFTWARE UPDATE WORKSHOP - .5 Unit

Hours: .5 lecture weekly

This course is designed to introduce the student to the new features in software application programs. The specific software covered will vary according to demand.

May be taken for a maximum of 4 times. Formerly BIS 53. Offered on a credit/no credit basis only.

BIS V55A - WORD FOR WINDOWS I - .5 Unit

Prerequisite: basic keyboarding skills

Hours: .5 lecture weekly

This is an introduction to Word for Windows for beginners. Students will learn how to access the program; create and edit paragraphs; save and print; use the block feature; split and merge paragraphs; and use printing enhancements.

May be taken for a maximum of 2 times. Formerly BIS 55A. Offered on a credit/no credit basis only.

BIS V55B - WORD FOR WINDOWS II - .5 Unit

Recommended preparation: BIS V55A or experience using Word for Windows

Hours: .5 lecture weekly

Students will learn how to use a variety of formatting commands, create reports with headers and footers, and create business documents using Word for Windows.

May be taken for a maximum of 2 times. Formerly BIS 55B. Offered on a credit/no credit basis only.

BIS V56A - MICROSOFT POWERPOINT I - 1 Unit

Recommended preparation: BIS V79

Hours: 1 lecture weekly

Students will learn how to use this powerful graphics presentation program to create effective presentations for business or college courses.

May be taken for a maximum of 2 times. Formerly BIS 56A. Offered on a credit/no credit basis only.

BIS V56B - MICROSOFT POWERPOINT II - 1 Unit

Recommended preparation: BIS V56A

Hours: 1 lecture weekly

Students will use skills learned in the introductory course to create more advanced Powerpoint presentations. More emphasis will be placed on customizing the text and graphics to meet the specific goal of the presentation.

May be taken for a maximum of 2 times. Formerly BIS 56B. Offered on a credit/no credit basis only.

BIS V70 - INTRODUCTION TO THE MICROCOMPUTER: IBM AND COMPATIBLES - 1 Unit

Hours: 1 lecture weekly

This is a course to introduce students to the microcomputer and some of the most popular software programs. Students will learn the components of the computer, care and handling of the diskettes, and the basic DOS commands: format, copy, dir, and erase. Students will also have an opportunity to use word processing, spreadsheet, and database programs. Practical business applications for these programs will be discussed.

Formerly BIS 70. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

BIS V71A - NETWORKS AND COMMUNICATIONS: INTERNET, THE WEB, E-MAIL - 1 Unit

Recommended preparation: BIS V79

Hours: 1 lecture weekly

This course provides an overview of networks, how information is transferred, the uses of the Internet and the World Wide Web, and how to send and receive e-mail. Students will learn about the various Internet and Web resources and search tools. Gopher, Veronica, Archie, FTP, Telnet, Netscape, Mosaic, Usenet and other terms will be discussed. CD simulations and hands-on practice with a network and e-mail will be available in the microcomputer lab.

May be taken for a maximum of 2 times. Formerly BIS 71A. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

BIS V71B - USING THE WEB FOR RESEARCH - 1 Unit

Recommended preparation: BIS V71A

Hours: 1 lecture weekly

Students will use their knowledge of the Web to explore the various categories of information on the Web to do research. Students will do a research project. Each student will choose a specific topic.

May be taken for a maximum of 2 times. Formerly BIS 71B. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

BIS V71C - CREATING A PERSONAL WEB PAGE - 1 Unit

Recommended preparation: BIS V71B

Hours: 1 lecture weekly

This course provides an introduction to creating a simple Web page. HTML and Java will be discussed. Students will be able to view their Web pages via Netscape. Hands-on CD-ROM simulations of browsing the Web using Netscape will be used. Actual Web access will be provided depending on availability in the microcomputer lab.

May be taken for a maximum of 2 times. Formerly BIS 71C. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

BIS V73 - DESKTOP PUBLISHING WORKSHOP USING PAGEMAKER - 1 Unit

Hours: 1 lecture weekly

This instructor-led hands-on workshop introduces desktop publishing using PageMaker and gives participants the skills to produce quality publications with graphics such as ads, reports, brochures, and other business documents on the IBM PC.

May be taken for a maximum of 2 times. Formerly BIS 73. Offered on a credit/no credit basis only.

BIS V76A - MICROSOFT EXCEL FOR WINDOWS I - 1 Unit

Hours: 1 lecture weekly

The latest version of the Excel for Windows spreadsheet program is used to analyze, summarize and present numeric data for financial forecasting and budgeting.

May be taken for a maximum of 2 times. Formerly BIS 76A. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

BIS V76B - MICROSOFT EXCEL FOR WINDOWS II - 1 Unit

Prerequisite: BIS V76A or extensive experience using Excel and Windows

Hours: 1 lecture weekly

This is an advanced spreadsheet course using Excel to create charts, templates and macros, and to analyze "what-if" scenarios.

May be taken for a maximum of 2 times. Formerly BIS 76B. Offered on a credit/no credit basis only.

BIS V77A - INTRODUCTION TO DATABASE SOFTWARE I- 1 Unit

Hours: 1 lecture weekly

This is an instructor-led hands-on course introducing the student to the concepts of database management and the use of a database program in an office environment. Students will create a database file, manipulate the data, create a customized data-entry form, and learn how to query the database files, sort and index. Labels and reports typically used in an office will also be created. Software used will vary.

May be taken for a maximum of 2 times. Formerly BIS 77A. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

BIS V77B - INTRODUCTION TO DATABASE SOFTWARE II - 1 Unit

Prerequisite: BIS V77A or equivalent

Hours: 1 lecture weekly

This is an instructor-led hands-on course with advanced techniques using database software. Topics include enhanced query design, table design, forms design, macros, and report design. The emphasis is on the use of a database program in an office/business environment.

May be taken for a maximum of 2 times. Formerly BIS 77B. Offered on a credit/no credit basis only.

BIS V79 - INTRODUCTION TO WINDOWS - 1 Unit

Recommended preparation: BIS V70

Hours: 1 lecture weekly

Students will learn basic skills needed to use a personal computer while learning about the current Windows Operating System. This includes the following: use of the mouse; working with multiple windows and software programs; using help; using Explorer to organize files and folders; using Explorer to create, rename, copy, and delete files and folder along with traditional file management features. Students will also learn how to use word pad, the recycle bin and paint.

Formerly BIS 79. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

BIS V88 - BUSINESS INFORMATION SYSTEMS WORKSHOPS - .5-16 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

BIS V89 - WORKSHOPS IN BUSINESS INFORMATION SYSTEMS - .5-16 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly BIS 89. Transfer credit: CSU.

BIS V90 - DIRECTED STUDIES IN BUSINESS INFORMATION SYSTEMS - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly BIS 90. Transfer credit: CSU.

BIS V98 - ADMINISTRATIVE ASSISTANT - 16 Units

Hours: 16 lecture weekly

Students will learn how to complete typical tasks required of an administrative assistant: word processing, spreadsheets, e-mail, filing, telephones and communication skills, and calculating machines. Interviewing, resume preparation, using the Web to do a job search and internships will also be covered.

Fees will be required. Formerly BIS 98.

CHEMISTRY

CHEM V01A - GENERAL CHEMISTRY I - 3 Units

Prerequisite: MATH V03 or 1 year of high school intermediate algebra (Algebra II); and CHEM V20-V20L or high school chemistry with grades of C or better

Hours: 3 lecture weekly

This course is an introduction to matter and energy, atomic structure, nomenclature, chemical equations, stoichiometry, gases, thermochemistry, quantum chemistry, bonding, molecular geometry, oxidation-reduction, liquids and solids, and solutions.

Formerly Chem 1A. Transfer credit: CSU; UC. **CAN CHEM 2 [with CHEM V01AL] or CAN CHEM SEQ A [with CHEM V01AL+V01B+V01BL].**

CHEM V01AL - GENERAL CHEMISTRY I LABORATORY - 2 Units

Prerequisite: CHEM V01A or concurrent enrollment

Hours: 6 laboratory weekly

The laboratory provides the students with experience in applying the principles developed in the lecture. Quantitative experiments that illustrate the fundamental laws of chemistry are emphasized.

Field trips may be required. Formerly Chem 1AL. Transfer credit: CSU; UC. **CAN CHEM 2 [with CHEM V01A] or CAN CHEM SEQ A [with CHEM V01A+V01B+V01BL].**

CHEM V01B - GENERAL CHEMISTRY II - 3 Units

Prerequisite: CHEM V01A with grade of C or better

Hours: 3 lecture weekly

This course presents a detailed study of chemical equilibrium, kinetics, electrochemistry, chemical thermodynamics, and a brief introduction to organic chemistry and nuclear reactions.

Formerly Chem 1B. Transfer credit: CSU; UC. **CAN CHEM 4 [with CHEM V01BL] or CAN CHEM SEQ A [with CHEM V01A+V01AL+V01BL].**

CHEM V01BL - GENERAL CHEMISTRY II LABORATORY - 2 Units

Prerequisite: CHEM V01B or concurrent enrollment

Hours: 6 laboratory weekly

The laboratory provides the student with experience in applying principles developed in the general chemistry lecture, including experiments in kinetics, equilibrium, electrochemistry, thermochemistry, qualitative analysis, and organic chemistry.

Field trips may be required. Formerly Chem 1BL. Transfer credit: CSU; UC. **CAN CHEM 4 [with CHEM V01B] or CAN CHEM SEQ A [with CHEM V01A+V01AL+V01BL].**

CHEM V10 - THE CHEMICAL ENVIRONMENT - 4 Units

Hours: 4 lecture weekly

A college-level course in chemistry for non-science majors. The term environment is used in the broadest sense, including, for example, foods, drugs, plant and animal functional chemicals, metals, plastics, fertilizers, pesticides, fossil fuels, fire, technology, the earth, water, the atmosphere, and pollution. Fundamentals of atomic and kinetic-molecular theories are developed to provide a conceptual framework for interpretation of environmental changes. Scientific thinking is analyzed and related to everyday thought. The strengths and limitations of science are considered, with some exposure to social and philosophical implications.

Field trips may be required. Formerly Chem 10. Transfer credit: CSU; UC; credit limitations - see counselor.

CHEM V10L - ENVIRONMENTAL CHEMISTRY

LABORATORY - 1 Unit

Prerequisite: CHEM V10 or concurrent enrollment

Hours: 3 laboratory weekly

This course consists of laboratory investigations of environmental chemicals, in the broad sense of the term. Emphasis is on scientific thinking and interpretation as a refinement of ordinary thinking. Materials investigated include common household and industrial chemicals such as foods, fuels, drugs, detergents, hard water, cleaners, plastics, cosmetics, and pollutants.

Field trips may be required. Formerly Chem 10L. Transfer credit: CSU; UC; credit limitations - see counselor.

CHEM V12A - GENERAL ORGANIC CHEMISTRY I - 3 Units

Prerequisite: CHEM V01B-V01BL with grades of C or better

Hours: 3 lecture weekly

This course stresses molecular structure, chemical and physical properties, and the preparation of organic compounds with an emphasis on reaction mechanisms, structure determination, synthesis, and applications.

Formerly Chem 12A. Transfer credit: CSU; UC; credit limitations - see counselor.

CHEM V12AL - GENERAL ORGANIC CHEMISTRY I LABORATORY - 2 Units

Prerequisite: CHEM V12A with grade of C or better or concurrent enrollment

Hours: 6 laboratory weekly

This course covers the utilization of the techniques of experimental organic chemistry including physical and chemical methods of purification, separation, and structure determination, with an emphasis on synthesis and mechanisms. Infrared spectroscopy and nuclear magnetic resonance are used extensively in this course.

Field trips may be required. Formerly Chem 12AL. Transfer credit: CSU; UC; credit limitations - see counselor.

CHEM V12B - GENERAL ORGANIC CHEMISTRY II - 3 Units

Prerequisite: CHEM V12A with grade of C or better

Hours: 3 lecture weekly

This course continues the study of functional groups such as carboxylic acids and their derivatives, carbonyls, amines and phenols. The emphasis is again on reaction mechanism, structure determination using nuclear magnetic resonance and infrared spectroscopy, synthesis and applications. A major part of this semester is devoted to the study of biochemistry.

Formerly Chem 12B. Transfer credit: CSU; UC.

CHEM V12BL - GENERAL ORGANIC CHEMISTRY II LABORATORY - 2 Units

Prerequisite: CHEM V12AL with grade of C or better; and CHEM V12B with grade of C or better or concurrent enrollment

Hours: 6 laboratory weekly

This course covers the utilization of the techniques of experimental organic chemistry including chemical and physical separations, purification, chemical syntheses, extraction methods, and structure determinations, with an emphasis on functional group analysis, reactivity and mechanisms. Extensive use of infrared spectroscopy, and analysis of gas chromatography, nuclear magnetic resonance and mass spectra will be included.

Field trips may be required. Formerly Chem 12BL. Transfer credit: CSU; UC.

CHEM V20 - ELEMENTARY CHEMISTRY - 4 Units

Prerequisite: MATH V01 or MATH V11B or 1 year of high school beginning algebra with grade of C or better

Recommended preparation: MATH V03

Hours: 4 lecture weekly

This course includes fundamental theories, laws, and techniques of general chemistry, together with their more important applications, drill in chemical formulas, equations and calculations.

Formerly Chem 20. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN CHEM 6 [with CHEM V20L] or CAN CHEM SEQ B [with CHEM V20L+V21+V21L].**

CHEM V20L - ELEMENTARY CHEMISTRY LABORATORY - 1 Unit

Prerequisite: CHEM V20 or concurrent enrollment

Hours: 3 laboratory weekly

This course is an introduction to laboratory techniques. The experiments illustrate typical chemical reactions and the principles covered in the lecture.

Formerly Chem 20L. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN CHEM 6 [with CHEM V20] or CAN CHEM SEQ B [with CHEM V20+V21+V21L].**

CHEM V21 - INTRODUCTION TO ORGANIC AND BIOCHEMISTRY - 3 Units

Prerequisite: CHEM V20-V20L or high school chemistry with grades of C or better

Hours: 3 lecture weekly

This course is an introduction to organic and biological chemistry. The course covers the preparation, chemical and physical properties and commercial and technical application of both organic and biological compounds.

Formerly Chem 21. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN CHEM 8 [with CHEM V21L] or CAN CHEM SEQ B [with CHEM V20+V20L+V21L].**

CHEM V21L - INTRODUCTION TO ORGANIC AND BIOCHEMISTRY LABORATORY - 2 Units

Prerequisite: CHEM V21 with grade of C or better or concurrent enrollment

Hours: 6 laboratory weekly

This course is an introduction to organic and biological chemistry laboratory. The reactions and properties of both organic and biological compounds will be studied.

Formerly Chem 21L. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN CHEM 8 [with CHEM V21] or CAN CHEM SEQ B [with CHEM V20+V20L+V21].**

CHEM V88 - CHEMISTRY WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

CHEM V89 - WORKSHOPS IN CHEMISTRY - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Chem 89. Transfer credit: CSU; for UC, determined after admission.

CHEM V90 - DIRECTED STUDIES IN CHEMISTRY - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized opportunities for students with intermediate skills who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

Field trips may be required. May be taken for a maximum of 4 times not to exceed 6 units. Formerly Chem 90. Transfer credit: CSU; for UC, determined after admission.

CHICANO STUDIES

CHST V01 - INTRODUCTION TO CHICANO STUDIES - 3 Units

Hours: 3 lecture weekly

This course provides an interdisciplinary survey of the Mexican-American/Chicano heritage with emphasis on the contemporary experience in the United States. The survey will include an analysis of the economic, political, social, and intellectual elements of the culture of the Mexican-American/Chicano community, and a study of the changing relationship of the community to the general society of the United States.

Field trips may be required. Formerly ChStd 1. Same as AES V20. Transfer credit: CSU; UC; credit limitations - see counselor.

CHST V02 - CHICANO STUDIES ISSUES - 3 Units

Recommended preparation: AES V20 or CHST V01

Hours: 3 lecture weekly

This course will assess the similarities and differences of multiple cultures which have contributed to the Chicano experience. The examinations of Chicano studies will include historical perspectives and social science research principles and practices to analyze the impact of economic, political, cultural, social, and institutional factors which have shaped the Mexican/Chicano experience in the Southwest.

Formerly ChStd 2. Same as AES V23. Transfer credit: CSU; UC; credit limitations - see counselor.

CHST V24 - SOCIOLOGY OF THE CHICANO COMMUNITY - 3 Units

Recommended preparation: AES V20 or CHST V01 or SOC V01

Hours: 3 lecture weekly

This course will examine various theoretical perspectives from a sociological framework in relation to the Chicano community. Race, class, gender and culture in the historical development of Chicano people will be explored as we discuss culture, ethnic identity, the institutions of education, economics, family and government. This will include an overview of past and current social movements (i.e. the Chicano, Chicana Feminism, labor movements and other topics). The course will analyze prevailing myths and stereotypes and investigate the ways Chicanos have contributed and participated in social and political change. Also, specific instances of Chicano structural resistance to Anglo encroachment and domination will be discussed. Particular attention will also be given to language development among Chicanos and the historical role of youth.

Field trips may be required. Same as AES V24 & SOC V24. Transfer credit: CSU; UC; credit limitations - see counselor.

CHST V60A-Z - TOPICS IN CHICANO STUDIES - .5-3 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course considers topics not covered in detail or in similar arrangements in other studies offerings. Examples of topics to be offered from time to time include. Chicano political issues, economics issues, and cultural expressions.

Field trips may be required. Transfer credit: determined by transfer institution.

CHST V88 - CHICANO STUDIES WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

CHST V89 - WORKSHOPS IN CHICANO STUDIES - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly ChStd 89. Transfer credit: CSU; for UC, determined after admission.

CHST V90 - DIRECTED STUDIES IN CHICANO STUDIES - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly ChStd 90. Transfer credit: CSU; for UC, determined after admission.

CHILD DEVELOPMENT

CD V01 - INTRODUCTION TO CAREERS IN EARLY CHILDHOOD EDUCATION - 1 Unit

Hours: 1 lecture weekly

This course focuses on the array of career options available to the child development major. General theories of career development, sources of career information, the Child Development Permit Matrix, and exploration of careers including teaching, counseling, working with children and families, and related matters will be covered.

Field trips may be required.

CD V11 - LANGUAGE ARTS AND LITERACY EXPERIENCES FOR YOUNG CHILDREN - 1.5 Units

Prerequisite: CD V62 and HEC V23 with grades of C or better; current negative TB test report

Hours: 1.5 lecture weekly

This methods course includes advanced study of the academic areas of language arts and literacy as they are presented to young children. Specific areas covered include activities to develop oral language facility, writing (handwriting, spelling, functional and creative writing) and listening. Also, specific techniques dealing with diagnosis of language development will be addressed. Developmentally appropriate experiences, learning activities, materials and equipment are reviewed.

Field trips will be required. Formerly CD 11.

CD V12 - MATH EXPERIENCES FOR YOUNG CHILDREN - 1.5 Units

Prerequisite: CD V62 and HEC V23 with grades of C or better; current negative TB test report

Hours: 1.5 lecture weekly

This course includes advanced study of the major streams of curricular theory as they relate to the inquiry skills area of mathematics as it is presented to young children. Emphasis is upon the application of theory, assessment, and curricular design, especially through the use of developmentally appropriate experiences, learning activities, materials and equipment.

Field trips will be required. Formerly CD 12.

CD V13 - SOCIAL STUDIES EXPERIENCES FOR YOUNG CHILDREN - 1.5 Units

Prerequisite: CD V62 and HEC V23 with grades of C or better; current negative TB test report

Hours: 1.5 lecture weekly

This course includes advanced study of the major streams of curricular theory as they relate to the inquiry skills area of social studies as it is presented to young children. Emphasis is upon the application of theory, assessment, and curricular design, especially through the use of developmentally appropriate experiences, learning activities, materials, and equipment.

Field trips will be required. Formerly CD 13.

CD V14 - CREATIVE ARTS EXPERIENCES FOR YOUNG CHILDREN - 1.5 Units

Prerequisite: CD V62 and HEC V23 with grades of C or better; current negative TB test report

Hours: 1.5 lecture weekly

This course includes advanced study of the major streams of curricular theory as they relate to the skill area of the creative arts as they are presented to young children. Emphasis is upon the application of theory, assessment and curricular design, especially through the use of developmentally appropriate experiences, learning activities, materials and equipment.

Field trips will be required. Formerly CD 14.

CD V15 - SCIENCE EXPERIENCES FOR YOUNG CHILDREN - 1.5 Units

Prerequisite: CD V62 and HEC V23 with grades of C or better; current negative TB test report

Hours: 1.5 lecture weekly

This course includes advanced study of the major streams of curricular theory as they relate to the inquiry skill area of science as it is presented to young children. Emphasis is upon the application of theory, assessment, and curricular design, especially through the use of developmentally appropriate experiences, learning activities, materials, and equipment.

Field trips will be required. Formerly CD 15.

CD V16 - BEHAVIOR AND CLASSROOM MANAGEMENT IN CHILD DEVELOPMENT - 1.5 Units

Prerequisite: CD V62 and HEC V23 with grades of C or better; current negative TB test report

Hours: 1.5 lecture weekly

This course is a study of developmentally-appropriate child guidance theories and methods, particularly in relation to behavior management and classroom management. Emphasis is upon proactive, preventive techniques based upon current child development theory. The effects of behavior management and classroom management upon the physical, emotional, cognitive, and social development of the child is addressed.

Field trips will be required. Formerly CD 16.

CD V17 - FAMILY AND PARENTING INVOLVEMENT IN CHILD DEVELOPMENT - 1.5 Units

Prerequisite: CD V62 and HEC V23 with grades of C or better; current negative TB test report

Hours: 1.5 lecture weekly

This course is an advanced study of the nature of the relationships between children, parents, and teachers of young children. Theories, models and strategies for positive communication and cooperation with the goal of enhancing a child's development in the environments of home and school are addressed. Emphasis is placed upon planning programs which reflect mutual understanding of the roles of families and schools and the development of supportive networks.

Field trips will be required. Formerly CD 17.

CD V18 - SPECIAL NEEDS CHILDREN - 1.5 Units

Prerequisite: CD V62 and HEC V23 with grades of C or better; current negative TB test report

Hours: 1.5 lecture weekly

This course is a study of developmentally-appropriate programs and services for special needs children. Emphasis is upon early identification, assessment, and intervention, especially in terms of the developmental, social, educational, and legal needs of children at risk.

Field trips will be required. Formerly CD 18.

CD V21 - PARENT/CHILD ISSUES - .5-3 Units

Hours: .5-3 lecture weekly

This course is designed to provide parents with the skills and resources that promote more effective parent-child interaction. Emphasis is placed upon the translation of parents' love and concern for children into effective parenting skills. The normal growth stages of the child are addressed, as well as the tasks parents carry out to promote healthy development at each age level, including the guidance techniques that facilitate positive attitudes towards life and learning in the child.

Field trips may be required. May be taken for a maximum of 4 times. Formerly CD 21.

CD V24 - CHILD NUTRITION, HEALTH AND SAFETY - 3 Units

Hours: 3 lecture weekly

A study of the principles of child nutrition, first aid, health and safety, including techniques for teaching concepts of health and safety to children and adults. Students will receive Red Cross certification in basic and infant first aid.

Field trips may be required. Formerly CD 24. Transfer credit: CSU.

CD V26 - PROGRAMS FOR SCHOOL AGE CHILDREN - 3 Units

Prerequisite: CD V62 and HEC V23 with grades of C or better; current negative TB test report

Hours: 3 lecture weekly

This course is an introduction to the development of programs for out-of-school care of school age children with a focus on the characteristics of quality care. Methods of fostering emotional, intellectual, physical and social development will be explored.

Field trips may be required. Formerly CD 26.

CD V28 - DEVELOPMENTAL CURRICULUM FOR INFANTS AND TODDLERS - 3 Units

Prerequisite: CD V62 and HEC V23 with grades of C or better; current negative TB test report

Hours: 3 lecture weekly

This course presents an advanced study of the developmental curriculum for infants and toddlers. Curriculum, teaching methods and materials to provide a rich environment to foster age-appropriate development will be studied.

Field trips will be required. Formerly CD 28. Transfer credit: CSU.

CD V29 - ADULT SUPERVISION IN EARLY CHILDHOOD EDUCATION - 2 Units

Prerequisite: CD V64

Hours: 2 lecture weekly

This course is a study of the methods and principles of supervising student teachers, assistant teachers, parents and volunteers in early childhood education/child development classrooms. Emphasis is on the role of classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff.

Field trips will be required. Formerly CD 29.

CD V30 - THE PROCESS OF PARENTING - .5 Unit

Hours: .5 lecture weekly

This course is designed to provide parents with skills, resources and support for effective parent-child interaction with a limited time commitment. Emphasis is placed upon helping parents understand and relate appropriately to children at different ages and stages, with particular attention provided to the unique and specific parenting concerns raised by students enrolled in the course.

Field trips may be required. May be taken for a maximum of 4 times.

CD V31 - PARENTING THE INFANT AND TODDLER - .5 Unit

Hours: .5 lecture weekly

This course is designed to provide parents of infants and toddlers with skills, resources, and support for effective parent-child interaction. Emphasis is placed upon helping parents understand and relate appropriately to children between the ages of birth and three, with particular attention provided to the unique and specific parenting concerns raised by students enrolled in the course.

Field trips may be required. May be taken for a maximum of 4 times.

CD V32 - PARENTING THE PRE-SCHOOLER - .5 Unit

Hours: .5 lecture weekly

This course is designed to provide parents of preschoolers with skills, resources, and support for effective parent-child interaction. Emphasis is placed upon helping parents understand and relate appropriately to children between the ages of three and six, with particular attention provided to the unique and specific parenting concerns raised by students enrolled in the course.

Field trips may be required. May be taken for a maximum of 4 times.

CD V33 - PARENTING THE SCHOOL-AGED CHILD - .5 Unit

Hours: .5 lecture weekly

This course is designed to provide parents of school-aged children with skills, resources, and support for effective parent-child interaction. Emphasis is placed upon helping parents understand and relate appropriately to children between the ages of six and twelve, with particular attention provided to the unique and specific parenting concerns raised by students enrolled in the course.

Field trips may be required. May be taken for a maximum of 4 times.

CD V34 - PARENTING THE ADOLESCENT/EARLY TEEN - .5 Unit

Hours: .5 lecture weekly

This course is designed to provide parents of adolescents with skills, resources, and support for effective parent-child interaction. Emphasis is placed upon helping parents understand and related appropriately to children between the ages of twelve and sixteen, with particular attention provided to the unique and specific parenting concerns raised by students enrolled in the course.

Field trips may be required. May be taken for a maximum of 4 times.

CD V38 - SMALL BUSINESS MANAGEMENT - 3 Units

Hours: 3 lecture weekly

This course covers the problems of establishing and operating a small business. The opportunities for small business and the requirements for success are also discussed.

Field trips may be required. Same as BUS V38. Transfer credit: CSU; credit limitations - see counselor.

CD V40 - DISABILITIES AWARENESS IN CHILD DEVELOPMENT - 3 Units

Recommended preparation: HEC V23

Hours: 3 lecture weekly

This course will survey the causes and consequences of the classes of disabilities protected by the Individuals with Disabilities Education Act, and will focus on relevant legal concepts, available special educational resources and means to compensate for disabilities. Among the disabilities covered are learning disabilities, mental retardation, emotional and behavioral disorders, communication disorders, and hearing, visual and physical impairments.

Formerly CD 40.

CD V42 - EFFECTS OF ABUSE IN YOUNG CHILDREN - 3 Units

Hours: 3 lecture weekly

This course will cover physical, sexual, and emotional abuse and neglect and the effects on young children and the family. Substance exposure and effects will also be covered as they relate to child, growth and development. Opportunity will be provided to develop skills and materials for use with young children and families.

Field trips may be required.

CD V50 - ADVANCED STUDY OF SPECIAL TOPICS IN EARLY CHILDHOOD EDUCATION - 4.5 Units

Prerequisite: CD V64 or California state child development permit at the "Teacher" level or equivalent; current negative TB test report
Hours: 2 lecture, 7.5 laboratory weekly

This course is designed to afford the advanced student in child development the opportunity to explore in-depth an identified special topic and to further expand understanding through both course lectures and independent studies. In addition to participation in the course seminar and small groups, the student will, under supervision of the instructor, design, develop, and implement a unique individual project which reflects the student's application of theories and skills in the specialization area. Data will be collected, and the student will develop and deliver in class a final multimedia presentation which details the individual project.

Field trips will be required. May be taken for a maximum of 4 times.

CD V60A-Z - TOPICS IN CHILD DEVELOPMENT - .5-3 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course considers topics not covered in similar detail by other child development offerings. Examples of topics to be offered from time to time include: self-esteem, discipline, children's play, kindergarten readiness, and reading readiness.

Field trips may be required. Formerly CD 60A-Z.

CD V60D - ENVIRONMENTS FOR EMERGING LITERACY - .5 Unit

Hours: .5 lecture weekly

This course includes the basic theories of language development and literacy, and the application of these theories to curriculum development for programs for young children. Developmentally-appropriate experiences, learning activities, and materials are reviewed.

Formerly CD 60D. Offered on a credit/no credit basis only. Not applicable for degree credit.

CD V60E - PUTTING IT ALL TOGETHER: UNIT-BASED INSTRUCTION - .5 Unit

Hours: .5 lecture weekly

This course includes an overview of the theories, principles and practices of curriculum design for programs for young children. The processes of planning, implementation, parent and family involvement components, and individualized instruction are addressed. Full curriculum integration techniques will be employed.

Formerly CD 60E. Offered on a credit/no credit basis only. Not applicable for degree credit.

CD V60F - DEVELOPMENTALLY-APPROPRIATE PRACTICE IN EARLY CHILDHOOD EDUCATION - .5 Unit

Hours: .5 lecture weekly

This course includes the basic theories which are the foundation for curricula characterized as developmentally-appropriate. Practices also recognized as developmentally-appropriate for young children from infancy through the primary are addressed.

Formerly CD 60F. Offered on a credit/no credit basis only. Not applicable for degree credit.

CD V61 - CHILD, FAMILY AND COMMUNITY - 3 Units

Hours: 3 lecture weekly

This course is the study of social and cultural processes affecting human development from conception to death. It includes family and community interaction and a survey of resources for improving family life.

Field trips will be required. Formerly CD 61. Transfer credit: CSU.

CD V62 - INTRODUCTION TO EARLY CHILDHOOD PROGRAMS AND CURRICULA - 3 Units

Prerequisite: current negative TB test report

Hours: 3 lecture weekly

This course is an introduction to the educational needs of young children and includes a beginning study of methods for fostering creative, emotional, language and cognition, physical and social development. Course activities include observations of a variety of types of preschools and day care centers in the community.

Field trips will be required. Formerly CD 62. Transfer credit: CSU.

CD V64 - FIELD EXPERIENCE IN CHILD DEVELOPMENT - 4 Units

Prerequisite: 6 units from CD V11, V12, V13, V14, V15; current negative TB test report

Hours: 2 lecture, 6 laboratory weekly

This course provides extended supervised experience in planning and implementing a developmental curriculum in programs for young children. Emphasis is upon development and mastery of desired teacher behaviors and competencies.

Field trips will be required. May be taken for a maximum of 2 times. Formerly CD 64. Transfer credit: CSU.

CD V65 - ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS - 3 Units

Prerequisite: CD V62 and HEC V23 with grades of C or better

Hours: 3 lecture weekly

This course presents and assesses the principles and practices of nursery school administration. The areas covered include: program planning, organizational structure, budgeting, personnel, policies and practices, records, statistics, reporting, and relationship with community resources, regulatory agencies and parents.

Field trips may be required. Formerly CD 65. Transfer credit: CSU.

CD V88 - CHILD DEVELOPMENT WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula.

Designed to meet specific needs of the college and community, as required and/or requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly CD V89.

CD V90 - DIRECTED STUDIES IN CHILD DEVELOPMENT - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly CD 90. Transfer credit: CSU.

CD V95 - CHILD DEVELOPMENT INTERNSHIP I - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment
in one course in the discipline
Hours: 60 per unit

This child development internship course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

CD V96 - CHILD DEVELOPMENT INTERNSHIP II - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment
in one course in the discipline
Hours: 75 per unit

This child development internship course offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

COMPUTER INFORMATION SYSTEMS

CIS V01 - INTRODUCTION TO ORACLE AND SQL* PLUS - 3 Units

Recommended preparation: working knowledge of Windows 95, 98 or 2000

Hours: 2 lecture, 2 lecture-laboratory weekly

This course will introduce students to relational database applications and management using industry-standard SQL (Structured Query Language) in Oracle's powerful SQL* Plus environment. Students will program in SQL commands, functions, and operators supported by Oracle as extensions to standard SQL. Students will also be introduced to Procedural Language (PL) to create PL/SQL blocks of application code that can be shared in multiple forms, reports and data management applications. Designed for students and professionals seeking Oracle certification.

Fees will be required. Transfer credit: CSU.

CIS V02 - INTRODUCTION TO ORACLE FOR EXPERIENCED SQL USERS - 2 Units

Recommended preparation: CIS V01 or equivalent

Hours: 1 lecture, 2 lecture-laboratory weekly

This course offers experienced students who are proficient in the industry standard Structured Query Language (SQL) programming language advanced concepts of Oracle systems. Students will practice programming in SQL commands, manipulate data functions and set operators. Students will use Procedural Language (PL) to create PL/SQL code that can be used for written subqueries, managing tables, controlling user access and generally learn program management. Designed for students and professionals seeking Oracle certification.

Fees will be required. Transfer credit: CSU.

CIS V03 - ORACLE PL/SQL PROGRAMMING - 3 Units

Prerequisite: CIS V01 or equivalent

Hours: 2 lecture, 2 lecture-laboratory weekly

This course offers the student hands-on, real-world labs, exercises, projects and the opportunity to start developing PL/SQL skills. PL/SQL stands for "Procedural Language (PL) extensions to Structured Query Language (SQL). Students will learn multiple codes in order to program PL/SQL procedures, functions, triggers, packages, and object types in Oracle's SQL* Plus and Procedure Builder environments. From the use of logic, analytical thinking and quantitative evaluation, students will successfully complete and generate computer outputs. Designed for students and professionals seeking Oracle certification.

Fees will be required. Transfer credit: CSU.

CIS V07 - ORACLE FORMS DEVELOPER: BUILD INTERNET APPLICATIONS I - 3 Units

Prerequisite: CIS V03 or equivalent

Hours: 2 lecture, 2 lecture-laboratory weekly

This course offers the student hands-on, real world labs, exercises, projects and the opportunity to start designing and developing sophisticated data entry and query screens working in a Graphical User Interface (GUI) environment. In this course, the student builds and tests interactive Internet applications that prompt for user input, incorporate graphics and sound, and perform data calculations. A student will use Oracle Forms, part of Oracle's Developer Suite, with the use of Wizards and the Object Navigator to customize Forms with user input items such as check boxes, list items, and radio groups. A student will also learn to create a form using blocks, triggers, and reusable objects and code. Designed for students and professionals seeking Oracle certification.

Fees will be required. Transfer credit: CSU.

CIS V08 - ORACLE FORMS DEVELOPER: BUILD INTERNET APPLICATIONS II - 2 Units

Prerequisite: CIS V07 or equivalent

Hours: 1 lecture, 2 lecture-laboratory weekly

This course offers the student hands-on, real world labs, exercises, projects, and the opportunity to broaden their application building skills using Oracle Forms Developer, a productive development environment for building enterprise-class Internet database applications. In this course, the student creates multiple-form Internet applications and learns to manage multiple transactions across modules. By adding custom menus, reports and charts, the student also learns to enhance applications. Finally, the course teaches the student to enhance the user interface for Web-deployed forms using Java Beans. Designed for students and professionals seeking Oracle certification.

Fees will be required. Transfer credit: CSU.

CIS V17 - ORACLE FORMS DEVELOPER: BUILD REPORTS - 3 Units

Prerequisite: CIS V01 or CIS V02 or equivalent

Hours: 2 lecture, 3 laboratory weekly

This course offers students hands-on, real-world exercises, and the opportunity to design and develop a variety of reports using the Oracle Developer Release in a client-server environment. Through lab exercises in a graphical user interface (GUI), students learn how to retrieve, display and format data in a variety of styles such as tabular, matrix, mailing label and letter reports. Students will also learn how to customize complex reports, embed graphical charts and reports and use the remote reports server. This course is designed for students and professionals seeking Oracle certification.

Fees will be required.

CIS V21 - ORACLE APPLICATION DEVELOPER: CERTIFICATION PREPARATION - 1 Unit

Recommended preparation: working in the information technology industry

Hours: 1 lecture weekly

This course is designed to help the student prepare for and review the theory and skills necessary to pass the Oracle Application Developer certification exams. Only one area of certification will be reviewed (i.e., Oracle SQL and PL/SQL, PL/SQL programming units, developing applications with Oracle Forms, developing advanced applications with Oracle Forms).

Fees will be required.

CIS V25 - ORACLE DATABASE FUNDAMENTALS I - 3 Units

Prerequisite: CIS V02 or equivalent

Hours: 2 lecture, 2 lecture-laboratory weekly

This course is designed to provide a firm foundation in basic administrative tasks of the Oracle Database Administrator (DBA). The course will also provide the necessary knowledge and skills to setup, maintain and troubleshoot the current Oracle Database Release. The student will learn to use administration tools to start up and shut down a database, create a database, manage file and database storage, and manage users and their privileges. In addition, the student will learn to organize the database and to move data into and between databases, under different environments. Hands-on practices help to reinforce key concepts, and students will have an opportunity to troubleshoot real life issues when they are given examples of questions frequently asked of Oracle Worldwide Support. This course is intended as preparation for the Oracle Database Administrator certification exam.

Fees will be required. Transfer credit: CSU.

CIS V26 - ORACLE DATABASE FUNDAMENTALS II - 3 Units

Prerequisite: CIS V25 or equivalent

Hours: 2 lecture, 2 lecture-laboratory weekly

This course introduces students to the critical task of planning and implementing database backup and recovery strategies. In hands-on exercises, students will examine backup and recovery techniques and examine various backup, failure, restore, and recovery scenarios, along with backup methodologies based on business requirements. Students will construct a standby database to minimize primary database downtime. Students utilize multiple strategies and Oracle tools such as Recovery Manager (RMAN) to perform backups, and restore and recovery operations. Designed for students and professionals seeking Oracle certification.

Fees will be required. Transfer credit: CSU.

CIS V43 - INTRODUCTION TO IBM'S UNIX/LINUX AIX-L (ADVANCED INTERACTIVE EXECUTIVE-LINUX) - 2 Units

Recommended preparation: knowledge of Windows operating systems

Hours: 1 lecture, 3 laboratory weekly

This course offers students hands-on, real world labs and the opportunity to perform everyday tasks using the Advanced Interactive Executive (AIX) operating system. AIX-L is the version of UNIX/Linux that typically runs on IBM's pSeries and RS/6000 systems. Through lecture and lab exercises, students will learn how to use the vi editor, execute common AIX-L commands and manage AIX-L processes. Students will learn to use common AIX-L utilities, write simple shell scripts, and learn how to customize the Common Desktop Environment (CDE). This course is designed for students and professionals seeking IBM certification.

Fees will be required. Transfer credit: CSU.

CIS V44 - IBM'S UNIX-AIX (ADVANCED INTERACTIVE EXECUTIVE) SYSTEM ADMINISTRATION I - 3 Units

Recommended preparation: knowledge of Windows operating system

Hours: 2 lecture, 3 laboratory weekly

This course offers students hands-on, real-world labs and the opportunity to perform administrative tasks using the AIX (Advanced Interactive Executive) operating system, the version of UNIX that typically runs on IBM's pSeries and RS/6000 systems. Through lecture and lab exercises, students learn how to install and customize the AIX operating system, software bundles and file sets. Students will learn to perform system tasks: start up, shut down, file management, security, restore system backups, manage physical and logical devices. Designed for students and professionals seeking IBM certification.

Fees will be required. Transfer credit: CSU.

CIS V45 - IBM'S UNIX-AIX (ADVANCED INTERACTIVE EXECUTIVE) SYSTEM ADMINISTRATION II - 3 Units

Recommended preparation: CIS V44

Hours: 2 lecture, 3 laboratory weekly

This course offers students hands-on, real-world labs and the opportunity to perform administrative tasks using the AIX (Advanced Interactive Executive) operating system, the version of UNIX that typically runs on IBM's pSeries and RS/6000 systems. Through lecture and lab exercises, students learn how to solve many types of system problems. This course provides advanced topics on system performance, update management and security options. Designed for students and professionals seeking IBM certification.

Fees will be required. Transfer credit: CSU.

CIS V54 - CISCO ROUTING 2.0 - 4 Units

Prerequisite: Cisco Certified Networking Associate (CCNA)

Hours: 2 lecture, 6 laboratory weekly

This course provides the student with the knowledge to configure Cisco routers for advanced network deployment. The course also prepares the student for the Cisco Routing 2.0 exam. The Routing 2.0 exam is one of four exams required to become a Cisco Certified Networking Professional (CCNP).

Field trips may be required. Transfer credit: CSU.

CIS V55 - BUILDING CISCO REMOTE ACCESS NETWORKS - 4 Units

Prerequisite: CIS V54 or equivalent

Hours: 2 lecture, 6 laboratory weekly

This course provides the student with the knowledge to configure Cisco routers for advanced network deployment in remote access networks. The course also prepares the student for the Building Cisco Remote Access Networks (BCRAN) certification exam. The BCRAN exam is one of four exams required to become a Cisco Certified Networking Professional (CCNP).

Field trips may be required. Transfer credit: CSU.

CIS V56 - CISCO MULTILAYER SWITCHING - 4 Units

Prerequisite: CIS V54

Hours: 8 lecture-laboratory weekly

This course is designed to teach students Cisco multilayer networking switching. In an environment that has a combination of bridges and routers, this course will show the student how to upgrade intranet systems by using an approach to networking called multilayer switching. The course also prepares the student for the Cisco Multilayer Switching exam, which is one of four exams required to become a Cisco Certified Networking Professional (CCNP).

Transfer credit: CSU.

CIS V57 - CISCO CCNP INTERNETWORKING TROUBLESHOOTING - 4 Units

Prerequisite: CIS V56 or equivalent

Hours: 8 lecture-laboratory weekly

Cisco Internetworking Troubleshooting (CIT) is the last of four exams required to become a Cisco Certified Networking Professional (CCNP). This course provides a comprehensive guide for troubleshooting LANs, and WANs that use TCP/IP, IPX, and AppleTalk protocols. In addition, switched and VLAN network troubleshooting are covered. Labs allow hands-on experience in networking technologies, practices, and troubleshooting skills needed for the 640-506 support exam.

Transfer credit: CSU.

CIS V58 - CISCO NETWORKING ACADEMY PROGRAM CCNA I - 4 Units

Recommended preparation: knowledge of current Microsoft operating system

Hours: 8 lecture-laboratory weekly

This course is designed to provide students with the classroom and laboratory experiences, in current and emerging computer internetworking technology. Students completing the academy course series are eligible to take the Cisco Certified Networking Associate (CCNA) certification exam. Instruction includes LANs, WANs, OSI Models, IP addressing, router configuration, accessing and controlling routers, creating configuration files, review of routing concepts and Internet Protocol (IP) routing processing.

Field trips may be required. Transfer credit: CSU.

CIS V59 - CISCO NETWORKING ACADEMY PROGRAM CCNA II - 4 Units

Prerequisite: CIS V58 or equivalent
Hours: 8 lecture-laboratory weekly

This course will provide students with classroom and laboratory experiences in current and emerging computer internetworking technology and prepare the students for the Cisco Certified Networking Associate (CCNA) exam. Students completing this course are eligible to take the CCNA certification exam. Instruction includes LAN switching, VLANs, LAN design, IGRP, Novell IPX, WAN, WAN design, PPP, ISDN, and Frame Relay.

Transfer credit: CSU.

CIS V60 - INTRODUCTION TO COMPUTER NETWORKING - 2 Units

Hours: 4 lecture-laboratory weekly

This course is designed to help students understand the fundamentals of computer networking. Subjects will include hardware and software installation procedures and system troubleshooting. This is a beginning course for students interested in the networking industry.

Transfer credit: CSU.

CIS V61 - MICROSOFT WORKSTATION OPERATING SYSTEM - 3 Units

Hours: 6 lecture-laboratory weekly

This course will help the student prepare for Microsoft Certification Exam 70-270, "Installing, Configuring, and Administering Microsoft Windows XP Professional." Course topics will include installation, implementing, and administering resources, managing and troubleshooting hardware devices, monitoring and optimization of system performance and reliability, network protocols and services, and implementing, monitoring, and troubleshooting security.

Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

CIS V62 - MICROSOFT NETWORK OPERATING SYSTEM - 3 Units

Hours: 6 lecture-laboratory weekly

This course will help the student prepare for Microsoft Certification Exam 70-215, "Installing, Configuring, and Administering Microsoft Windows 2000 Server." Course topics will include installing WIN2K server, resource access, hardware devices and drivers, storage use, network connections, and security.

Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

CIS V63 - MICROSOFT WINDOWS.NET SERVER - 3 Units

Hours: 6 lecture-laboratory weekly

This course will help the student to prepare for Microsoft Certification Exam 70-275, "Installing, Configuring, and Administering Microsoft Windows.Net Server." Course topics will include installing WIN2K server, resource access, hardware devices and drivers, storage use, network connections, and security.

Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

CIS V64 - TCP/IP ON WINDOWS NT - 4 Units

Hours: 3 lecture, 3 laboratory weekly

This course prepares students to take Microsoft's "Internetworking with TCP/IP on Windows NT" certification exam. Subjects covered include installing and configuring TCP/IP, RAS servers, monitoring TCP/IPO traffic, and troubleshooting.

Field trips may be required. May be taken for a maximum of 2 times.

CIS V65 - INTERNET INFORMATION SERVER 4 - 4 Units

Hours: 3 lecture, 3 laboratory weekly

This course prepares students to take Microsoft's "Internet Information Server 4" certification exam. Subjects covered include installing and configuring Internet Information Server (IIS), configuring and managing Resource Access, monitoring IIS, and troubleshooting.

Field trips may be required. May be taken for a maximum of 2 times.

CIS V73 - COMPUTER MAINTENANCE TECHNOLOGY - 2 Units

Hours: 1 lecture, 3 laboratory weekly

This course will provide the necessary skills needed to maintain, upgrade and troubleshoot personal computer systems. The student will receive hands-on training in installing components such as motherboards, hard drives and Random Access Memory (RAM). Students will learn about operating systems (O/S) and networking components. Students will also learn about connecting accessory equipment such as printers, scanners and modems. Emphasis will be placed upon safety, optimum system operation, and preparing students to succeed as an entry-level computer technician.

Fees will be required. Field trips may be required. Formerly BIS V99.

CIS V74 - COMPTIA A+ CERTIFICATION PREPARATION TRAINING - 3 Units

Recommended preparation: CIS V73 or equivalent

Hours: 6 lecture-laboratory weekly

This CompTIA A+ certification exam is intended for people with at least six months of practical computer servicing experience. There are two parts to the exam, one that measures knowledge about hardware and one about operating systems. The A+ certification is often viewed as an entry-level credential for computer technicians. This course provides instruction to help prepare the student to pass the A+ certification exam.

Formerly CIS V70 & V71.

CIS V75 - CISCO CERTIFIED NETWORKING ASSOCIATE (CCNA) EXAM REVIEW - 4 Units

Prerequisite: CIS V53 or equivalent

Hours: 8 lecture-laboratory weekly

The objective of this course is to help the student pass the Cisco Certified Networking Associate (CCNA) exam. The curriculum is designed as a review of the exam topics. This is not an alternative to the four Cisco Academy semesters; it is an enhancement for those students who have successfully completed the CCNA content courses or equivalent courses.

CIS V76 - CISCO WIRELESS NETWORKING - 2 Units

Prerequisite: CIS V50 or equivalent

Hours: 1 lecture, 3 laboratory weekly

The Cisco Wireless Networking course focuses on the design, planning, implementation, operation, and troubleshooting of Wireless Local Area Networks (WLANs). The primary focus will be on the Aeronet 350 series access points and bridges products.

Field trips may be required. Transfer credit: CSU.

CIS V77 - CISCO CERTIFIED NETWORKING PROFESSIONAL (CCNP) EQUIPMENT TRAINING - 2 Units

Prerequisite: CCNA certification (640-507 Exam)

Hours: 4 lecture-laboratory weekly

This course is designed for students who need practical experience with Cisco routers and switches prior to taking the Routing 2.0 course. This is not an abbreviated version of Routing 2.0. It is a hands-on router class, a review of routing principles and commands, an in-depth look at Open Shortest Path First (OSPF), and router configuration to improve system efficiency.

CIS V80 - COMPTIA NETWORK+ CERTIFICATION

PREPARATION - 3 Units

Recommended preparation: CIS V60 or equivalent

Hours: 6 lecture-laboratory weekly

This course helps prepare the student for the CompTIA Network+ certification exam. A successful candidate understands the layers of the OSI model, can describe the features and functions of network components and has skills needed to install, configure, and troubleshoot basic networking hardware, peripherals and protocols. Network+ certification is considered important industry preparation for employment.

Transfer credit: CSU.

CIS V81 - COMPTIA SERVER+ CERTIFICATION

PREPARATION - 3 Units

Recommend preparation: CIS V74 or equivalent

Hours: 6 lecture-laboratory weekly

This course will help prepare the student for the CompTIA Server+ certification exam. Exam topics include advanced hardware issues, such as RAID, SCSI, Multiple CPUs, SANs, server types, system bus architectures, and disaster recovery, upgrading and security concepts. Server+ certification is considered important industry preparation for employment.

Transfer credit: CSU.

CIS V88 - COMPUTER INFORMATION SYSTEMS

WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

CIS V95 - COMPUTER INFORMATION SYSTEMS

INTERNSHIP I - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship

Recommend preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 60 per unit

This computer information system internship course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other experience/internship courses. Offered on a credit/no credit basis only.

CIS V96 - COMPUTER INFORMATION SYSTEMS

INTERNSHIP II - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship

Recommend preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 75 per unit

This computer information system internship course offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other experience/internship courses. Offered on a credit/no credit basis only.

COMPUTER SCIENCE

CS V04 - INTRODUCTION TO COMPUTERS AND COMPUTER LITERACY - 3 Units

Hours: 2.5 lecture, 1.5 laboratory weekly

This course introduces the student to the fundamental concepts of computers and computer literacy. Topics include information technology, operating systems, applications software, hardware components, input, output, storage, graphics, hypermedia, multimedia, networking, computer communications, the Internet, Web page features, computer security, privacy with computer communications, systems analysis, systems design, programming languages, programming methods, management information systems, and the ACM Code of Ethics and Professional Conduct. This course also offers the student an introduction to the historical and social context of computing, including an overview of computer and information sciences as a discipline.

Fees will be required. Field trips may be required. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN CSCI 2.**

CS V11 - PROGRAMMING FUNDAMENTALS - 3 Units

Recommended preparation: CS V04 or equivalent; and MATH V03 or 1 year of high school intermediate algebra (Algebra II) with grade of C or better

Hours: 2.5 lecture, 1.5 laboratory weekly

This course introduces the student to fundamental concepts of procedural programming. Topics include data types, control structures, functions, arrays, files, and the mechanics of running, testing, and debugging. The course emphasizes good software engineering principles and developing fundamental programming skills in the context of a functional programming language.

Fees will be required. Field trips may be required. Transfer credit: CSU; UC. **CAN CSCI 22.**

CS V13 - OBJECT-ORIENTED PROGRAMMING - 3 Units

Prerequisite: CS V11 or equivalent; and MATH V03 or 1 year of high school intermediate algebra (Algebra II) with grade of C or better

Hours: 2.5 lecture, 1.5 laboratory weekly

This course introduces the concepts of object-oriented programming to students with a background in the procedural paradigm. The course begins with a review of control structures and data types with emphasis on structured data types and array processing. It then moves on to introduce the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Other topics include an overview of programming language principles, simple analysis of algorithms, basic searching and sorting techniques, and an introduction to software engineering issues.

Fees will be required. Field trips may be required. Transfer credit: CSU; UC.

CS V15 - DATA STRUCTURES AND ALGORITHMS - 3 Units

Prerequisite: CS V13 or equivalent; and MATH V20 or both MATH V04 and MATH V05

Hours: 2.5 lecture, 1.5 laboratory weekly

This course builds on the foundation provided by the programming fundamentals/object-oriented programming sequence to introduce the fundamental concepts of data structures and the algorithms that proceed from them. Topics include recursion, the underlying philosophy of object-oriented programming, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), the basics of algorithmic analysis, and an introduction to the principles of language translation.

Fees will be required. Field trips may be required. Transfer credit: CSU; UC. **CAN CSCI 24.**

CS V17 - DISCRETE STRUCTURES - 3 Units

Prerequisite: MATH V20 or both MATH V04 and MATH V05

Recommended preparation: CS V11 or equivalent

Hours: 3 lecture weekly

This course introduces the student to discrete mathematics as it is used in computer science. Topics include functions, relations, sets, propositional and predicate logic, simple circuit logic, proof techniques, elementary combinatorics, and discrete probability.

Field trips may be required. Same as MATH V52. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN CSCI 26.**

CS V19 - COMPUTER ARCHITECTURE AND ORGANIZATION - 3 Units

Prerequisite: CS V15 or equivalent; and CS V17 or equivalent

Hours: 2.5 lecture, 1.5 laboratory weekly

This course introduces students to the organization and architecture of computer systems, beginning with the standard von Neumann model and then moving forward to more recent architectural concepts. This course also offers the students an introduction to assembly language for low-level programming of system software and computer applications.

Fees will be required. Field trips may be required. Transfer credit: CSU; UC. **CAN CSCI 10.**

CS V20 - BEGINNING VISUAL BASIC - 3 Units

Prerequisite: CS V04 or equivalent; and MATH V03 or 1 year of high school intermediate algebra (Algebra II) with grade of C or better

Recommended preparation: CS V11 or equivalent

Hours: 2.5 lecture, 1.5 laboratory weekly

This course introduces the student to the concepts of event-driven programming. This course presents the knowledge, skills and techniques to build Visual Basic programs. Topics include the programming design process, visual console procedures, an overview of computer hardware organization, data representation, instruction forms, flowcharting problems, logic solutions, and algorithms for problem solution. Concepts and definitions include: labels, variables, subscripts, data structures, object-oriented design, OLE, API, Windows forms, and scientific notation. Also included are debugging Visual Basic statements and elementary coding.

Fees will be required. Field trips may be required. Transfer credit: CSU; UC. **CAN CSCI 6.**

CS V22 - INTERMEDIATE VISUAL BASIC - 3 Units

Prerequisite: CS V11 or CS V20 or equivalent

Recommended preparation: MATH V03 or equivalent

Hours: 2.5 lecture, 1.5 laboratory weekly

This intermediate-level course presents to students the concepts of developing Microsoft Windows applications with Visual Basic. Topics include Multiple Document Interface (MDI), graphics, custom controls Dynamic Link Libraries (DLLs), Object Linking and Embedding (OLE), advanced database access, and the Windows API. Emphasis is placed on developing more advanced programming techniques using programming standards, application integration, and rapid development.

Fees will be required. Field trips may be required. Transfer credit: CSU; UC.

CS V24 - ADVANCED VISUAL BASIC - 3 Units

Prerequisite: CS V22 or equivalent

Hours: 2.5 lecture, 1.5 laboratory weekly

This course presents object-oriented programming with Visual Basic to the student. The course begins with a review of advanced-level event model design methods for Single-Document Interface (SDI) and Multiple-Document Interface (MDI) applications. It then moves on to introduce the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Other topics include an overview of programming language principles, analysis of algorithms, building ActiveX components and an introduction to software engineering issues.

Fees will be required. Field trips may be required. Transfer credit: CSU; UC.

CS V30 - BEGINNING C++ - 3 Units

Prerequisite: CS V04 or equivalent; and MATH V03 or 1 year of high school intermediate algebra (Algebra II) with grade of C or better

Hours: 2.5 lecture, 1.5 laboratory weekly

This course introduces the student to the concepts of object-oriented programming. The course begins with a review of control structures and data types with emphasis on structured data types and array processing. It then moves to introduce the object-oriented program paradigm, focusing on the definition and use of classes along with fundamentals of object-oriented design. Other topics include an overview of programming language principles, analysis of algorithms, and an introduction to software engineering issues. A complete object-oriented development framework is presented that encourages extensibility, reusability, and manages complexity.

Fees will be required. Field trips may be required. Transfer credit: CSU; UC. **CAN CSCI 18.**

CS V32 - INTERMEDIATE C++ - 3 Units

Prerequisite: CS V13 or CS V30 or equivalent

Hours: 2.5 lecture, 1.5 laboratory weekly

This course will cover intermediate C++ programming using the Windows environment. The Windows-based programs created will incorporate modern object-oriented design methods. Advanced programming concepts, design methods, and implementation of C++ in an object-oriented Windows-based environment are included. Students will create sophisticated applications utilizing a graphical user interface.

Fees will be required. Field trips may be required. Transfer credit: CSU; UC.

CS V34 - ADVANCED C++ - 3 Units

Prerequisite: CS V32 or equivalent

Hours: 2.5 lecture, 1.5 laboratory weekly

This course presents to the student advanced C++ and the implementation of enterprise level software architectures. Topics include enhancing maintainability of software with error handling, pointers in a Common Object Model (COM+) environment, string details in C++ for international development, COM+ currency, using COM+ objects in interoperable development environments, Active Template Library (ATL) with multiple inheritance, cross-platform data-transformation services, marshal-by-value implementations in C++, COM+ reference-cycle management, and the Standard Template Library (STL) in the COM+ realm. This course also covers: software systems with a COM+ four-tier business-object application pattern; designing solutions with a Simple Object Access Protocol (SOAP); the Microsoft Management Queue (MSMQ), designing scalable systems with Microsoft Transaction Server (MTS); and understanding data access in the COM+ age.

Fees will be required. Field Trips may be required. Transfer credit: CSU; UC.

CS V40 - BEGINNING JAVA - 3 Units

Prerequisite: CS V04 or equivalent; and MATH V03 or 1 year of high school intermediate algebra (Algebra II) with grade of C or better

Hours: 2.5 lecture, 1.5 laboratory weekly

This course introduces the student to fundamental concepts of object-oriented programming with Java. Topics include data types, control structures, functions, arrays, files, and the mechanics of running, testing, and debugging. It then moves on to introduce the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. The course also offers an introduction to the historical and social context of computing and an overview of computer science as a discipline.

Fees will be required. Field trips may be required. Transfer credit: CSU; UC.

CS V42 - INTERMEDIATE JAVA - 3 Units

Prerequisite: CS V13 or CS V40 or equivalent

Hours: 2.5 lecture, 1.5 laboratory weekly

This course builds on the student's knowledge of object-oriented design and provides the student with the skills and techniques to create Java application and applets. Topics included in this course are the Java language, Java API, Java programming techniques, integrating graphics, security issues, Java tools, Java applets, and JavaScript.

Fees will be required. Field trips may be required. Transfer credit: CSU; UC.

CS V44 - ADVANCED JAVA - 3 Units

Prerequisite: CS V42 or equivalent

Hours: 2.5 lecture, 1.5 laboratory weekly

This course presents to the student the skills and knowledge needed to create advanced Java applications. Included in this course are advanced Java applications design theory, advanced Swing features, database manipulations, advanced thread usage, Java Server Pages with JDBC, distributed computing between Java programs, streams-based sockets, object serialization, advanced reusable software components and advanced security issues.

Fees will be required. Field trips may be required. Transfer credit: CSU; UC.

CS V80 - BEGINNING C - 3 Units

Prerequisite: CS V04 or equivalent; and MATH V03 or 1 year of high school intermediate algebra (Algebra II) with grade of C or better

Recommended preparation: CS V11 or equivalent

Hours: 2.5 lecture, 1.5 laboratory weekly

This course introduces the students to programming with C language. Included in this course are program design process, C operators, standard I/O functions, strings, pointers, arrays, datatypes, storage classes, file operations, and design of common algorithms. Algorithms are implemented as structured programs in C language.

Fees will be required. Field trips may be required. Transfer credit: CSU; UC. **CAN CSCI 16.**

CS V82 - UNIX SYSTEMS PROGRAMMING - 3 Units

Prerequisite: CS V80 or equivalent

Hours: 2.5 lecture, 1.5 laboratory weekly

This course builds on the student's knowledge of the C programming language and introduces UNIX features and facilities. The course helps the student to explore issues related to programming in a UNIX environment. The difference between programming in a DOS/Windows environment and in a UNIX/X-Windows environment is covered focusing on the UNIX system call interface, the programming interface between the UNIX Kernel and applications software running in the UNIX environment. Students will create 32-bit applications in the UNIX programming environment.

Fees will be required. Field trips may be required. Transfer credit: CSU; UC.

CS V86 - FORTRAN PROGRAMMING - 3 Units

Prerequisite: CS V04 or equivalent; and MATH V03 or 1 year of high school intermediate algebra (Algebra II) with grade of C or better
Recommended preparation: CS V11 or equivalent
Hours: 2.5 lecture, 1.5 laboratory weekly

This course presents to the student the concept of programming with FORTRAN. Topics include numerical computing, data types, control structures, programs and subprograms, dynamic memory allocation, pointers, arrays, files, and the mechanics of running, testing and debugging. The course emphasizes good software engineering principles and developing fundamental programming skills in the context of the FORTRAN programming language.

Fees will be required. Field trips may be required. Transfer credit: CSU; UC. **CAN CSCI 4.**

CS V88 - COMPUTER SCIENCE WORKSHOPS - .5-10 Units

Prerequisite: varies with topic
Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

CS V89 - WORKSHOPS IN COMPUTER SCIENCE - .5-10 Units

Prerequisite: varies with topic
Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Transfer credit: CSU; for UC, determined after admission.

CS V90 - DIRECTED STUDIES IN COMPUTER SCIENCE - 1-6 Units

Prerequisite: varies with topic
Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Transfer credit: CSU; for UC, determined after admission.

CS V95 - COMPUTER SCIENCE INTERNSHIP I - 1-4 Units

Corequisite: enrolled in minimum 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline
Hours: 60 per unit

This computer science internship course offers students with intermediate skills who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: for CSU, credit limitation—see counselor; for UC, determined after admission.

CS V96 - COMPUTER SCIENCE INTERNSHIP II - 1-4 Units

Corequisite: enrolled in minimum 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline
Hours: 75 per unit

This computer science internship course offers students with intermediate skills who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: for CSU, credit limitation—see counselor; for UC, determined after admission.

CONSTRUCTION TECHNOLOGY

CT V20 - BLUEPRINT READING: ARCHITECTURAL/CONSTRUCTION - 3 Units

Hours: 3 lecture weekly

This course provides experience in construction blueprint reading and plan review. Experiences will include the study of lines, symbols, notations and dimensions used on architectural drawings. Code interpretation and design compliance will be stressed.

Field trips may be required. Formerly CT 20. Same as ARCH V11 & DRFT V02B. Transfer credit: CSU; credit limitations - see counselor.

CT V30 - MACHINE WOODWORKING - 3 Units

Hours: 6 lecture-laboratory weekly

This course is offered in a machine woodworking facility. This course is a study of operations commonly performed in cabinet and furniture shops. Students will work on individual woodworking projects as they learn both shop safety and craftsmanship.

Field trips may be required. May be taken for a maximum of 3 times. Transfer credit: CSU.

CT V37 - LANDSCAPE CONSTRUCTION - 3 Units

Hours: 2 lecture, 3 laboratory weekly

In this course, students will gain practical field experience in installing landscape planting and irrigation systems. Proper use of typical construction materials, tools, and power equipment will be emphasized. Actual projects may include decks, patios, overheads, benches, walls, fences, walks, low voltage lighting, water elements and grading. California licensing, contracts and codes will be reviewed.

Field trips may be required. Same as HORT V37. Transfer credit: CSU; credit limitations - see counselor.

CT V40 - ICBO BUILDING CODE CERTIFICATION PREPARATION - 2 Units

Recommended preparation: ARCH V59 or CT V59 or 2 years of experience using the Uniform Building Code

Hours: 2 lecture weekly

The course will provide a review of the Uniform Building Code and focus on information necessary to pass the International Conference of Building Officials (I.C.B.O.) certification exam. This I.C.B.O. exam is required for employment as a building or combination inspector.

Field trips may be required. May be taken for a maximum of 2 times. Formerly CT 40.

CT V41 - IAPMO PLUMBING CODE CERTIFICATION PREPARATION - 2 Units

Recommended preparation: CT V71 or 2 years of experience using the Uniform Plumbing Code

Hours: 2 lecture weekly

This course will provide a review of the Uniform Plumbing Code and focus on information necessary to pass the International Association of Plumbing and Mechanical Officials (IAPMO) plumbing certification exam. Certification is required for employment as a plumbing or combination inspector.

Formerly CT 41.

CT V42 - IAPMO MECHANICAL CODE CERTIFICATION

PREPARATION - 2 Units

Recommended preparation: CT V72 or 2 years of experience using the Uniform Mechanical Code

Hours: 2 lecture weekly

This course will provide a review of the Uniform Mechanical Code and focus on information necessary to pass the International Association of Plumbing and Mechanical Officials (IAPMO) mechanical certification exam. Certification is required for employment as a mechanical or combination inspector.

Formerly CT 42.

CT V43 - ELECTRICAL CERTIFICATION

PREPARATION - 2 Units

Recommended preparation: CT V66 or 2 years of experience using the National Electrical Code

Hours: 2 lecture weekly

This course will provide a review of the National Electrical Code and focus on information necessary to pass the International Code Conference (ICC), International Association of Electrical Inspectors (IAEI) and Division of Apprenticeship Standards (DAS) certification exams. Successful passage of certification exams is required for employment as electricians or electrical inspectors.

Formerly CT 43.

CT V45 - ICBO PLANS EXAMINER CERTIFICATION

PREPARATION - 2 Units

Recommended preparation: ARCH V59 or CT V59 or 2 years plan checking experience

Hours: 2 lecture weekly

This course is an introduction to nonstructural plan checking and review for the International Conference of Building Officials (I.C.B.O.) "Plans Examiner" certification examination. The course will cover advanced material contained in the Uniform Building Code.

Field trips may be required. May be taken for a maximum of 2 times. Formerly CT 45.

CT V46 - BUILDING PERMIT TECHNICIAN - 2 Units

Hours: 2 lecture weekly

This course is an introduction to the duties and responsibilities of a Building Department Permit Technician. Subjects to be studied will include building and zoning code regulations, construction plans and documents, permit fee schedules and permit processing. This course will help students prepare for industry certification as a Permit Technician.

CT V47 - BUILDING AND ZONING CODE ENFORCEMENT - 3 Units

Hours: 3 lecture weekly

This course is an introduction to building and zoning code enforcement. Code enforcement is the study of community regulatory standards pertaining to housing and commercial development. Subjects to be studied will include state codes, duties of enforcement officers, and professional certification.

CT V50 - CONSTRUCTION CONTRACTOR LICENSE

PREPARATION - 3 Units

Hours: 3 lecture weekly

This course provides preparation for the California General Contractor's License exam. Law subjects and trade subjects will be studied through lectures and practice exams. State licensing requires four years of construction experience or a combination of education and experience.

Field trips may be required. May be taken for a maximum of 2 times. Formerly CT 50.

CT V52 - PROPERTY INSPECTION - 2 Units

Hours: 2 lecture weekly

This course is an introduction to property and real estate inspection. Foundation, roofing, utility systems, liability and industry certifications are some of the subjects that will be studied.

Field trips may be required.

CT V58 - INTERNATIONAL RESIDENTIAL CODE - 3 Units

Hours: 3 lecture weekly

This course is an introduction to the International Residential Code (IRC). Students will learn interpretation and use of the residential building code as it applies to modern construction. Design criteria and inspection processes will be emphasized. Course content will include information related to residential code certification for inspectors and designers. Topics of instruction will follow the content of the most recent IRC as published by the International Code Council (ICC).

Transfer credit: CSU.

CT V59 - UNIFORM BUILDING CODE - 3 Units

Hours: 3 lecture weekly

This is a fundamental course acquainting the student with all aspects of the Uniform Building Code and other applicable construction safety codes, including how codes are written, enforced, their purpose, legal status, and their application in wood frame construction.

Field trips may be required. CT V59/ARCH V59 may be taken in any combination for a maximum of 3 times. Formerly CT 59. Same as ARCH V59. Transfer credit: CSU; credit limitations - see counselor.

CT V60 - SIMPLIFIED ENGINEERING FOR BUILDING CONSTRUCTION - 3 Units

Hours: 3 lecture weekly

This is a fundamental course designed to give the student an acquaintance and overview of basic engineering principles and provide a beginning understanding of their application in wood frame construction.

Field trips may be required. Formerly CT 60. Same as ARCH V60. Transfer credit: CSU; credit limitations - see counselor.

CT V61 - PUBLIC WORKS CONSTRUCTION - 3 Units

Hours: 3 lecture weekly

This course will provide an introduction to public works construction and inspection. Subjects to be studied will include soil mechanics, geological reports, land development, site preparation, foundation design, drainage control and underground utilities.

Field trips may be required. Formerly CT 61.

CT V62 - STRUCTURAL MASONRY CONSTRUCTION - 3 Units

Hours: 3 lecture weekly

This course is an introduction to structural masonry construction. Subjects to be studied will include brick and block construction, mortar types, grouting requirements and reinforcements. This course will stress construction methods, building materials and the inspection process. This course will also help students prepare for industry certification exams. No prior experience is necessary.

Field trips may be required. May be taken for a maximum of 2 times. Formerly CT 62.

CT V63 - REINFORCED CONCRETE CONSTRUCTION - 3 Units

Hours: 3 lecture weekly

This course is an introduction to basic soil mechanics and reinforced concrete and masonry construction. Subjects to be studied include: soil composition, soil strength factors, the different types of brick block masonry construction, concrete construction and Portland cement composition. This course will stress construction methods, building materials and the inspection process.

Field trips may be required. May be taken for a maximum of 2 times. Formerly CT 63.

CT V64 - BUILDING CONSTRUCTION: MATERIALS AND METHODS - 3 Units

Hours: 3 lecture weekly

This course is an introduction to residential and light commercial building construction, including materials, foundations, framing, roof and stair cutting, drywall, finish work and building codes. This course is intended to serve as an overview of the construction process.

Field trips may be required. Formerly CT 64. Same as ARCH V64. Transfer credit: CSU; credit limitations - see counselor.

CT V65 - STRUCTURAL STEEL AND WELDING CONSTRUCTION - 3 Units

Hours: 3 lecture weekly

This course is a study of structural steel and welding use in building construction. Building types, grades of materials, assembly methods, blueprint reading and other subjects will be studied. The course is intended for inspectors, project supervisors and construction workers. The course will also help prepare students for related industry certifications.

Field trips may be required. CT V65/WEL V65 may be taken in any combination for a maximum of 2 times. Formerly CT 65. Same as WEL V65.

CT V66 - NATIONAL ELECTRICAL CODE - 3 Units

Hours: 3 lecture weekly

This course is an introduction to the National Electrical Code. The Code layout and content will be the focus of study. Subjects covered will include vocabulary, service, circuits, conduits, conductors and system inspection.

Field trips may be required. May be taken for a maximum of 3 times. Formerly CT 66.

CT V67 - BUILDING ACCESSIBILITY REGULATIONS - 2 Units

Hours: 2 lecture weekly

This course is a study of California and federal regulations that cover building accessibility for disabled persons. Both public and private buildings will be studied as well as parking, exterior routes of travel, entrances, exits and other accommodations. This course is intended for building designers as well as contractors and inspectors. This course will also help prepare students for industry certification.

Field trips may be required. CT V67/ARCH V67 may be taken in any combination for a maximum of 2 times. Formerly CT 67. Same as ARCH V67.

CT V69 - CALIFORNIA ENERGY REGULATIONS - 2 Units

Hours: 2 lecture weekly

This course is a study of the state of California Energy Standards. The course will also study the mandatory energy conservation requirements in residential construction per Title 24. The course will include an introduction to computer software used for energy compliance.

Field trips may be required. May be taken for a maximum of 3 times. Formerly CT 69.

CT V71 - UNIFORM PLUMBING CODE - 3 Units

Hours: 3 lecture weekly

This course is an introduction to the Uniform Plumbing Code. The Code layout and content will be the focus of study. Subjects to be covered will include vocabulary, water supply systems, waste drainage, construction materials and code inspection. A prior understanding of plumbing systems is preferred.

Field trips may be required. May be taken for a maximum of 3 times. Formerly CT 71.

CT V72 - UNIFORM MECHANICAL CODE - 3 Units

Hours: 3 lecture weekly

This course is an introduction to the Uniform Mechanical Code. The Code layout and content will be the focus of study. Subjects to be covered will include vocabulary, materials, methods used in heating, air conditioning and ventilation systems. Code problems and the inspection of mechanical systems will be emphasized. A prior understanding of HVAC system is preferred.

Field trips may be required. May be taken for a maximum of 3 times. Formerly CT 72.

CT V75 - INTRODUCTION TO ELECTRICAL, PLUMBING AND MECHANICAL SYSTEMS - 3 Units

Hours: 3 lecture weekly

This course is an introduction to residential and light commercial electrical, plumbing, heating, air conditioning and ventilation systems. Subjects to be studied will include vocabulary, equipment, materials, construction methods and basic inspection requirements.

Field trips may be required. Formerly CT 75. Same as ARCH V75. Transfer credit: CSU; credit limitations - see counselor.

CT V76 - CONSTRUCTION JOB SITE MANAGEMENT - 3 Units

Hours: 3 lecture weekly

This course covers the organization and problems associated with managing a construction job site. Topics will include plans, permits, inspections, material and workforce scheduling, industrial safety, construction process, cost control and quality management.

Transfer credit: CSU.

CT V77 - CONSTRUCTION BUSINESS MANAGEMENT - 3 Units

Hours: 3 lecture weekly

This course covers the organization and problems associated with managing a building construction business. Topics will include licensing, insurance, project financing, bidding, contracts, scheduling, safety and community relations.

Field trips may be required. Formerly CT 77. Transfer credit: CSU.

CT V79 - CONSTRUCTION ESTIMATING - 3 Units

Hours: 3 lecture weekly

This course stresses construction cost estimating through the analysis of blueprint drawings and the generation of labor and material takeoff lists. Topics will include materials, labor, overhead, profit and subcontractors. A prior understanding of the construction process is preferred.

Field trips may be required. Formerly CT 79. Transfer credit: CSU.

CT V80 - COMPUTER APPLICATIONS FOR CONTRACTORS - 2 Units

Recommended preparation: CT V79

Hours: 1 lecture, 3 laboratory weekly

This course is a survey of computer programs used in the construction industry. The student will review software used for cost estimating, project scheduling and office management. An understanding of construction cost estimating is recommended. No previous computer experience is required.

Field trips may be required. Formerly CT 80. Transfer credit: CSU.

CT V84 - CONSTRUCTION SKILLS TRAINING - 6 Units

Hours: 12 lecture-laboratory weekly

This is a hands-on construction skills training course. Students will design and construct various building projects that include concrete, carpentry, electrical, plumbing and other trades. Students will learn the proper selection of materials and the safe and proper use of tools and power equipment. Course content will focus on developing occupational, entry-level knowledge and abilities required for employment in the construction industry.

May be taken for a maximum of 2 times.

CT V88 - CONSTRUCTION TECHNOLOGY WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly CT V89.

CT V95 - CONSTRUCTION TECHNOLOGY INTERNSHIP I - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 60 per unit

This construction technology internship course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

CT V96 - CONSTRUCTION TECHNOLOGY INTERNSHIP II - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 75 per unit

This construction technology internship course offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

CRIMINAL JUSTICE

CJ V01 - INTRODUCTION TO CRIMINAL JUSTICE - 3 Units

Hours: 3 lecture weekly

This course will offer a general overview of the criminal justice system in the U.S. The history and philosophy of criminal justice will be examined. Systemic problems, such as the organization and jurisdiction of local, state and federal criminal justice components, are discussed and possible solutions developed. Historical and current theories of crime causation and punishment in America are explained and discussed.

Field trips may be required. Formerly CJ 1. Transfer credit: CSU; UC. **CAN AJ 2.**

CJ V02 - CONCEPTS OF CRIMINAL LAW - 3 Units

Recommended preparation: ENGL V01A

Hours: 3 lecture weekly

This course offers an overview of the historical development, philosophy, and content of California and federal criminal law and constitutional provisions. This course reviews constitutional rights, definitions, classification of crimes, elements of criminal offenses, and their application to the criminal justice system. Legal research, methodology, and concepts of law as a social, religious and historical force will be examined. California statutes related to laws of arrest, crimes against persons, and crimes involving property are explored in detail. Case law and current media reports will be utilized to enhance the students' understanding of criminal law.

Field trips will be required. Formerly CJ V02A. Transfer credit: CSU; UC. **CAN AJ 4.**

CJ V03 - POLICE COMMUNITY RELATIONS - 3 Units

Hours: 3 lecture weekly

Students will explore the roles of practitioners in the criminal justice field. Through discussion and study the students will review the expectations and perceptions of the public. Principal emphasis will be placed on community oriented policing, discretionary decision making, the use of authority, communications and crisis management by persons working in the criminal justice system.

Field trips may be required. Formerly CJ 3. Transfer credit: CSU; UC.

CJ V04 - LEGAL ASPECTS OF EVIDENCE - 3 Units

Recommended preparation: CJ V02 or equivalent

Hours: 3 lecture weekly

This course will review the structure of the California Evidence Code, its procedures and rules as they apply to the admissibility of evidence in criminal proceedings. Emphasis will be placed on review of statutes and case law in the areas of search and seizure, witnesses' confessions and admissions, and presentation of evidence.

Field trips may be required. Formerly CJ 4. Transfer credit: CSU. **CAN AJ 6.**

CJ V05 - CRIMINAL PROCEDURES - 3 Units

Hours: 3 lecture weekly

Students will review and discuss legal processes from pre-arrest, arrest through trial, sentencing and correctional procedures. A review of the history of case and common law and conceptual interpretations of law as reflected in court decisions will be discussed. The class will use case law methodology and research to review the impact these decisions have had on the justice system.

Field trips may be required. Formerly CJ 5. Transfer credit: CSU.

CJ V06 - CRIMINAL JUSTICE REPORT WRITING - 3 Units

Recommended preparation: CJ V02 or CJ V04 or ENGL V02A

Hours: 3 lecture weekly

This course covers report writing for criminal justice practitioners. Emphasis will be on mastering report writing to record crime scenes, emergency response situations and routine occurrences. The goal of this course is to help the student learn how to translate observations into a succinct, yet comprehensive, document for court presentation.

Field trips may be required. Formerly CJ 6. Transfer credit: CSU.

CJ V07 - PATROL PROCEDURES - 3 Units

Hours: 3 lecture weekly

This course presents the responsibilities, techniques and methods of police patrol. It meets the objectives required by the California Commission of Peace Officer Standards and Training.

Field trips may be required. Formerly CJ 7. Transfer credit: CSU.

CJ V08 - CRIMINAL INVESTIGATION - 3 Units

Hours: 3 lecture weekly

This course stresses the fundamentals of criminal investigation. Topics include collection and preservation of evidence, scientific aids, modus operandi, sources of information, interviewing and interrogation techniques, follow-up and case preparation, criminal profiling, crime scene sketching, fingerprint analysis and D.N.A. A brief history of criminal investigation precedes the main course of instruction.

Field trips may be required. Formerly CJ 8. Transfer credit: CSU. **CAN AJ 8.**

CJ V09 - FUNDAMENTALS OF FIREARMS - 2 Units

Prerequisite: no felony convictions per California Penal Code

Hours: 1 lecture, 3 laboratory weekly

Students enrolled in this course will learn and discuss the legal, ethical and moral use of firearms. Students will learn and practice basic pistol and revolver marksmanship fundamentals and basic police combat shooting skills. Students will also participate in a familiarization course for shotguns. This course is designed to provide criminal justice students with preparatory instruction and training prior to attending a police recruit training class.

Fees will be required. Field trips may be required. May be taken for a maximum of 4 times. Formerly CJ 9. Transfer credit: CSU.

CJ V10 - POLICE BASIC BICYCLING - 1 Unit

Hours: .5 lecture, 1.5 laboratory weekly

This P.O.S.T. (Peace Officer Standards and Training) certified course presents the student with the basic skills and information necessary to operate a bicycle on police patrol. Subject matter such as nutrition, bike maintenance, and technical riding skills will be addressed. Students are expected to provide all-terrain type bicycles with either 18 or 21 speeds, "Snell" or "Amso" safety helmets, bicycle gloves and protective eye wear. Designed for permanent (non-probationary) peace officers.

Fees will be required. Field trips will be required. Formerly CJ V60D. Transfer credit: CSU.

CJ V11 - AIKIDO - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Aikido is a powerful martial art developed in Japan by Morihei Veshiba. Through the study of principles and theory of ancient fighting methods, Veshiba was able to develop a method of non-resistive and noncompetitive technique. The practice of Aikido includes warm-up and flexibility exercises, practical combative and defensible techniques combined with an appreciation for formal etiquette. Students will develop a greater understanding of the relationship between mind, body and spirit that will help them deal with both physical and mental conflict in a more positive way.

Field trips may be required. CJ V11/PE V32 may be taken in any combination for a maximum of 4 times. Formerly CJ 11. Same as PE V32. Transfer credit: CSU; UC; credit limitations - see counselor.

CJ V12A - DEFENSIVE TACTICS: JU JUTSU - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This is a self-defense course for the peace officer and civilian. The simplest, most effective methods for neutralizing and controlling attackers/suspects are taught. Ju Jutsu techniques not requiring upper body strength are the focal point of the course.

Field trips may be required. CJ V12A, V12B/PE V33, V34 may be taken in any combination for a maximum of 4 times. Formerly CJ 12A. Same as PE V33. Transfer credit: CSU; UC; credit limitations - see counselor.

CJ V12B - INTERMEDIATE JU JUTSU - 1-1.5 Units

Prerequisite: CJ V12A or PE V33

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This is an advanced self-defense course for people desiring to develop intermediate skills in Ju Jutsu.

Field trips may be required. CJ V12A, V12B/PE V33, V34 may be taken in any combination for a maximum of 4 times. Formerly CJ 12B. Same as PE V34. Transfer credit: CSU; UC; credit limitations - see counselor.

CJ V14 - JUVENILE LAW AND PROCEDURES IN CALIFORNIA - 3 Units

Hours: 3 lecture weekly

This course will offer an overview of the juvenile justice system in California, including the history of juvenile law and current police and probation procedures. Theories on delinquency causes and treatments will be discussed as an avenue toward understanding the juvenile offender. Child abuse/neglect and crimes against children, including sex crimes, will also be covered.

Field trips will be required. Formerly CJ 14. Transfer credit: CSU.

CJ V15 - INTRODUCTION TO PRINCIPLES OF LAW - 3 Units

Hours: 3 lecture weekly

The course will introduce the student to various areas of the law, providing an overview of criminal law, criminal procedure, civil tort law, contracts, property, community property, constitutional law and family law. The course will expose the student to the general principles of the different areas of law, concentrating on current issues impacting criminal and civil systems of justice. The course will be designed to give a foundation of statutory law with a strong emphasis on practical, everyday application.

Field trips may be required. Transfer credit: CSU.

CJ V16 - SCHOOL SECURITY OFFICER TRAINING - 1.5 Units

Hours: 1.5 lecture weekly

This course fulfills the state requirement for campus security officer training. The course provides the student with a working knowledge of the roles and responsibilities of the school security officer. The course covers laws and liability, security awareness in the educational environment, mediation and conflict resolution, disasters and emergencies, and the dynamics of student behavior.

Fees will be required. Offered on a credit/no credit basis only.

CJ V18 - DRUG INVESTIGATION AND ENFORCEMENT - 3 Units

Hours: 3 lecture weekly

This is a survey course that will provide the student an opportunity to review the geopolitical history of drug trafficking and the evolution of laws regulating the distribution and use of drugs, with special emphasis on current statutes and court decisions relating to distribution and use of drugs. Information on the source, distribution and use of narcotics, cocoa products, hallucinogens and cannabinoids will be presented. Fundamentals of drug investigation techniques and treatment of drug abusers will also be discussed.

Formerly CJ 18. Transfer credit: CSU.

CJ V25 - INTRODUCTION TO CORRECTIONS - 3 Units

Hours: 3 lecture weekly

This course is an overview of the historical aspects of punishment and the development of contemporary correctional philosophy in the United States. The course will focus on the legal issues, general laws and general operations in correctional institutions. The relationship between correctional and other components of the criminal justice system will also be examined. The ideals of correctional philosophy are compared with the contemporary problems in corrections.

Field trips may be required. Formerly CJ 25. Transfer credit: CSU.

CJ V26 - CONTROL AND SUPERVISION IN CORRECTIONS - 3 Units

Hours: 3 lecture weekly

This course offers an overview of the methods, practices and theory related to the custodial supervision of incarcerated persons in federal, State, and local correctional facilities. The course will introduce and discuss issues of custodial control on a continuum from day-to-day institutional living through crisis situations. The course will analyze interaction between the offender and the correctional employee. Topics will include the effects of violence, overcrowding, gangs, substance abuse, legislation and other factors that impact the offender, employee and facility. Skills related to effective communication and crisis intervention will also be discussed.

Field trips will be required. Formerly CJ 26. Transfer credit: CSU.

CJ V27 - INTRODUCTION TO PROBATION AND PAROLE - 3 Units

Hours: 3 lecture weekly

This course presents an overview of the history and philosophical foundations of probation and parole in the United States. The course examines the organization and operation of probation and parole agencies as particular segments of the criminal justice system. Theoretical concerns and practical aspects of probation and parole services will be discussed. Issues and problems relating to the presentence report, determinate versus indeterminate sentencing, the roles of probation and parole officers and the legal decisions affecting the practice of probation and parole will be examined.

Field trips will be required. Formerly CJ 27. Transfer credit: CSU.

CJ V28 - FUNDAMENTALS OF CRIMINOLOGY - 3 Units

Hours: 3 lecture weekly

Major types of criminal behavior are explored. Factors which contribute to criminal behavior are discussed. Major theories on the cause of criminality are discussed and critiqued. An attempt is made to develop a workable understanding of the causes of most criminality.

Field trips may be required. Formerly CJ 28. Transfer credit: CSU.

CJ V29 - LEGAL ASPECTS OF CORRECTIONS - 3 Units

Hours: 3 lecture weekly

This course provides students with an awareness of the historical framework, concepts and precedents that guide correctional practice. Course material will broaden the individual's perspective of the corrections environments, the civil rights of prisoners, and the responsibilities and liabilities of correctional officials.

Field trips will be required. Formerly CJ 29. Transfer credit: CSU.

CJ V30 - VICTIMOLOGY - 3 Units

Hours: 3 lecture weekly

This course presents an overview of traditional and emerging legal, psychological and social perspectives in the field of victimology. While this course will address the consequences of victimization, and methods of recovery, students will also consider the broader legal policies and program implications of the victims movement in the United States.

Field trips may be required. Formerly CJ 30. Transfer credit: CSU.

CJ V34 - CORRECTIONAL INTERVIEWING AND COUNSELING - 3 Units

Hours: 3 lecture weekly

This course is an overview of the techniques in correctional counseling and interviewing. The student will learn a practical and philosophical framework for correctional counseling. The key concepts of offender assessment, diagnosis and classification will lead the student to the exploration of the essential specific tools for counseling and interviewing. This is a basic course for students planning to enter or already employed in the corrections, probation, parole or community-based institutions/programs.

Field trips will be required. Formerly CJ 34. Transfer credit: CSU.

CJ V40 - BASIC COMPLAINT DISPATCHER - 3.5 Units

Hours: 7 lecture-laboratory weekly

This course is a P.O.S.T. (Commission on Peace Officer Standards and Training) certified program to train public safety dispatchers.

Fees will be required. Field trips will be required. Formerly CJ 40. Offered on a credit/no credit basis only.

CJ V41 - BASIC COMPLAINT DISPATCHER UPDATE I - .5 Unit

Recommended preparation: CJ V40

Hours: .5 lecture weekly

This P.O.S.T. (Peace Officer Standards and Training) certification course addresses technological advances and advanced techniques in communication for public safety dispatchers.

Fees will be required. Field trips will be required. May be taken for a maximum of 2 times. Formerly CJ 41. Offered on a credit/no credit basis only.

CJ V42 - BASIC COMPLAINT DISPATCHER UPDATE II - .5 Unit

Recommended preparation: CJ V40

Hours: .5 lecture weekly

This P.O.S.T. (Peace Officer Standards and Training) certification course addresses advanced training topics and communication techniques for public safety dispatchers during critical incidents.

Fees will be required. Field trips will be required. May be taken for a maximum of 2 times. Formerly CJ 42. Offered on a credit/no credit basis only.

CJ V60A-Z - TOPICS IN CRIMINAL JUSTICE - .5-3 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course considers topics not covered in detail in the general criminal justice course offerings. Examples of topics to be offered from time to time include but are not limited to: domestic violence, interviewing and interrogation for corrections or law enforcement, ethics, training the trainer, control and supervision for corrections, pursuit driving, DUI and radar certification.

Field trips may be required. Formerly CJ 60A-Z. Transfer credit: determined by transfer institution.

CJ V60A - BREATH ALCOHOL TESTING DEVICE - .5 Unit

Hours: 9 lecture, 3 laboratory total

A certification course designed for criminal justice professionals that explores the historical and scientific aspect of preliminary breath alcohol testing devices. This course is a theoretical and practical training seminar which will result in the students being proficient in the use of the Alco-Sensor. The students will be given training in preparing for and providing effective testimony on the results of the Alco-Sensor. Upon successful completion of the course, students will receive P.O.S.T. (Peace Officer Standards and Training) certification.

Fees will be required. Formerly CJ 60A. Offered on a credit/no credit basis only.

CJ V60B - CRIMINAL JUSTICE EMPLOYMENT ORIENTATION - 2 Units

Hours: 1.5 lecture, 1.5 laboratory weekly

This course is to assist students in identifying areas of training and knowledge that are necessary in order to qualify for employment in the criminal justice field.

Formerly CJ 60B. Offered on a credit/no credit basis only. Not applicable for degree credit.

CJ V60C - DRIVING UNDER THE INFLUENCE: INVESTIGATIVE CERTIFICATION - 2 Units

Prerequisite: permanent (non-probationary) peace officer

Hours: 2 lecture weekly

This P.O.S.T. (Peace Officer Standards and Training) certification course presents state-of-the-art technological and investigative tools designed to evaluate the sobriety of the subjects detained for driving while possibly impaired by alcohol. The student will gain comprehensive information and experience to prepare him/her to detect, apprehend and prosecute an offender. Upon successful completion, students will receive a P.O.S.T. (Peace Officer Standards and Training) certificate in Driving Under the Influence: Investigative Certification.

Fees will be required. Offered on a credit/no credit basis only.

CJ V60E - COMMUNICATIONS TRAINING OFFICER: P.O.S.T. - 2.5 Units

Prerequisite: permanent (non-probationary) dispatcher

Hours: 2.5 lecture weekly

This course provides the experienced dispatcher with the fundamental understanding of the role and duties of the Communications Training Officer (CTO). This CTO training will emphasize interactive instruction in teaching techniques, liability issues and evaluation of trainees' performance. Upon successful completion, students will receive a P.O.S.T. (Peace Officer Standards and Training) certificate in Communications Training Officer.

Fees will be required. Field trips will be required. Offered on a credit/no credit basis only.

CJ V60G - HIGH TECHNOLOGY CRIME - 1 Unit

Prerequisite: permanent (non-probationary) peace officer

Hours: 1 lecture weekly

This course provides the experienced police officer with the fundamental understanding of computer systems and high technology crime. Students will examine emerging technologies associated with Internet crime, counterfeiting, trade secret violations, computer assisted crimes, computer and network intrusion, software piracy and telecommunications fraud. Levels of investigation from the patrol officer to the specialist investigator will be discussed. Upon successful completion, students will receive a P.O.S.T. (Peace Officer Standards and Training) certificate in High Technology Crime.

Fees will be required. Field trips will be required. Offered on a credit/no credit basis only.

CJ V70 - RESERVE OFFICER TRAINING - 12 Units

Prerequisite: student must be 18 years old, possess a valid driver's license, pass a physical agility test, and have no felony convictions; California Penal Code requires each applicant for admission to a basic course of training certified by the Commission on Peace Officer Standards and Training (P.O.S.T.) who is not sponsored by a local or other law enforcement agency, or who is not a peace officer employed by a state or local agency, department or district, to submit written certification from the Department of Justice that the applicant has no criminal history background which would disqualify him or her pursuant to this code, or the Welfare and Institutions Code, from owning, possessing, or having under his or her control a firearm

Hours: 13 lecture, 15.5 lecture-laboratory weekly

This is a Peace Officer Standards and Training (P.O.S.T.) basic course for students and individuals wishing to become reserve police officers or reserve deputy sheriffs. The course fulfills P.O.S.T. reserve requirements for level II reserve training. Training includes penal code section 832 requirements and provides instruction in administration of criminal justice, ethics, California court system, discretionary decision making, first aid/CPR, crimes in progress, unusual occurrences, police radio communications, police-community relations, criminal law, traffic investigation, laws of evidence, and patrol procedures. Emphasis is placed on instruction in arrest, search and seizures, methods of arrest, PR 24 baton training, vehicle pullovers, and report writing. Special emphasis and training in firearm safety, firearm (pistol and shotgun) use related to law enforcement with training in combat/stress shooting scenarios and qualifications over a P.O.S.T. prescribed course of fire. The course includes vehicle operation, defensive driving, and chemical agent training. The course completes the P.O.S.T. reserve officer/reserve deputy requirements.

Fees will be required. Field trips will be required. Formerly CJ 70.

CJ V80 - P.O.S.T. REGULAR BASIC COURSE - 30 Units

Prerequisite: student must be 18 years old, possess a valid driver's license, and have no felony convictions; California Penal Code requires each applicant for admission to a basic course of training certified by the Commission on Peace Officer Standards and Training (P.O.S.T.) who is not sponsored by a local or other law enforcement agency, or who is not a peace officer employed by a state or local agency, department or district, to submit written certification from the Department of Justice that the applicant has no criminal history background which would disqualify him or her pursuant to this code, or the Welfare and Institutions Code, from owning, possessing, or having under his or her control a firearm; medical certification required

Corequisite: CJ V81 or equivalent

Hours: 15 lecture, 45 laboratory weekly

This is a P.O.S.T. (Peace Officer Standards and Training) basic course for students and individuals wishing to become full time law enforcement officers as defined in the California Penal Code (CPC). The course fulfills P.O.S.T. entry-level requirements as outlined in the CPC. The course provides instruction in administration of criminal justice, ethics, California court system, discretionary decision making, first aid, CPR, crimes in progress, unusual occurrences, police radio communications, police-community relations, criminal law, traffic investigation, laws of evidence, and patrol procedures. Emphasis is placed on instruction in arrest, search and seizure, methods of arrest, baton training, vehicle stops, and report writing. Additionally, the course provides special emphasis on and training in firearms safety, firearms (pistol and shotgun) use related to law enforcement with training in combat/stress shooting scenarios and qualifications over a P.O.S.T. prescribed course of fire. The course completes the P.O.S.T. basic requirements.

Field trips will be required.

CJ V81 - ORIENTATION FOR P.O.S.T. REGULAR BASIC COURSE - .5-5 Units

Corequisite: CJ V80

Hours: .5-3 lecture, 1-6 laboratory weekly

This course is an orientation for the P.O.S.T. (Peace Officer Standards and Training) regular basic course. Emphasis is placed on assisting the student in preparing for successful completion of the P.O.S.T. regular basic course.

Offered on a credit/no credit basis only.

CJ V85 - PC 832: ARREST, SEARCH AND SEIZURE - 2.5 Units

Hours: 2.5 lecture weekly

This course will cover the fundamentals of law enforcement embracing all those subject areas that will enhance an officer's ability to perform as a member of a police or allied agency. Subjects covered will be: criminal law; laws of arrest, search and seizure; moral, legal and safety aspects in use of firearms; and, community relations. Required for state certification under Peace Officers Standards and Training (P.O.S.T.) guidelines.

Field trips may be required. Formerly CJ 85. Offered on a credit/no credit basis only.

CJ V86 - PC 832: FIREARMS - .5 Unit

Prerequisite: CJ V85 or concurrent enrollment; no felony convictions per California Penal Code

Hours: .5 lecture, 1 laboratory weekly

This course will cover the fundamentals of firearms embracing all those subject areas that will enhance an officer's ability to perform as a member of a police or allied agency. Subjects covered: moral, legal and safety aspects in use of firearms. Practical application of firearms on range. Required for state certification under Peace Officers Standards and Training (P.O.S.T.) guidelines.

Fees will be required. Field trips will be required. Formerly CJ 86. Offered on a credit/no credit basis only.

CJ V88 - CRIMINAL JUSTICE WORKSHOPS - .5-16 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly CJ V89.

CJ V90 - DIRECTED STUDIES IN CRIMINAL JUSTICE - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course is designed for students who are interested in furthering their knowledge of law enforcement on an independent study basis. Assignments may include library, laboratory, and field work. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

Field trips may be required. May be taken for a maximum of 4 times not to exceed 6 units. Formerly CJ 90. Transfer credit: CSU.

CJ V91 - ADVANCED OFFICER TRAINING - .5-5 Units

Prerequisite: permanent (non-probationary) peace officer

Hours: .5-5 lecture weekly

This course is designed to provide new information and skills in the enforcement of new and changing statutes; laws of arrest; search and seizure; officer survival; narcotic enforcement; fire conditions; and new concepts of police technology.

Fees will be required. Field trips will be required. Formerly CJ 91.

CJ V92 - FIELD TRAINING FOR OFFICERS - 2.5 Units

Prerequisite: permanent (non-probationary) peace officer

Hours: 2.5 lecture weekly

This course covers learning theories, interpersonal communication, developing instructional techniques and personnel evaluations designed to assist training officers in field training of new recruits.

Fees will be required. Field trips will be required. Formerly CJ 92. Offered on a credit/no credit basis only.

CJ V95 - CRIMINAL JUSTICE INTERNSHIP I - 1-4 Units

Prerequisite: students cannot have been convicted of a felony offense; must be 18 years old at the time of registration; must possess a valid California driver's license; and must be currently enrolled in a criminal justice course

Corequisite: enrolled in a minimum of 7 units to include internship

Hours: 60 per unit

This criminal justice internship course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

CJ V96 - CRIMINAL JUSTICE INTERNSHIP II - 1-4 Units

Prerequisite: students cannot have been convicted of a felony offense; must be 18 years old at the time of registration; must possess a valid California driver's license; and must be currently enrolled in a criminal justice course

Corequisite: enrolled in a minimum of 7 units to include internship

Hours: 75 per unit

This criminal justice internship course offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

DANCE

DANC V10 - MODERN DANCE - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Modern dance techniques and skills, and the experience and appreciation of modern dance as an art form.

Field trips may be required. May be taken for a maximum of 4 times. Formerly PE 27A. Transfer credit: CSU; UC.

DANC V13 - TAP DANCE - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course teaches the basic skills in the execution of traditional tap dance steps and sequences. The emphasis is on the mastery of basic steps and rhythmic styles, leading to combination work in complete dances, including introductory choreography and space analysis. It includes a history of tap dance in American culture and its relation to other dance and art forms.

Field trips may be required. DANC V13 & V18 may be taken in any combination for a maximum of 4 times. Formerly Dance 13. Transfer credit: CSU; UC.

DANC V14 - MOVEMENT FOR THE THEATRE - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course teaches the fundamentals of movement for the stage. Physical activity is included. Theory and practice of stage movement developing the body as an expressive instrument acquiring flexibility, relaxation, control and creative expression.

Field trips may be required. DANC V14 /THA V14 may be taken in any combination for a maximum of 4 times. Formerly Dance 14. Same as THA V14. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN DRAM 20.**

DANC V15 - BALLET - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course teaches the fundamental theory and practice of ballet technique; the emphasis is on placement, correct body alignment, muscular control, and development of basic ballet positions, steps and combinations. Consideration of ballet as an art form is covered.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Dance 15. Transfer credit: CSU; UC.

DANC V16 - WESTERN LINE DANCE - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

A beginning course in basic rhythms and step patterns of western line dance. Dances are taught using contemporary country and other popular music. Dance variations include "contra" and selected partner dances including waltz and "cha cha" steps. Additionally, basic "two step" is added as time permits. Each class begins with a review of all previous dances. Although most of the dance selections are for single dancers, couples are encouraged to enroll so that partner variations and western two-step may be included.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Dance 16. Transfer credit: CSU; UC.

DANC V17 - WESTERN DANCE FOR PAIRS - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course is designed to teach different types of western dance for pairs. Topics to include different styles of line dance, square dance and others.

May be taken for a maximum of 4 times. Transfer credit: CSU; UC.

DANC V18 - INTERMEDIATE TAP DANCE - 1-1.5 Units

Recommended preparation: DANC V13 or equivalent skills

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Intermediate tap dance is a course which explores a variety of tap dance techniques focusing on the continued development of coordination, balance, correct body alignment and rhythmic perception. The course provides an enhanced understanding and appreciation of tap dance as an art form. Tap combinations are performed to demonstrate ability at the intermediate and advanced skill levels.

Field trips may be required. DANC V13 & V18 may be taken in any combination for a maximum of 4 times. Transfer credit: CSU; UC.

DANC V26 - FOLK DANCE: ETHNIC DANCES OF THE WORLD - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Introduction to the study and performance of ethnic dance. A study of ethnic dance forms, music, and clothing, as well as the cultural and historical context of the dances. Emphasis is on representative ethnic dances from Latin America, Asia, Europe, Africa, the Middle East, North America, and other areas. The course is designed to help students seeking careers and further study in dance and related fields.

DANC V26/AES V15 may be taken in any combination for a maximum of 4 times. Formerly Dance 26. Same as AES V15. Transfer credit: CSU; UC; credit limitations - see counselor.

DANC V29 - JAZZ DANCE - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Development of proficiency in jazz techniques, skills, and styles and the development of an understanding and appreciation of jazz as a dance form.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Dance 29. Transfer credit: CSU; UC.

DANC V30 - DANCE PERFORMANCE - 3 Units

Hours: 1 lecture, 6 laboratory weekly

Concentrated development of dance skills and understanding of choreography. Experience in public performance of dance concerts and demonstrations.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Dance 30. Transfer credit: CSU; UC.

DANC V50 - CHOREOGRAPHY - 1 Unit

Hours: 2 lecture-laboratory weekly

The study of dance with practical application in the composition of solo and group dances to be presented in dance demonstrations, concerts, and other performance situations.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Dance 50. Transfer credit: CSU; UC.

DANC V60A-Z - TOPICS IN DANCE - .5-3 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course considers topics not covered in detail by the other dance offerings. Examples of topics to be offered from time to time include: square dance, modern dance, ballroom dancing.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Dance 60A-Z. Transfer credit: determined by transfer institution.

DANC V88 - DANCE WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

DANC V89 - WORKSHOPS IN DANCE - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet the specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Dance 89. Transfer credit: CSU; for UC, determined after admission.

DANC V90 - DIRECTED STUDIES IN DANCE - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course is designed for students who are interested in furthering their skills and knowledge of dance on an independent study basis. Assignments may include performance, library, laboratory and field work. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

Field trips may be required. May be taken for a maximum of 4 times not to exceed 6 units. Formerly Dance 90. Transfer credit: CSU; for UC, determined after admission.

DEVELOPMENTAL STUDIES

DS V10 - ACADEMIC SKILLS FOR COLLEGE STUDENTS - 4 Units

Hours: 4 lecture weekly

This course will focus upon developing basic skills in math, problem solving, reading, study skills and writing. The course has been developed for students who normally do not perceive themselves as capable of performing college level tasks.

Formerly DS 10. Offered on a credit/no credit basis only. Not applicable for degree credit.

DS V88 - DEVELOPMENTAL STUDIES WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and/or requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly DS V89. Offered on a credit/no credit basis only.

DRAFTING

DRFT V01A - INTRODUCTION TO CAD DESIGN GRAPHICS I - 2-5 Units

Hours: 4-10 lecture-laboratory weekly

This course is designed to introduce entry-level students to Computer Aided Design (CAD). It covers the interpretation of mechanical drawings and the application of the fundamentals of design graphics through lecture and laboratory practice. The course topics include the areas of technical sketching, lettering, orthographic projection, working drawings, auxiliary views, dimensioning, developments, pictorial drawings, basic computer applications and the introduction to computer aided design (CAD).

DRFT V01B - INTRODUCTION TO CAD DESIGN GRAPHICS II - 2-5 Units

Recommended preparation: DRFT V01A

Hours: 4-10 lecture-laboratory weekly

This course covers the application of computer design graphics and drafting standards used in industrial practice. This course uses computer graphics to introduce two-dimensional and three-dimensional design drafting, editing and printing-plotting techniques.

DRFT V01C - INTRODUCTION TO CAD DESIGN GRAPHICS III - 2-5 Units

Recommended preparation: DRFT V01A and DRFT V01B

Hours: 4-10 lecture-laboratory weekly

This course covers the interpretation of three-dimensional mechanical drawings and the application of the fundamentals of design graphics through lecture and laboratory practice. The course topics include the areas of technical sketching, lettering, orthographic projection, 3D assembly drawings, auxiliary views, dimensioning, developments, pictorial drawings, basic computer applications and the introduction to solid modeling in computer aided design (CAD).

Field trips may be required.

DRFT V01D - INTRODUCTION TO CAD DESIGN GRAPHICS IV - 2-5 Units

Recommended preparation: DRFT V01A and DRFT V01B and DRFT V01C

Hours: 4-10 lecture-laboratory weekly

This course covers the interpretation of architectural drawings and the application of the fundamentals of design graphics through lecture and laboratory practice. The course topics include the areas of technical sketching, lettering, orthographic projection, building design and construction methods, auxiliary views, dimensioning, developments, pictorial drawings, basic computer applications and the introduction to computer aided design (CAD).

Field trips may be required.

DRFT V02A - BLUEPRINT READING: MANUFACTURING - 3 Units

Hours: 3 lecture weekly

This course covers the interpretation of mechanical drawings typical of the metal working field; theory of common types of projections, dimensioning principles, machine standards, application of creative sketching and interpretation of blueprints.

Formerly Drft 2A. Same as MS V02 & WEL V02. Transfer credit: CSU; credit limitations - see counselor.

DRFT V02B - BLUEPRINT READING: ARCHITECTURAL/ CONSTRUCTION - 3 Units

Hours: 3 lecture weekly

This course provides experience in construction blueprint reading and plan review. Experiences will include the study of lines, symbols, notations and dimensions used on architectural drawings. Code interpretation and design compliance will be stressed.

Field trips may be required. Formerly Drft 2B. Same as ARCH V11 & CT V20. Transfer credit: CSU; credit limitations - see counselor.

DRFT V03 - DRAFTING FUNDAMENTALS - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This course covers the application of the fundamentals of industrial design drafting. Topics include the basic concepts of graphic presentation including design languages/symbols, sketching, pictorial drawing, lettering, orthographic projection, working drawings, auxiliary views, dimensioning, geometric developments, duplication, interrelationships to the design process, the introduction to computer aided design, and industry trends and applications.

Fees will be required. Formerly Drft 3. Transfer credit: CSU.

DRFT V04 - MEASUREMENTS AND COMPUTATIONS - 3 Units

Hours: 3 lecture weekly

This course is the occupational application of measurements and computations as used by technology students. Topics include geometric shape calculations, practical trigonometry, areas, volumes, ratio and proportion, units and conversions, decimals and fractions and applied algebra.

Field trips may be required. Formerly Drft 4. Same as MS V04 & MT V04.

DRFT V05A - INTRODUCTION TO AUTOCAD - 2 Units

Prerequisite: DRFT V03 or 1 year of drafting experience

Hours: 1 lecture, 3 laboratory weekly

This course is an introduction to the use of AutoCAD including commands, editing, printing and plotting with emphasis on two-dimensional, and introduction to three-dimensional drawings. Overview of related industry trends, practices and employer expectations will be addressed.

Fees will be required. Field trips may be required. DRFT V05A/ ARCH V23 may be taken in any combination for a maximum of 2 times. Formerly Drft 5A. Same as ARCH V23. Transfer credit: CSU; UC; credit limitations - see counselor.

DRFT V05B - ADVANCED OPERATIONS OF AUTOCAD - 2 Units

Prerequisite: ARCH V23 or DRFT V05A

Hours: 1 lecture, 3 laboratory weekly

This course focuses on AutoCAD instruction including three-dimensional drafting, customization of AutoCAD, introduction to architectural and electronic CAD, and introduction to CAD/CAM.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly Drft 5B. Transfer credit: CSU.

DRFT V10A - ELECTRONIC DRAFTING I - 3 Units

Recommended preparation: DRFT V03 or 1 year of drafting experience

Hours: 6 lecture-laboratory weekly

A study of electronic drafting that includes block diagrams, schematics, printed circuit boards and integrated circuits. Computer assisted drafting (CAD) is an integral part of the course.

Formerly Drft 10A. Transfer credit: CSU.

DRFT V10B - ELECTRONIC DRAFTING II - 3 Units

Prerequisite: DRFT V10A

Hours: 6 lecture-laboratory weekly

This course is a study of logic diagrams, packaging and advanced principles of printed circuit board design. Computer assisted drafting (CAD) is also an integral part of the course.

Formerly Drft 10B. Transfer credit: CSU.

DRFT V14A - TECHNICAL ILLUSTRATION I - 3 Units

Prerequisite: DRFT V03 or 1 year of drafting experience

Hours: 6 lecture-laboratory weekly

Gives the student skills in the preparation of technical illustrations to meet the standards of industry. Drawings are made from blue-prints, technical orders and freehand sketches. Axonometric projection will be covered.

Fees will be required. Formerly Drft 14A. Transfer credit: CSU.

DRFT V14B - TECHNICAL ILLUSTRATION II - 3 Units

Prerequisite: DRFT V14A

Hours: 6 lecture-laboratory weekly

Systems of perspective drawing. Information on and study of layouts and makeup of industrial manuals. Techniques used in industrial publications.

Fees will be required. Formerly Drft 14B. Transfer credit: CSU.

DRFT V16 - CIVIL DESIGN - 3 Units

Recommended preparation: DRFT V03 or 1 year of drafting experience

Hours: 6 lecture-laboratory weekly

This is a fundamental course in grading design; contour manipulation; computations and procedures; applicable fundamental design techniques; practice with maps and land descriptions; estimating also covered.

Field trips may be required. Formerly Drft 16. Transfer credit: CSU.

DRFT V18 - DRAFTING PROJECTS - 3 Units

Prerequisite: ARCH V23 or DRFT V05A

Hours: 6 lecture-laboratory weekly

This course is an integration of previously acquired knowledge through assignment of projects in the areas of machine drafting, architectural drawing, technical illustration and electronic drafting. Students will select one area. The majority of work is performed on computer assisted drafting (CAD) hardware.

Fees will be required. Field trips may be required. May be taken for a maximum of 3 times. Formerly Drft 18.

DRFT V41 - INTRODUCTION TO INDUSTRIAL DESIGN GRAPHICS - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This entry-level course covers the application of the fundamentals of industrial design graphics through lecture and laboratory practice. The course topics include the areas of technical sketching, lettering, orthographic projection, working drawings, auxiliary views, dimensioning, developments, pictorial drawings, drawing duplication, introduction to computer assisted drafting (CAD) and their interrelationship to the design process.

Field trips may be required. Transfer credit: CSU.

DRFT V42 - DESIGN DRAFTING AND 3D SOLID MODELING - 3 Units

Recommended preparation: ARCH V23 or DRFT V05A; and DRFT V41

Hours: 2 lecture, 3 laboratory weekly

This course consists of the drawing of machine details and assemblies with attention to tolerances, notes, and dimensioning consistent with industrial practices. The course also covers the study of 3D CAD (computer assisted drafting) design concepts and applications. Students will develop skills in wire frame, surface, and solid model creation.

Field trips may be required. Transfer credit: CSU.

DRFT V43 - DESIGN GRAPHICS AND 3D ASSEMBLY MODELING - 3 Units

Recommended preparation: DRFT V42

Hours: 2 lecture, 3 laboratory weekly

This course provides a foundation in 3D parametric design using Autodesk, AutoCAD, Mechanical Desktop software and/or other industry-standard solid modeling software. The students will be introduced to the design concepts of parts and assemblies, parametric design, feature driven design, profiles and sketches, detail drawings, assembly drawings and CAD (computer assisted drafting) standards used in industry. The course covers the development of 3D design models, 2D detail drawings and the creation and application of parametric assembly models.

Fees will be required. Field trips may be required. Transfer credit: CSU.

DRFT V44 - RAPID DESIGN AND PROTOTYPING - 3 Units

Recommended preparation: DRFT V42 or DRFT V43

Hours: 2 lecture, 3 laboratory weekly

This course introduces the applications of technology and tools for creating three-dimensional physical models from 3D CAD (computer assisted drafting) files and other 3D data. Rapid prototyping and model making technologies are covered that accelerate the design process, allowing the student designers to shorten the design cycle time, update the product development process and improve communication between the design focus groups, engineering, marketing and manufacturing.

Fees will be required. Field trips may be required. Transfer credit: CSU.

DRFT V51 - INTRODUCTION TO 3D STUDIO MAX - 2 Units

Hours: 1 lecture, 3 laboratory weekly

This course is designed to prepare students for entry-level positions using 3D Studio Max. This course provides hands-on training in hardware and software applications, including conceptual principles, modeling, rendering and animation. Tutorials focus on the primary uses of animation in the real world, including architectural, mechanical, accident recreation and character animation.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly Drft 51. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

DRFT V88 - DRAFTING WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly DRFT V89.

DRFT V99 - AUTOCAD JOB TRAINING PROGRAM - 4 Units

Hours: 2 lecture, 6 laboratory weekly

This AutoCAD course is designed to prepare the student for entry-level employment into the drafting industry. Hands-on training will be provided in various hardware and software applications including setting up programs, editing, drawing, attributes and extractions, AutoLISP, menus, scripts, etc. Students may opt to emphasize one or all of the three major styles which include architectural, 3 D, or mechanical.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Drft 99. Offered on a credit/no credit basis only. Not applicable for degree credit.

ECONOMICS

ECON V01A - PRINCIPLES OF MACRO-ECONOMICS - 3 Units

Hours: 3 lecture weekly

This course is a broad and comprehensive introduction to the operation of the American economy with emphasis on macro-economics. Macro-economics is concerned with obtaining an overview of the structure of the economy and the relationships between the major economic aggregates: households, businesses, government and international economy. Macro-economics involves the study of the levels of output, income, expenditures, employment, prices, and the government's ability to alter these levels by the use of fiscal and monetary policies.

Formerly Econ 1A. Transfer credit: CSU; UC. **CAN ECON 2.**

ECON V01B - PRINCIPLES OF MICRO-ECONOMICS - 3 Units

Recommended preparation: ECON V01A

Hours: 3 lecture weekly

This course is a continuation of the broad and comprehensive introduction to the operation of the American economy but with emphasis on micro-economics. Micro-economics is concerned with the small economic units: an individual household, firm, and industry. Micro-economics involves the study of consumer behavior, the operation of the firm, and the competitive, monopolistic-competitive, oligopolistic, and monopolistic structures of industries. International trade and finance, comparative economic systems, and economic growth and development are also examined.

Formerly Econ 1B. Transfer credit: CSU; UC. **CAN ECON 4.**

ECON V88 - ECONOMICS WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

ECON V89 - WORKSHOPS IN ECONOMICS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Econ 89. Transfer credit: CSU; for UC, determined after admission.

ECON V90 - DIRECTED STUDIES IN ECONOMICS - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly Econ 90. Transfer credit: CSU; for UC, determined after admission.

ECON V95 - ECONOMICS INTERNSHIP I - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 60 per unit

This economics internship offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Formerly Econ 95. Transfer credit: for CSU, credit limitations - see counselor; for UC, determined after admission.

ECON V96 - ECONOMICS INTERNSHIP II - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 75 per unit

This economics internship offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Transfer credit: for CSU, credit limitations - see counselor; for UC, determined after admission.

EDUCATION

EDU V01 - INTRODUCTION TO TEACHING - 3 Units

Recommended preparation: ENGL V01A or assessments in English and reading

Hours: 3 lecture weekly

This introductory foundation course is designed to provide students with the fundamental knowledge and understanding of the American educational enterprise, especially problems in urban multicultural schools. Standards for the teaching profession, conditions for effective learning, and models of school reform are addressed. A minimum of 20 hours of observation and participation in a multicultural school setting is required.

Field trips will be required. Transfer credit: CSU; UC.

EDU V89 - WORKSHOPS IN EDUCATION - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Transfer credit: CSU.

EDUCATIONAL ASSISTANCE CENTER

EAC V01 - STRATEGIES FOR SUCCESS IN COLLEGE AND LIFE - 3 Units

Hours: 3 lecture weekly

A performance oriented course designed for students with disabilities to increase success in education, career and life goals. Students will develop their own success plans through self-evaluation and by learning and applying specific techniques and resources. Topics covered are disability awareness and self-advocacy, learning profiles, study/life skills, relationships, multiculturalism, and college and career options. Emphasizes independent critical thinking skills while providing opportunity for construction and implementation of plans for success.

Transfer credit: CSU.

EAC V05A - INTRODUCTION: VISUALLY IMPAIRED - .5-3 Units

Hours: .5-3 lecture weekly

This course is designed for those interested in a basic knowledge of the visually impaired. Students will learn basic orientation and mobility skills and will learn about the anatomy of the eye and eye diseases. Additionally, students will examine the materials, services and daily living skills needed by the blind and visually impaired.

Field trips will be required. Formerly SpEd 5A.

EAC V05B - RESOURCES FOR VISUALLY IMPAIRED - .5-3 Units

Hours: .5-3 lecture weekly

This course is designed for those interested in a knowledge of the organizations, community resources, technology and assistive computer access for the visually impaired. Students will also be introduced to the five types of Braille.

Field trips will be required. Formerly SpEd 5B.

EAC V05C - COMPUTER BRAILLE - 3 Units

Hours: 3 lecture weekly

This course will focus on Braille instruction utilized by the blind and visually impaired population at home and in the workplace. It will also serve as a certification course for Braille transcribers. It will prepare future transcribers for Library of Congress certification.

Field trips will be required. Transfer credit: CSU.

EAC V14 - ENGLISH GRAMMAR SKILLS FOR THE DEAF - 3 Units

Hours: 3 lecture weekly

This course is designed for hearing impaired students who require instruction in English grammar and whose primary communication mode is American Sign Language. The course includes practice in identifying parts of speech and correct sentence structure using instructional materials especially designed for the hearing impaired.

Field trips may be required. Formerly EAC 14. Offered on a credit/no credit basis only. Not applicable for degree credit.

EAC V21 - WEIGHT TRAINING AND CONDITIONING:

ADAPTIVE - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

An individualized weight training course designed to improve muscular strength and endurance, cardiovascular endurance, flexibility, posture, static and dynamic balance, locomotion, perceptual-motor skills, sports-related gross motor skills, and/or fine motor skills for students with disabilities, as well as enhancing and developing social skills and self-esteem. It also provides a physical education program for those persons who have limited physical capacity and require adaptive physical education. Adaptive equipment is available in the fitness center for students requiring this accommodation.

May be taken for a maximum of 4 times. Formerly EAC 21. Transfer credit: CSU; UC; credit limitations - see counselor.

EAC V25 - INTRODUCTION TO DANCE:

ADAPTIVE - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

A study, appreciation, and experience of basic dance forms designed for students with disabilities.

May be taken for a maximum of 4 times. Formerly EAC 25. Transfer credit: CSU; UC; credit limitations - see counselor.

EAC V26 - INDIVIDUAL AND TEAM SPORTS:

ADAPTIVE - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Instruction and practice in individual and team sports for men and women. Designed especially for students with disabilities, including wheelchair users. Basic fundamentals, rules and strategies, including but not limited to, basketball, track and tennis. Also provides a physical education program for students who have limited physical capacity and require adaptive physical education.

May be taken for a maximum of 4 times. Formerly EAC 26. Transfer credit: CSU; UC; credit limitations - see counselor.

EAC V27 - INTRODUCTION TO SWIMMING:

ADAPTIVE - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course is designed to introduce the fundamentals of swimming skills and safety practices. It will include instruction, conditioning and practice, and is designed for students of all disabilities and challenges.

May be taken for a maximum of 4 times. Transfer credit: CSU; UC; credit limitations - see counselor.

EAC V28 - EXPLORING MULTICULTURAL DANCE FORMS:

ADAPTIVE - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Students will learn a variety of dances from diverse cultures.

May be taken for a maximum of 4 times. Transfer credit: CSU; credit limitations - see counselor.

EAC V32 - JOB-SEEKING STRATEGIES - 1.5 Units

Hours: 1 lecture, 1.5 laboratory weekly

A course designed for persons with disabilities who wish to improve their job-seeking strategies. Topics will include employee rights and responsibilities, job observation/exploration, interview techniques, applications and resumes.

Field trips may be required. Formerly EAC 32. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

EAC V33 - CAREER EXPLORATION - 1.5 Units

Hours: 1 lecture, 1.5 laboratory weekly

This course is designed to provide disabled persons opportunities to explore and observe occupational areas in which they have expressed career interest.

Formerly EAC 33. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

EAC V88 - EDUCATIONAL ASSISTANCE CENTER WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly EAC V89.

EAC V95 - SPECIAL EDUCATION INTERNSHIP I- 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 60 per unit

This special education internship course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips may be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

EAC V96 - SPECIAL EDUCATION INTERNSHIP II - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 75 per unit

This special education internship course offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips may be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

EMERGENCY MEDICAL TECHNOLOGY

EMT V01 - EMERGENCY MEDICAL TECHNICIAN - 7 Units

Prerequisite: current CPR certification for health care provider or professional rescuer; proof of freedom from and immunity to communicable diseases; physical examination demonstrating general good health; age 18 by midterm; no visible tattoos or visible body piercings except single studs in ear lobes; and no acrylic or long nails in clinical settings

Recommended preparation: the state of California Emergency Services Authority through the Ventura County Emergency Medical Services Agency may deny certification to those with criminal records

Hours: 7 lecture, .5 laboratory weekly

This course covers the techniques of emergency medical care presently considered to be within the scope of practice of ambulance attendants and others engaged in the delivery of emergency services. The student participates in providing care to the emergency patient in both hospital and field settings under the direct supervision of hospital and ambulance personnel. This course is approved by the California State Department of Emergency Services. Upon successful completion of both the written and practical examinations with a grade of B or better, the student will be eligible to sit for the certifying examination administered by the Ventura County Emergency Medical Services Agency.

Fees will be required. Field trips will be required. Formerly EMT V01 & V01L.

EMT V10 - EMERGENCY MEDICAL TECHNICIAN RECERTIFICATION - 2 Units

Prerequisite: valid EMT certificate; and current CPR certification for health care provider or professional rescuer

Hours: 2 lecture weekly

This course is designed to update the emergency medical technician and meet state requirements for recertification. The course reviews life-support measures and the use of emergency equipment and supplies.

Field trips may be required. May be taken for a maximum of 4 times. Formerly EMT 10.

ENGINEERING

ENGR V01 - INTRODUCTION TO ENGINEERING - 1 Unit

Hours: 1 lecture weekly

This course provides students with an overview of the engineering profession. It includes academic preparation requirements; engineering curricula, methods and history of engineering; projected employment opportunities; professional career duties, responsibilities, and expectations; employer requirements and expectations; and recent developments in engineering and future needs.

Field trips may be required. Formerly Engr 1. Transfer credit: CSU; UC.

ENGR V02 - ENGINEERING GRAPHICS - 2 Units

Prerequisite: MATH V05 or the fourth year of high school mathematics ((advanced mathematics) with grade of C or better

Recommended preparation: MATH V20

Hours: 1 lecture, 3 laboratory weekly

This course covers the concepts of graphic presentation by orthographic, pictorial, and auxiliary projections; development of charts and graphs; development of empirical equations from linear, log-log, and semi-log graphs of empirical data; and graphical differentiation and integration. Computer Assisted Drafting (CAD) is an integral part of this course.

Formerly Engr 2. Transfer credit: CSU; UC. **CAN ENGR 2.**

ENGR V03 - DESCRIPTIVE GEOMETRY - 2 Units

Prerequisite: MATH V05 or the fourth year of high school mathematics ((advanced mathematics) with grade of C or better

Recommended preparation: MATH V20

Hours: 1 lecture, 3 laboratory weekly

This course covers study of points, lines and planes, intersections and developments as a basis for more advanced design courses. Students will be introduced to the use of computer-aided design equipment.

Formerly Engr 3. Transfer credit: CSU; UC.

ENGR V05A - PLANE SURVEYING - 3 Units

Prerequisite: MATH V05 or the fourth year of high school mathematics ((advanced mathematics) with grade of C or better

Recommended preparation: MATH V20

Hours: 2 lecture, 3 laboratory weekly

This course covers the theory and practice of land surveying including horizontal, angular, and elevation measurements. The analysis of errors pertinent to surveying, and the analysis of surveying measurements and adjustments are included.

Field trips may be required. Formerly Engr 5A. Transfer credit: CSU; UC. **CAN ENGR 10 [with ENGR V05B].**

ENGR V05B - ENGINEERING SURVEYS - 3 Units

Prerequisite: ENGR V05A

Hours: 2 lecture, 3 laboratory weekly

This course provides instruction and experience in office calculations and field techniques for: control surveys, topographic surveys using transit-stadia and plane table alidade, horizontal and vertical curves, earthwork, practical astronomy, and introduction to photogrammetry.

Field trips may be required. Formerly Engr 5B. Transfer credit: CSU; UC. **CAN ENGR 10 [with ENGR V05A].**

ENGR V12 - ENGINEERING STATICS - 3 Units

Prerequisite: MATH V21B or concurrent enrollment; and PHYS V04-V04L

Hours: 3 lecture weekly

The course provides an analysis of forces on structures in equilibrium. It includes properties of forces, moments, shear, couples, resultants, friction, centroids, and area moments. Methods of analysis include mathematical modeling, vectors, scalars, and virtual work.

Field trips may be required. Formerly Engr 12. Transfer credit: CSU; UC. **CAN ENGR 8.**

ENGR V16 - ELECTRONIC CIRCUITS AND DEVICES - 3 Units

Prerequisite: MATH V21B and PHYS V05-V05L

Hours: 3 lecture weekly

This course is an introduction to electronic circuits and devices for the engineering major. It includes resistive and transient circuit analysis, sinusoidal AC circuits, computer-aided analysis, semiconductors, diodes, transistors, digital logic circuits, and operational amplifiers with negative feedback.

Field trips may be required. Formerly Engr 16. Transfer credit: CSU; UC. **CAN ENGR 12 or CAN ENGR 6 [with ENGR V16L].**

ENGR V16L - ELECTRONIC CIRCUITS AND DEVICES LABORATORY - 1 Unit

Prerequisite: ENGR V16 or concurrent enrollment

Hours: 3 laboratory weekly

This course provides the laboratory experience to illustrate the principles covered in electronic circuits and devices to develop the student's laboratory skills.

Field trips may be required. Formerly Engr 16L. Transfer credit: CSU; UC. **CAN ENGR 6 [with ENGR V16].**

ENGR V18 - ENGINEERING MATERIALS - 3 Units

Prerequisite: CHEM V01A-V01AL and PHYS V04-V04L

Hours: 2 lecture, 3 laboratory weekly

This course covers the application of chemistry, physics, and mathematics to the analysis of internal structures of materials, the dependency on properties of materials upon those structures, and the study of the behavior of materials in service. Lab related observations and material performance are compared to theory. Computers are utilized where appropriate.

Field trips may be required. Formerly Engr 18. Transfer credit: CSU; UC. **CAN ENGR 4.**

ENGR V88 - ENGINEERING WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

ENGR V89 - WORKSHOPS IN ENGINEERING - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Engr 89. Transfer credit: CSU; for UC, determined after admission.

ENGLISH

Enrollment in many English courses requires meeting prerequisites. Prerequisites (proof of readiness) must be satisfied in one of the following ways: **1)** Placement as measured by the Ventura College assessment process; or, **2)** Satisfactory completion of the required prerequisite course at Moorpark, Oxnard, or Ventura College; or, **3)** Satisfactory completion of the prerequisite course at another college (transcripts required). For further information about prerequisites, see the Ventura College Schedule of Classes and/or Catalog.

ENGL V01A - ENGLISH COMPOSITION - 5 Units

Prerequisite: ENGL V02A with grade of C or better or placement as measured by the college assessment process

Hours: 5 lecture weekly

The student will learn to write coherent, well-developed expository essays using a variety of rhetorical modes; to prepare a research paper; and to respond critically to ideas in published works.

Field trips may be required. Formerly Engl 1A. Transfer credit: CSU; UC. **CAN ENGL 2 or CAN ENGL SEQ A [with ENGL V01B].**

ENGL V01B - CRITICAL THINKING AND COMPOSITION THROUGH LITERATURE - 3 Units

Prerequisite: ENGL V01A with grade of C or better

Hours: 3 lecture weekly

English V01B is designed to reinforce the critical reading and the writing skills taught in English V01A. Students will receive instruction in critical thinking and writing strong arguments using literature as the subject matter. Students will learn to identify premises and conclusions, to recognize patterns of faulty logic in developing arguments, and to use deductive and inductive reasoning. They will demonstrate this understanding in graded writing assignments (totaling 8,000 to 10,000 words) that synthesize material from various sources, demonstrate critical reasoning skills and utilize research strategies.

Field trips may be required. Formerly Engl 1B. Transfer credit: CSU; UC. **CAN ENGL 4 or CAN ENGL SEQ A [with ENGL V01A].**

ENGL V02A - FUNDAMENTALS OF ENGLISH COMPOSITION - 5 Units

Prerequisite: ENGL V03 or placement as measured by the college assessment process

Recommended preparation: READ V02A

Hours: 5 lecture weekly

The student will learn to write coherent, well-developed expository essays using a variety of rhetorical modes; to summarize and analyze essays as models for writing; and to conduct research and write a research essay.

Formerly Engl 2A.

ENGL V02B - READING MULTICULTURAL LITERATURE - 3 Units

Recommended preparation: ESL V33 or READ V03 or appropriate skills as measured by the college assessment process

Hours: 3 lecture weekly

This survey of multicultural literature which focuses on reading, understanding and writing about the genres of poetry, short fiction and drama. The course is designed to help students improve their understanding of the elements of each of the genres and the social and historical and cultural contexts which contribute to the works. Students will learn to read, summarize and analyze literary works from a variety of cultural groups. They will also learn to do literary research.

Same as AES V30 & READ V02B.

ENGL V03 - BASIC ENGLISH COMPOSITION - 5 Units

Prerequisite: ENGL V190B or placement as measured by the college assessment process

Recommended preparation: ESL V33 or READ V03

Hours: 5 lecture weekly

The student will learn to write coherent, supported paragraphs and short essays; to analyze and summarize short prose; and to conduct research and write a short research paper.

Formerly Engl 3. Offered on a credit/no credit basis only. Not applicable for degree credit.

ENGL V07A - AESTHETICS OF FILM I - 3 Units

Recommended preparation: ENGL V01A

Hours: 3 lecture weekly

Introduction to the study of film, especially feature length commercial films. Emphasis is on creative and critical interpretation and evaluation of film techniques and effects.

Field trips may be required. Formerly Engl 7A. Transfer credit: CSU; UC; credit limitations - see counselor.

ENGL V07B - AESTHETICS OF FILM II - 3 Units

Recommended preparation: ENGL V01A

Hours: 3 lecture weekly

Additional study of the film as a medium for dramatic presentation. Emphasis is on creative and critical interpretation of films. Films seen and evaluated in the introductory film course will be different from films presented in this course.

Field trips may be required. Formerly Engl 7B. Transfer credit: CSU; UC; credit limitations - see counselor.

ENGL V08 - STANDARD WRITTEN ENGLISH USAGE - 2 Units

Hours: 2 lecture weekly

This is not a composition course. The course covers the conventions of standard written English, including the parts of speech and sentences, grammar, sentence structure, punctuation, mechanics, and diction.

Formerly Engl 8.

ENGL V10 - CREATIVE WRITING - 3 Units

Prerequisite: ENGL V01A

Hours: 3 lecture weekly

Various literary forms (short story, poetry, essay, and drama among others) are examined in the course. The form of the genre is examined from a critical standpoint, and the requirements of each genre are discussed. Students produce original works and are given assistance in improving their writing.

Field trips may be required. Formerly Engl 10. Transfer credit: CSU; UC. **CAN ENGL 6.**

ENGL V11A - INTERMEDIATE CREATIVE WRITING I - 3 Units

Recommended preparation: ENGL V10

Hours: 3 lecture weekly

A continuation of the study of the literary forms - short story, poetry, and drama - with practice in writing original works, and with special emphasis on criticism of students' works by instructor and students.

Field trips may be required. Formerly Engl 11A. Transfer credit: CSU; UC.

ENGL V11B - INTERMEDIATE CREATIVE WRITING II - 3 Units

Recommended preparation: ENGL V11A
Hours: 3 lecture weekly

This is a course for students who wish to improve their skills as poets, authors of fiction and as nonfiction writers.

Field trips may be required. Formerly Engl 11B. Transfer credit: CSU; UC.

ENGL V15 - INTRODUCTION TO POETRY - 3 Units

Prerequisite: ENGL V01A
Hours: 3 lecture weekly

A study of poetry with emphasis on critical reading, analysis, and interpretation. The student will learn the different forms and elements of poetry. The students will write papers critically analyzing poetry.

Field trips may be required. Formerly Engl 15. Transfer credit: CSU; UC. **CAN ENGL 20.**

ENGL V16 - INTRODUCTION TO FICTION - 3 Units

Prerequisite: ENGL V01A
Hours: 3 lecture weekly

Analysis and interpretation of representative short stories and novels. Emphasis on structure, style, character, setting, and tone.

Field trips may be required. Formerly Engl 16. Transfer credit: CSU; UC. **CAN ENGL 18.**

ENGL V21A - SURVEY OF ENGLISH LITERATURE I - 3 Units

Prerequisite: ENGL V01A
Hours: 3 lecture weekly

A survey of English literature in its cultural framework from the Celtic epic tradition to the late 18th century, covering the Heroic Age, the Middle Ages, the Renaissance, and Neoclassicism.

Field trips may be required. Formerly Engl 21A. Transfer credit: CSU; UC. **CAN ENGL 8 or CAN ENGL SEQ B [with ENGL V21B].**

ENGL V21B - SURVEY OF ENGLISH LITERATURE II - 3 Units

Prerequisite: ENGL V01A
Hours: 3 lecture weekly

A survey of English literature in its cultural framework from the beginning of the 19th century to the end of the 20th century, covering the Romantic, Victorian, Modern and Post Modern periods of literature.

Field trips may be required. Formerly Engl 21B. Transfer credit: CSU; UC. **CAN ENGL 10 or CAN ENGL SEQ B [with ENGL V21A].**

ENGL V22A - SURVEY OF AMERICAN LITERATURE: COLONIAL PERIOD TO 1865 - 3 Units

Prerequisite: ENGL V01A
Hours: 3 lecture weekly

A survey of American literature, including its religious, social, political, and cultural contexts from the colonial period to the end of the Civil War. This course will cover Puritanism, Reason and Revolution, Transcendentalism, Romanticism, and Multiculturalism/Abolitionists/Native-American writers.

Field trips may be required. Transfer credit: CSU; UC. **CAN ENGL 14 or CAN ENGL SEQ C [with ENGL V22B].**

ENGL V22B - SURVEY OF AMERICAN LITERATURE: 1865 TO PRESENT - 3 Units

Prerequisite: ENGL V01A
Hours: 3 lecture weekly

A survey of American literature from 1865 to the present, including poetry, fiction and drama. Emphasis will be on the political, social and cultural influences on writers of the Realistic, Regional, Naturalistic, Modern, and Post-Modern movements with readings from both traditional and multicultural writers represented.

Field trips may be required. Transfer credit: CSU; UC. **CAN ENGL 16 or CAN ENGL SEQ C [with ENGL V22A].**

ENGL V23 - INTRODUCTION TO DRAMATIC LITERATURE - 3 Units

Prerequisite: ENGL V01A
Hours: 3 lecture weekly

This course is a beginning study of dramatic theory. Plays from various time periods will be studied and analyzed as literary works in the historical context, traced through their production history, considered for their relevance and importance for today's artists and audiences, and analyzed for their production possibilities.

Field trips may be required. Formerly Engl 23. Same as THA V23. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN ENGL 22.**

ENGL V26 - INTRODUCTION TO SHAKESPEARE - 3 Units

Prerequisite: ENGL V01A
Hours: 3 lecture weekly

The course analyzes selected plays and verse to enhance understanding of Shakespeare as poet and playwright. Lectures cover all aspects, including plot development, character delineation, themes, language, verse, stagecraft, social conventions and attitudes of the Elizabethan Age. The selected plays represent a cross-section of the types of plays created by Shakespeare. These plays will also illustrate ways in which Shakespeare developed as dramatist and poet.

Field trips may be required. Formerly Engl 26. Transfer credit: CSU; UC.

ENGL V30 - SURVEY OF WORLD LITERATURE I - 3 Units

Prerequisite: ENGL V01A
Hours: 3 lecture weekly

A survey of world literature and its cultural framework from ancient times to the Renaissance.

Field trips may be required. Formerly Engl 30. Transfer credit: CSU; UC.

ENGL V31 - SURVEY OF WORLD LITERATURE II - 3 Units

Prerequisite: ENGL V01A
Hours: 3 lecture weekly

A survey of world literature and its cultural framework from the Renaissance to the present.

Field trips may be required. Formerly Engl 31. Transfer credit: CSU; UC.

ENGL V32A - SURVEY OF WOMEN IN LITERATURE I - 3 Units

Recommended preparation: ENGL V01A
Hours: 3 lecture weekly

An examination of the images, roles and identities of women through the study of the contribution of women to a variety of literary genres including prose, poetry, short fiction, drama and novels. Authors will be studied in their historical, social and cultural milieu from the Middle Ages through the early 20th century. A student receiving credit in ENGL V32A will not receive credit in ENGL V132A.

Field trips may be required. Formerly ENGL V32B. Transfer credit: CSU; UC.

ENGL V32B - SURVEY OF WOMEN IN LITERATURE II - 3 Units

Recommended preparation: ENGL V01A
Hours: 3 lecture weekly

An examination of the images, roles and identities of women through the study of the contribution of women to a variety of literary genres including prose, poetry, short fiction, drama and novels. Authors will be studied in their historical, social and cultural milieu from the early 20th century to the present. Literary trends such as Modernism, Feminism, Men's Studies, and Lesbian/Gay/Bisexual/Transgender Studies will also be covered. A student receiving credit in ENGL V32B will not receive credit in ENGL V132B.

Field trips may be required. Formerly ENGL V32A. Transfer credit: CSU; UC.

ENGL V33 - INTRODUCTION TO AFRICAN-AMERICAN LITERATURE - 3 Units

Recommended preparation: ENGL V01A
Hours: 3 lecture weekly

An analytical, in-depth study of the literature of the African American experience in the United States. A student receiving credit in ENGL V33 will not receive credit in ENGL V133.

Formerly ENGL 33. Transfer credit: CSU; UC.

ENGL V34 - INTRODUCTION TO CHICANO LITERATURE - 3 Units

Recommended preparation: ENGL V01A
Hours: 3 lecture weekly

This course is designed to introduce the literature of the Chicano. The novel, short story, essay, theatre, song, and poetry of the Chicano will be analyzed and interpreted in depth. A student receiving credit in ENGL V34 will not receive credit in ENGL V134.

Field trips may be required. Formerly ENGL 34. Transfer credit: CSU; UC.

ENGL V51 - EDITING I - 3 Units

Hours: 2 lecture, 3 laboratory weekly

A course designed to focus on how to make written material ready for publication. Students may use word processing equipment. Basic editing, grammar, spelling, English fundamentals, consistency and style will be taught in relation to correcting work for a variety of print and online publications. Skills acquired will be usable in various job markets including newsletter, newspaper, magazine, book and online publishing.

Field trips may be required. Same as JOUR V15A. Transfer credit: CSU; credit limitations - see counselor.

ENGL V60A-Z - TOPICS IN ENGLISH - 1-3 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course considers topics not covered in detail by the other English offerings.

Formerly ENGL 60A-Z. Transfer credit: determined by transfer institution.

ENGL V88 - ENGLISH WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

ENGL V89 - WORKSHOPS IN ENGLISH - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly ENGL 89. Transfer credit: CSU; for UC, determined after admission.

ENGL V90 - DIRECTED STUDIES IN ENGLISH - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly ENGL 90. Transfer credit: CSU; for UC, determined after admission.

ENGL V132A - WOMEN IN LITERATURE I - 3 Units

Hours: 3 lecture weekly

An examination of the images, roles and identities of women through the study of the contribution of women to a variety of literary genres including prose, poetry, short fiction, drama and novels. Authors will be studied in their historical, social and cultural milieu from the Middle Ages through the early 20th century. Emphasis is on appreciation rather than analysis. A student receiving credit in ENGL V132A will not receive credit in ENGL V32A.

Field trips may be required. Formerly ENGL V132B. Offered on a credit/no credit basis only.

ENGL V132B - WOMEN IN LITERATURE II - 3 Units

Hours: 3 lecture weekly

An examination of the images, roles and identities of women through the study of the contribution of women to a variety of literary genres including prose, poetry, short fiction, drama and novels. Authors will be studied in their historical, social and cultural milieu from the early 20th century to the present. Literary trends such as Modernism, Feminism, Men's Studies, and Lesbian/Gay/Bisexual/Transgender Studies will also be covered. Emphasis is on appreciation rather than analysis. A student receiving credit in ENGL V132B will not receive credit in ENGL V32B.

Field trips may be required. Formerly ENGL V132A. Offered on a credit/no credit basis only.

ENGL V133 - AFRICAN-AMERICAN LITERATURE - 3 Units

Hours: 3 lecture weekly

A study of the uniqueness of the literature of African American experience in the United States as seen and recreated in the work of African American writers. Emphasis is on appreciation rather than analysis. A student receiving credit in ENGL V133 will not receive credit in ENGL V33.

Formerly ENGL 133. Offered on a credit/no credit basis only.

ENGL V134 - CHICANO LITERATURE - 3 Units

Hours: 3 lecture weekly

This course will introduce the literature of the Chicano, including selections of fiction, poetry, nonfiction and drama. Discussions and assignments will emphasize interpretation, understanding, and appreciation. A student receiving credit in ENGL V134 will not receive credit in ENGL V34.

Field trips may be required. Formerly ENGL 134. Offered on a credit/no credit basis only.

ENGL V190A - WRITING SKILLS: LEVEL A - 3 Units

Recommended preparation: ESL V34 or READ V04

Hours: 2 lecture, 3 laboratory weekly

The student will learn to write grammatically correct sentences, to develop coherent paragraphs and to read and to analyze short passages as models for writing.

Formerly ENGL V190. Offered on a credit/no credit basis only. Not applicable for degree credit.

ENGL V190B - WRITING SKILLS: LEVEL B - 3 Units

Recommended preparation: ENGL V190A; and ESL V34 or READ V04

Hours: 2 lecture, 3 laboratory weekly

The student will learn to write a variety of grammatically correct sentences, use a variety of rhetorical modes in well-developed paragraphs, and analyze short passages as models for writing. The student will also be introduced to essay writing and library research.

Offered on a credit/no credit basis only. Not applicable for degree credit.

ENGLISH AS A SECOND LANGUAGE

ESL V01 - LOW-BEGINNING COMMUNICATION SKILLS FOR NON-AND LIMITED-ENGLISH-PROFICIENT STUDENTS - 1-6 Units

Hours: 1-4 lecture, 1-6 laboratory weekly

A low-beginning course for non- and limited-English-proficient students who want to acquire the listening and speaking skills necessary for living, working, and attending school where English is used. There will be very limited attention to reading and writing skills at this level.

Field trips may be required. May be taken for a maximum of 4 times not to exceed 12 units. Formerly EP V01. Offered on a credit/no credit basis only. Not applicable for degree credit.

ESL V02 - HIGH-BEGINNING COMMUNICATION SKILLS FOR LIMITED-ENGLISH-PROFICIENT STUDENTS - 1-6 Units

Recommended preparation: ESL V01 or equivalent

Hours: 1-4 lecture, 1-6 laboratory weekly

A high-beginning course for limited-English-proficient students who want to acquire the listening, speaking, reading, and writing skills necessary for living, working, and attending school where English is used. There will be some attention to reading and writing skills at this level, but listening and speaking will have the major emphasis.

Field trips may be required. May be taken for a maximum of 4 times not to exceed 12 units. Formerly EP V02. Offered on a credit/no credit basis only. Not applicable for degree credit.

ESL V03 - LOW-INTERMEDIATE COMMUNICATION SKILLS FOR LIMITED-ENGLISH-PROFICIENT STUDENTS - 1-6 Units

Recommended preparation: ESL V02 or equivalent

Hours: 1-4 lecture, 1-6 laboratory weekly

A low-intermediate course for limited-English-proficient students who want to develop the listening, speaking, reading, and writing skills necessary for living, working, and attending school where English is used.

Field trips may be required. May be taken for a maximum of 4 times not to exceed 12 units. Formerly EP V03. Offered on a credit/no credit basis only. Not applicable for degree credit.

ESL V04 - HIGH-INTERMEDIATE COMMUNICATION SKILLS FOR LIMITED-ENGLISH-PROFICIENT STUDENTS - 1.5-6 Units

Recommended preparation: ESL V03 or equivalent

Hours: 1-4 lecture, 1.5-6 laboratory weekly

A high-intermediate course for limited-English-proficient students who want to develop the listening, speaking, reading, and writing skills necessary for living, working, and attending school where English is used.

Field trips may be required. May be taken for a maximum of 4 times not to exceed 12 units. Formerly EP V04. Offered on a credit/no credit basis only. Not applicable for degree credit.

ESL V05 - LOW-ADVANCED ENGLISH PROFICIENCY TO DEVELOP COMMUNICATION AND LANGUAGE ART SKILLS - 1.5-6 Units

Recommended preparation: ESL V04 or equivalent skills

Hours: 1-4 lecture, 1.5-6 laboratory weekly

A lower-level advanced course for native and nonnative speaking students who need to increase their competence in reading, writing and speaking skills for the workplace, college courses, vocational training programs, and social situations.

Field trips may be required. May be taken for a maximum of 4 times not to exceed 12 units. Formerly EP V05. Offered on a credit/no credit basis only. Not applicable for degree credit.

ESL V06 - HIGH-ADVANCED ENGLISH PROFICIENCY TO DEVELOP COMMUNICATION AND LANGUAGE ART SKILLS - 1.5-6 Units

Recommended preparation: ESL V05 or equivalent skills

Hours: 1-4 lecture, 1.5-6 laboratory weekly

A higher-level advanced course for native and nonnative speaking students who need to increase their competence in reading, writing and speaking skills for the workplace, college courses, vocational training, and social situations.

Field trips may be required. May be taken for a maximum of 4 times not to exceed 12 units. Formerly EP V06. Offered on a credit/no credit basis only. Not applicable for degree credit.

ESL V07 - HIGH-ADVANCED ENGLISH PROFICIENCY TO DEVELOP READING SKILLS FOR LIMITED-ENGLISH-PROFICIENT STUDENTS - 3 Units

Prerequisite: ESL V05 and ESL V06

Recommended preparation: concurrent enrollment in ESL V08

Hours: 2 lecture, 3 laboratory weekly

An advanced course for native and nonnative speakers who need to increase their competence in reading skills. Emphasis is given to reading course materials as well as those found on the Internet for the purpose of writing reports and discussion papers.

Field trips will be required. May be taken for a maximum of 4 times. Formerly EP V07. Offered on a credit/no credit basis only. Not applicable for degree credit.

ESL V08 - HIGH-ADVANCED ENGLISH PROFICIENCY TO DEVELOP WRITING SKILLS FOR LIMITED-ENGLISH-PROFICIENT STUDENTS - 3 Units

Prerequisite: ESL V05 and ESL V06

Recommended preparation: concurrent enrollment in ESL V07

Hours: 2 lecture, 3 laboratory weekly

An advanced course for native and nonnative speakers who need to increase their competence in writing skills. Emphasis is given to writing reports and discussion papers based on materials used in reading courses as well as those found on the Internet.

Field trips will be required. May be taken for a maximum of 4 times. Formerly EP V08. Offered on a credit/no credit basis only. Not applicable for degree credit.

ESL V09 - ENGLISH PROFICIENCY: DEVELOPMENTAL LANGUAGE SKILLS FOR OFFICE SKILLS STUDENTS - 2-6 Units

Recommended preparation: demonstrated basic reading skills

Hours: 1-4 lecture, 3-6 laboratory weekly

Students develop the reading, writing, listening, and speaking skills necessary to succeed in an entry-level clerical job. Content includes job search, applications and resumes, interviews, telephone conventions, spelling, dictionary use, basic composition, business letters, grammar and usage, punctuation, and developmental reading.

Field trips may be required. May be taken for a maximum of 2 times. Formerly EP V09. Offered on a credit/no credit basis only. Not applicable for degree credit.

ESL V12 - ENGLISH PROFICIENCY FOR CITIZENSHIP - 1.5 Units

Recommended preparation: ESL V03 or equivalent skills

Hours: 1 lecture, 1.5 laboratory weekly

This course is for limited-English-proficient students who are seeking to become U.S. citizens. They will learn the English necessary to pass the naturalization examination and to answer questions in the oral interview for citizenship.

Field trips may be required. May be taken for a maximum of 2 times. Formerly EP V12. Offered on a credit/no credit basis only. Not applicable for degree credit.

ESL V33 - INTERMEDIATE READING COMPREHENSION AND LANGUAGE ACQUISITION - 3.5 Units

Recommended preparation: ESL V34 or READ V04 or appropriate reading skills as measured by the college assessment process

Hours: 3 lecture, 1.5 laboratory weekly

This is an intermediate-level reading course which is designed to help students improve their reading comprehension at the level of the short essay. They will individually develop their vocabularies and learn to identify literal and implied main ideas and supporting details at the level of the short essay. They will also read, summarize, paraphrase and analyze short, simple expository passages.

May be taken for a maximum of 2 times. Same as READ V03. Not applicable for degree credit.

ESL V34 - BEGINNING READING COMPREHENSION - 3.5 Units

Recommended preparation: appropriate reading skills as measured by the college assessment process

Hours: 3 lecture, 1.5 laboratory weekly

This is a beginning-level reading comprehension course intended as a bridge for students from English as a Second Language, the Educational Assistance Center, or into the college. It is designed to help students develop reading comprehension at the paragraph level and to develop a functional academic vocabulary.

ESL V34/READ V04 may be taken in any combination for a maximum of 2 times. Same as READ V04. Not applicable for degree credit.

ESL V40 - ENGLISH VOCABULARY AND COMMUNICATION FOR NONNATIVE ENGLISH SPEAKERS - 3 Units

Hours: 2 lecture, 3 laboratory weekly

English vocabulary and communication is a course designed to increase students' vocabulary and improve students' communication skills in the areas of speaking, listening, reading, and writing.

May be taken for a maximum of 4 times. Not applicable for degree credit.

ESL V88 - ENGLISH AS A SECOND LANGUAGE WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and/or requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Offered on a credit/no credit basis only. Not applicable for degree credit.

FASHION DESIGN AND MERCHANDISING

FDM V10 - INTRODUCTION TO FASHION - 3 Units

Hours: 3 lecture weekly

This course explores the fashion industry. Included in the study is the development of fashion, the roles and contributions of fashion designers, producers and retailers to the industry, and an assessment of potential fashion careers.

Field trips will be required. Formerly FDM 10. Transfer credit: CSU.

FDM V17 - CREATING THE FASHION IMAGE: FASHION PROMOTION - 3 Units

Prerequisite: ART V11A

Hours: 2 lecture, 3 laboratory weekly

Fashion promotion is explored through newspapers, trade publications, magazines, radio and television advertisements. Students will receive laboratory experience in advertising, visual display and fashion show production.

Field trips may be required. Formerly FDM 17. Same as ART V17. Transfer credit: CSU; credit limitations - see counselor.

FDM V18A - FIGURE ILLUSTRATION I - 3 Units

Prerequisite: ART V12A or concurrent enrollment

Hours: 6 lecture-laboratory weekly

This course provides basic instruction in drawing from clothed models. Emphasis is placed on analysis of the contemporary figure for style, clothing detail and implied movement with emphasis on elegance, poise and mood. Attention is given to wash drawing and dry media in achromatic and monochromatic color schemes. Live models will be used.

Field trips may be required. Formerly FDM 18A. Same as ART V18A. Transfer credit: CSU; credit limitations - see counselor.

FDM V18B - FIGURE ILLUSTRATION II - 3 Units

Prerequisite: ART V18A or FDM V18A

Hours: 6 lecture-laboratory weekly

Intermediate instruction in drawing from clothed models. Analysis of the contemporary figure for style, clothing detail and implied movement with emphasis on elegance, poise and mood. Attention is given to wash drawing and dry media in color. Live models will be used.

Field trips may be required. FDM V18B /ART V18B may be taken in any combination for a maximum of 2 times. Formerly FDM 18B. Same as ART V18B. Transfer credit: CSU; credit limitations - see counselor.

FDM V90 - DIRECTED STUDIES IN FASHION DESIGN MERCHANDISING - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly FDM 90. Transfer credit: CSU.

FRENCH

FREN V01 - ELEMENTARY FRENCH I - 5 Units

Hours: 5 lecture, 1 laboratory weekly

Training in communication, comprehension, pronunciation, elementary principles of grammar, reading of prose, and simple composition; progress in oral-aural skills emphasized throughout the course and supplemented by outside use of the language laboratory; cultural material is given to stimulate interest in and develop an understanding and appreciation of the French-speaking peoples and countries.

Field trips may be required. Formerly Fr 1. Transfer credit: CSU; UC. **CAN FREN 2 or CAN FREN SEQ A [with FREN V02].**

FREN V02 - ELEMENTARY FRENCH II - 5 Units

Prerequisite: FREN V01 or 2 years of high school French or equivalent
Hours: 5 lecture, 1 laboratory weekly

Continued training in communication, comprehension, pronunciation, principles of grammar, reading of prose, and simple composition; progress in oral-aural skills emphasized throughout the course and supplemented by outside use of the language laboratory; cultural material is given to stimulate interest in and develop an understanding and appreciation of the French-speaking peoples and countries.

Field trips may be required. Formerly Fr 2. Transfer credit: CSU; UC. **CAN FREN 4 or CAN FREN SEQ A [with FREN V01].**

FREN V03 - INTERMEDIATE FRENCH I - 5 Units

Prerequisite: FREN V02 or 3 years of high school French or equivalent
Hours: 5 lecture, 1 laboratory weekly

Review of French grammar: students are given the opportunity to increase their oral and written proficiency in the language and to read selections drawn from the works of well-known authors; the language laboratory will be used to reinforce and practice grammatical concepts and communicative functions.

Field trips may be required. Formerly Fr 3. Transfer credit: CSU; UC. **CAN FREN 8 or CAN FREN SEQ B [with FREN V04].**

FREN V04 - INTERMEDIATE FRENCH II - 5 Units

Prerequisite: FREN V03 or equivalent
Hours: 5 lecture, 1 laboratory weekly

Further study of grammatical principles with special emphasis on building communicative skills in French. Reading and discussion of essays, periodicals, short stories, drama and poetry used to increase vocabulary, fluency and cultural understanding.

Field trips may be required. Formerly Fr 4. Transfer credit: CSU; UC. **CAN FREN 10 or CAN FREN SEQ B [with FREN V03].**

FREN V51A - SITUATIONAL CONVERSATION IN FRENCH I - 3 Units

Prerequisite: FREN V01 or FREN V71 or 2 years of high school French or equivalent
Hours: 3 lecture weekly

A course designed to give the student with some knowledge of French further opportunity to practice the language through conversation, role-playing, and other activities in French. The course will be conducted entirely in French.

Field trips may be required. Formerly Fr 51A. Transfer credit: CSU.

FREN V51B - SITUATIONAL CONVERSATION IN FRENCH II - 3 Units

Prerequisite: FREN V02 or FREN V51A or FREN V72 or 3 years of high school French or equivalent
Hours: 3 lecture weekly

A course designed to give the student with some knowledge of French additional oral practice in the language through conversation, discussion groups, role-playing, and other activities in French. The course will be conducted entirely in French.

Field trips may be required. Formerly Fr 51B. Transfer credit: CSU.

FREN V51C - SITUATIONAL CONVERSATION IN FRENCH III - 3 Units

Prerequisite: FREN V03 or FREN V51B or FREN V73 or equivalent
Hours: 3 lecture weekly

A course designed to give the intermediate-level student of French further opportunity to practice the language through conversation, discussion groups, debates, role-playing, and other activities in French. The course will be conducted entirely in French.

Field trips may be required. Formerly Fr 51C. Transfer credit: CSU.

FREN V71 - FUNDAMENTALS OF ELEMENTARY FRENCH I - 5 Units

Hours: 5 lecture, 1 laboratory weekly

Communication skills are given primary emphasis in this course. Training in pronunciation, comprehension, basic elementary principles of grammar, progress in oral-aural skills emphasized throughout the course and supplemented by the use of language laboratory; cultural material is given to stimulate interest in and develop an understanding and appreciation of the French-speaking peoples and countries.

Field trips may be required. Formerly Fr 71. Offered on a credit/no credit basis only.

FREN V72 - FUNDAMENTALS OF ELEMENTARY FRENCH II - 5 Units

Prerequisite: FREN V01 or FREN V71 or equivalent or 2 years of high school French
Hours: 5 lecture, 1 laboratory weekly

Communication skills are given primary emphasis in this course. Continued training in pronunciation, comprehension, basic elementary principles of grammar, progress in oral-aural skills emphasized throughout the course and supplemented by the use of the language laboratory; cultural material continues to be given to stimulate interest in and develop an understanding and appreciation of French-speaking peoples and countries.

Field trips may be required. Formerly Fr 72. Offered on a credit/no credit basis only.

FREN V73 - FUNDAMENTALS OF INTERMEDIATE FRENCH III - 5 Units

Prerequisite: FREN V02 or FREN V72 or equivalent or 3 years of high school French
Hours: 5 lecture, 1 laboratory weekly

Continued training in pronunciation, comprehension, principles of grammar, reading of prose, and more developed composition skills; progress in oral-aural skills emphasized throughout the course and supplemented by use of the language laboratory; cultural material continues to be given to stimulate interest in and develop an understanding and appreciation of French-speaking peoples and countries.

Field trips may be required. Formerly Fr 73. Offered on a credit/no credit basis only.

FREN V74 - FUNDAMENTALS OF INTERMEDIATE

FRENCH IV - 5 Units

Prerequisite: FREN V03 or FREN V73 or equivalent

Hours: 5 lecture, 1 laboratory weekly

Communication skills are given primary emphasis in this course.

Continued training in pronunciation, comprehension, principles of grammar, more advanced reading and compositions, oral-aural skills emphasized throughout the course and supplemented by use of the language laboratory; cultural material continues to be given to stimulate interest in and develop an understanding and appreciation of French-speaking peoples and countries.

Field trips may be required. Formerly Fr 74. Offered on a credit/no credit basis only.

FREN V80 - CONVERSATIONAL FRENCH - 3 Units

Hours: 3 lecture weekly

An introduction to oral communication in French. Emphasis is on listening, comprehension, and speaking through vocabulary development and formulaic expressions such as greetings, introductions, describing family members and daily activities. Role playing and other communicative tasks will be used to facilitate language learning.

FREN V88 - FRENCH WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

FREN V89 - WORKSHOPS IN FRENCH - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet the specific needs of the college and community as required and/or requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Fr 89. Transfer credit: CSU; for UC, determined after admission.

FREN V90 - DIRECTED STUDIES IN FRENCH - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly Fr 90. Transfer credit: CSU; for UC, determined after admission.

GEOGRAPHY

GEOG V01 - ELEMENTS OF PHYSICAL GEOGRAPHY - 3 Units

Hours: 3 lecture weekly

This course is the study of the mutual relationships which exist between humankind and the physical environment; world patterns of natural features - climate, land forms, soils, vegetation, native animal life, water and mineral resources; map reading and interpretation.

Field trips may be required (may be scheduled on Saturday).

Formerly Geog 1. Transfer credit: CSU; UC. **CAN GEOG 2 or CAN GEOG 6 [with GEOG V01L].**

GEOG V01L - ELEMENTS OF PHYSICAL GEOGRAPHY LABORATORY - 1 Unit

Prerequisite: GEOG V01 or concurrent enrollment

Hours: 3 laboratory weekly

This laboratory course is designed to be the hands-on measurement, computational and data analysis portion of the course. By using specific data, either provided by the instructor or generated by the students, activities focus on the detailed aspects and general patterns associated with the hydrosphere, atmosphere, lithosphere and biosphere. Specific activities include: topographic map interpretation/use/preparation, reading/preparing charts and tables, manipulation of numerical data, and learning/performing field/laboratory techniques common to the discipline.

Field trips may be required. Formerly Geog 1L. Transfer credit: CSU; UC. **CAN GEOG 6 [with GEOG V01].**

GEOG V02 - ELEMENTS OF CULTURAL GEOGRAPHY - 3 Units

Hours: 3 lecture weekly

This course is an introduction to the broad field of geography - its objectives, principal divisions, basic principles, and applications to present-day world problems; understanding human society in relation to the earth environment with emphasis on the cultural elements; geographic analysis of the major world regions.

Field trips may be required (may be scheduled on Saturday).

Formerly Geog 2. Transfer credit: CSU; UC. **CAN GEOG 4.**

GEOG V05 - INTRODUCTION TO WEATHER AND CLIMATE - 3 Units

Hours: 3 lecture weekly

This course is a nontechnical study of the earth's atmospheric phenomena; the basic weather elements - temperature, pressure, and moisture conditions and the recording of data; investigation into the causes of weather and the world climate pattern.

Field trips may be required (may be scheduled on Saturday).

Formerly Geog 5. Transfer credit: CSU; UC.

GEOG V06 - GEOGRAPHY OF CALIFORNIA - 3 Units

Hours: 3 lecture weekly

This course is an introduction to the geography of California - its natural setting of mountains, valleys, deserts and coastline, and how people have adapted to this unique environment. Topics to be examined include weather and climate, agricultural activities, settlement patterns, use of natural resources, industry and manufacturing, and the problems facing California today.

Field trips may be required (may be scheduled on Saturday).

Formerly Geog 6. Transfer credit: CSU; UC.

GEOG V22 - FUNDAMENTALS OF MAPPING AND GEOGRAPHIC INFORMATION SYSTEMS - 3 Units

Hours: 3 lecture weekly

This course provides an introduction to the mapping sciences with a primary focus on Geographic Information Systems (GIS). This is the foundation course for the use of GIS software. It covers the history, structure, uses, hardware and software requirements, as well as the basic operation of GIS. It also examines the use of other geographic technologies—mapping, aerial photography, remote sensing and global positioning systems (GPS)—as they relate to GIS use. Examples will be presented (GPS) for the uses of GIS software in a number of fields including business, city planning, natural resource management and scientific research. This course is recommended for anyone who is using or anticipates using any of the many types of data that can be mapped.

Field trips will be required. Transfer credit: CSU; UC.

GEOG V24 - INTRODUCTION TO GLOBAL POSITIONING SYSTEMS (GPS) - .5 Unit

Hours: 1 lecture-laboratory weekly

This course is designed to introduce Global Positioning Systems (GPS) to those who are considering using a hand-held Global Positioning System receiver for navigating in recreational activities, work and research. The course will be a combination of classroom instruction and practical hands-on exercises.

Field trips may be required. May be taken for a maximum of 2 times. Offered on a credit/no credit basis only.

GEOG V26 - INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS SOFTWARE - 2 Units

Hours: 2 lecture weekly

This course covers hands-on use of Geographic Information Systems (GIS) software package (ArcView) to learn GIS concepts. All key skills for operating a GIS and various application areas for GIS will also be covered.

Field trips will be required. Transfer credit: CSU.

GEOG V28 - GEOGRAPHIC INFORMATION SYSTEMS (GIS) APPLICATIONS: PROJECT DEVELOPMENT - 1.5 Units

Prerequisite: GEOG V26

Recommended preparation: GEOG V22

Hours: 3 lecture-laboratory weekly

This course is an exploration of various Geographic Information Systems (GIS) techniques and concepts through an active learning approach. Students will define, propose, design and execute a project that will incorporate GIS skills and knowledge.

Field trips may be required. May be taken for a maximum of 4 times.

GEOG V88 - GEOGRAPHY WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

GEOG V89 - WORKSHOPS IN GEOGRAPHY - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Geog 89. Transfer credit: CSU; for UC, determined after admission.

GEOG V90 - DIRECTED STUDIES IN GEOGRAPHY - .5-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly Geog 90. Transfer credit: CSU; for UC, determined after admission.

GEOG V95 - GEOGRAPHY INTERNSHIP I - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship

Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 60 per unit

This geography internship offers students who are volunteers (unpaid) an opportunity to obtain work experience in their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: for CSU, credit limitations - see counselor.

GEOG V96 - GEOGRAPHY INTERNSHIP II - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship

Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 75 per unit

This geography internship offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: for CSU, credit limitations - see counselor.

GEOLOGY

GEOL V02 - PHYSICAL GEOLOGY - 3 Units

Hours: 3 lecture weekly

This course is an introductory study of the structure and materials of the earth and the dynamic forces, such as volcanism, mountain-building, earthquakes, plate tectonics, weathering and erosion, which have formed and shaped this earth from its earliest history. The course is designed to make students more aware of the nature and processes of this ever-changing earth.

Field trips will be required (may be scheduled on Saturday). Formerly Geol 2. Transfer credit: CSU; UC. **CAN GEOL 6 or CAN GEOL 2 [with GEOL V02L].**

GEOL V02L - PHYSICAL GEOLOGY LABORATORY - 1 Unit

Prerequisite: GEOL V02 or concurrent enrollment

Hours: 3 laboratory weekly

This course introduces some of the fundamental methods and concepts of geology in a laboratory situation: rock and mineral identification, use of and interpretation of topographic and geologic maps and aerial photographs; study of earth structures and landform development.

Field trips will be required. Formerly Geol 2L. Transfer credit: CSU; UC. **CAN GEOL 2 [with GEOL V02].**

GEOL V03 - HISTORICAL GEOLOGY: EARTH'S SYSTEMS - 3 Units

Hours: 3 lecture weekly

This earth history course studies the interaction and development of planet earth's four large-scale interrelated systems: the lithosphere, biosphere, hydrosphere and atmosphere. The four-and-half billion-year historical development of these four larger system (and their many subsystems) will be interpreted and analyzed by studying evidence from earth's rock layers and fossil record. Topics will include: the basic geologic, hydrologic, atmospheric and biologic processes at work on earth (past and present), as well as selected details related to plants, animals, rock, erosion, deposition and the development of ocean basins, continents and planet earth.

Field trips may be required. Formerly Geol 3. Transfer credit: CSU; UC. **CAN GEOL 8.**

GEOL V07 - GEOLOGY OF NATIONAL PARKS - 3 Units

Hours: 3 lecture weekly

This is a general course which examines the geographic and geologic settings of selected national parks of the United States and Canada. In addition to specifics about the parks, this course will also present basic geologic principles of rivers, glaciers, wind, rock formations, fossils, deformation, coastal processes and geologic time to clarify the history of each park. Some of the parks covered include: Grand Canyon, Zion, Canyonlands, Petrified Forest, Mesa Verde, Carlsbad Caverns, Everglades, Yosemite, Mount Rainer, Grand Tetons, Yellowstone, Sequoia, Redwood, Big Bend, Crater Lake and the newer parks of the Channel Island and the Great Basin.

Field trips may be required (may be scheduled on Saturday). Formerly Geol 7. Transfer credit: CSU; UC.

GEOL V11 - INTRODUCTION TO OCEANOGRAPHY - 3 Units

Hours: 3 lecture weekly

Oceanography is a broad interdisciplinary field focused on the common goal of understanding earth's oceans. It draws subject matter from geology, geography, geophysics, chemistry, meteorology and biology. Its goals are knowledge about processes and interrelationships of the many subsystems which comprise the world's ocean. Specific topic areas include: a history of oceanographic research, the role of tectonic plates in oceans, features of the seafloor, the chemistry of seawater, movements of the ocean's water, coastal environments, life forms/conditions of oceans/seafloor as well as atmospheric/oceanic interactions.

Field trips may be required (may be scheduled on Saturday). Formerly Geol 11. Transfer credit: CSU; UC.

GEOL V21 - DISASTERS AND GEOHAZARDS: PAST, PRESENT AND FUTURE - 3 Units

Hours: 3 lecture weekly

This course deals with natural and human disasters that have occurred, mitigation of hazards, as well as the identification of potential future disasters related to geologic hazards (geohazards). Subjects covered will include natural events such as volcanoes, earthquakes, landslides, floods, hurricanes, tornadoes and coastal erosion. Also included will be discussions of human-made events and geohazards including acid rain, contamination of groundwater, soil erosion, wetlands eradication and sewage, toxic and nuclear waste disposal. Fundamental geologic and atmospheric principles will be presented to support the understanding of each of these processes.

Field trips will be required (may be scheduled on Saturday). Transfer credit: CSU; UC.

GEOL V88 - GEOLOGY WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

GEOL V89 - WORKSHOPS IN GEOLOGY - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community as required and/or requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Geol 89. Transfer credit: CSU; for UC, determined after admission.

GERMAN

GERM V01 - ELEMENTARY GERMAN I - 5 Units

Hours: 5 lecture, 1 laboratory weekly

Training in communication, comprehension, pronunciation, elementary principles of grammar, reading of prose, and simple composition; progress in oral-aural skills emphasized throughout the course and supplemented by outside use of the language laboratory; introductory cultural material is given to stimulate interest in and develop an understanding and appreciation of the German-speaking peoples and countries.

Field trips may be required. Formerly Ger 1. Transfer credit: CSU; UC. **CAN GERM 2 or CAN GERM SEQ A [with GERM V02].**

GERM V02 - ELEMENTARY GERMAN II - 5 Units

Prerequisite: GERM V01 or 2 years of high school German or equivalent

Hours: 5 lecture, 1 laboratory weekly

Continued training in communication, comprehension, pronunciation, elementary principles of grammar, reading of prose, and simple composition; progress in oral-aural skills emphasized throughout the course and supplemented by outside use of the language laboratory; introductory cultural material is given to stimulate interest in and develop an understanding and appreciation of the German-speaking peoples and countries.

Field trips may be required. Formerly Ger 2. Transfer credit: CSU; UC. **CAN GERM 4 or CAN GERM SEQ A [with GERM V01].**

GERM V03 - INTERMEDIATE GERMAN I - 5 Units

Prerequisite: GERM V02 or 3 years of high school German or equivalent

Hours: 5 lecture, 1 laboratory weekly

Intensive review of grammar; introduction to new applications of grammar principles; selections from original German literature are read and discussed to provide practice in improving fluency in communication.

Field trips may be required. Formerly Ger 3. Transfer credit: CSU; UC. **CAN GERM 8 or CAN GERM SEQ B [with GERM V04].**

GERM V04 - INTERMEDIATE GERMAN II - 5 Units

Prerequisite: GERM V03 or equivalent

Hours: 5 lecture, 1 laboratory weekly

Further study of grammatical principles with special emphasis on building communicative skills in German. Reading and discussion of essays, periodicals, short stories, drama and poetry used to increase vocabulary, fluency and cultural understanding.

Field trips may be required. Formerly Ger 4. Transfer credit: CSU; UC. **CAN GERM 10 or CAN GERM SEQ B [with GERM V03].**

GERM V51A - SITUATIONAL CONVERSATION IN GERMAN I - 3 Units

Prerequisite: GERM V01 or 2 years of high school German or equivalent

Hours: 3 lecture weekly

A course designed to give the student with some knowledge of German further opportunity to practice the language through conversation, role-playing, and other activities in German. The course will be conducted entirely in German.

Field trips may be required. Formerly Ger 51A. Transfer credit: CSU.

GERM V51B - SITUATIONAL CONVERSATION IN GERMAN II - 3 Units

Prerequisite: GERM V02 or GERM V51A or 3 years of high school German or equivalent

Hours: 3 lecture weekly

A course designed to give the student with some knowledge of German additional oral practice in the language through conversation, discussion groups, role-playing, and other activities in German. The course will be conducted entirely in German.

Field trips may be required. Formerly Ger 51B. Transfer credit: CSU.

GERM V51C - SITUATIONAL CONVERSATION IN GERMAN III - 3 Units

Prerequisite: GERM V03 or GERM V51B or equivalent

Hours: 3 lecture weekly

A course designed to give the intermediate-level German student further opportunity to practice the language through conversation, discussion groups, debates, role-playing, and other activities in German. The course will be conducted entirely in German.

Field trips may be required. Formerly Ger 51C. Transfer credit: CSU.

GERM V80 - CONVERSATIONAL GERMAN - 3 Units

Hours: 3 lecture weekly

An introduction to oral communication in German. Emphasis is on listening, comprehension and speaking through vocabulary development and formulaic expressions such as greetings, introductions, describing family members and daily activities. Role playing and other communicative tasks will be used to facilitate language learning.

GERM V88 - GERMAN WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

GERM V89 - WORKSHOPS IN GERMAN - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community as required and/or requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Ger 89. Transfer credit: CSU; for UC, determined after admission.

GERM V90 - DIRECTED STUDIES IN GERMAN - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly Ger 90. Transfer credit: CSU; for UC, determined after admission.

GUIDANCE WORKSHOPS

GW V01A - DISCOVERING THE RIGHT CAREER - .5-3 Units

Hours: .5-3 lecture weekly

This course focuses on becoming aware of one's interests, skills, and abilities through testing and other means of self-analysis. The student will study the job market and employment trends. Various resources will be explored. The course will teach decision making skills to assist the student in making appropriate career choices.

Field trips may be required. Formerly GW 1A. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

GW V01G - DYNAMIC JOB SEARCH SKILLS - .5-3 Units

Hours: .5-3 lecture weekly

A comprehensive study of effective job search techniques for those who wish employment. Topics will include locating the right employer, writing a resume, filling out job applications and developing winning interview skills. Each student will develop a job search plan and a finished resume. Audiovisual instruction will include videotaped mock interviews.

Formerly GW 1G. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

GW V02A - COLLEGE ORIENTATION - .5-3 Units

Hours: .5-3 lecture weekly

This course is designed to provide new students an overall orientation to facilities, programs, services and faculty at Ventura College. Students will experience a tour of the campus facilities, acquaint themselves with the testing services available, complete the college assessment instruments for use in course placement, receive financial aid information, learn requirements for graduation and transferability of courses, and complete their educational plan.

Formerly GW 2A. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

GW V02B - COLLEGE ORIENTATION AND SURVIVAL TRAINING (C.O.A.S.T.) - .5-3 Units

Hours: .5-3 lecture weekly

C.O.A.S.T. is a course designed to increase the student's success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. Topics in this course include time management, test taking, communication skills, study techniques, question-asking skills, library use, and personal issues that may act as barriers to student success.

Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

GW V02Q - PEER ADVISING: EOPS - .5-3 Units

Hours: .5-3 lecture weekly

This workshop is primarily for training students interested in becoming peer advisors. Techniques in basic communication, active listening and interpersonal relationships will be stressed. The course will include information regarding financial aids, graduation requirements, transfer requirements and supportive services. Those interested in becoming EOPS peer advisors should contact the EOPS coordinator for further information.

Formerly GW 2Q. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

GW V02T - TRANSFER SUCCESS - .5-3 Units

Hours: .5-3 lecture weekly

This course is designed to provide students with information relevant to making a decision regarding major and college choice. Students will be exposed to the different segments of higher education. Admissions requirements, major preparation requirements, general education requirements, and elective coursework will be explored. The application and transition process to point of transfer will be covered. Students will become familiar with various published resource materials, including various Web sites.

Field trips may be required. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

GW V02X - ORIENTATION WORKSHOP: EOPS - .5-3 Units

Hours: .5-3 lecture weekly

This workshop is designed to provide new students an overall orientation to facilities, programs, services and faculty at Ventura College. Students will experience a tour of the campus facilities, acquaint themselves with the testing services available, receive financial aid information, learn requirements for graduation and transferability of courses, and plan their first semester's class schedule.

Formerly GW 2X. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

GW V88 - GUIDANCE WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Offered on a credit/no credit basis only.

GW V89 - WORKSHOPS IN GUIDANCE - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course is designed to meet specific needs of the college and community as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly GW 89. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

GW V90 - DIRECTED STUDIES IN GUIDANCE WORKSHOPS - 1-3 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course will offer specialized study opportunities for students who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project approved by the discipline prior to enrollment.

Field trips may be required. May be taken for a maximum of 4 times not to exceed 6 units. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

HEALTH EDUCATION

HED V60A-Z - TOPICS IN HEALTH EDUCATION - .5-3 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course considers topics not covered in detail by the other health education offerings. Examples of topics to be offered from time to time include: AIDS awareness; living with cancer; exercise and weight control; substance abuse.

Field trips may be required. May be taken for a maximum of 4 times. Formerly HED 60A-Z. Transfer credit: determined by transfer institution.

HED V60A - SUCCESSFUL AGING: LIVING LONGER, LIVING BETTER - 1 Unit

Hours: 1 lecture weekly

This course covers health and wellness issues relating to seniors in more depth than the regular health education courses. Topics covered include normal aging, ageism, physical and mental conditions, fitness, nutrition, recreation, gender specific issues, health care, and death and dying.

Field trips will be required. Transfer credit: CSU.

HED V84 - CPR FOR PROFESSIONAL RESCUERS - .5 Unit

Hours: .5 lecture weekly

To provide the professional rescuer with the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of respiratory and cardiac emergencies and successfully perform the appropriate rescue techniques. Completion of this course will include an American Red Cross certification card for CPR for the professional rescuer.

Fees will be required. Field trips may be required. May be taken for a maximum of 4 times. Transfer credit: CSU.

HED V85 - FIRST RESPONDER TRAINING - 1.5 Units

Prerequisite: HED V92 or current community first aid and current community CPR cards

Hours: 1.5 lecture weekly

To provide the professional rescuer with the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of respiratory and cardiac emergencies. To instruct all public safety personnel in first aid and safety information pertinent to their work and as required by the California Health and Safety Code. Completion of this course will include an American Red Cross certification card for CPR for the professional rescuer and an American Red Cross certification card for first aid for public safety personnel.

Field trips may be required. May be taken for a maximum of 4 times. Formerly HED 91. Transfer credit: CSU.

HED V88 - HEALTH EDUCATION WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

HED V89 - WORKSHOPS IN HEALTH EDUCATION - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet the specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with the same title may not be repeated; may be taken for a maximum of 4 times. Formerly HED 89. Transfer credit: CSU.

HED V90 - DIRECTED STUDIES IN HEALTH EDUCATION - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course is designed for students who are interested in furthering their skills and knowledge of health education on an independent study basis. Assignments may include performance, library, laboratory and field work. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

Field trips may be required. May be taken for a maximum of 4 times not to exceed 6 units. Formerly HED 90. Transfer credit: CSU.

HED V92 - FIRST AID, SAFETY AND CPR - 2 Units

Hours: 2 lecture weekly

Prevention of accident, procedures in caring for wounds, shock, artificial respiration, unconsciousness, poisons, fractures, dressings and bandages; care and treatment of athletic injuries; qualifies for standard American Red Cross certificate and CPR community card and AED (Automated External Defibrillation) card.

Field trips may be required. Formerly HED 92. Transfer credit: CSU; UC. **CAN KINE/PE 8.**

HED V93 - HEALTH AND WELLNESS - 3 Units

Hours: 3 lecture weekly

Basic concepts of wellness including ways of achieving optimum health. Subjects studied include substance abuse, sexually transmitted diseases including AIDS, fitness, nutrition, mental health, cardiovascular disease, sexuality, and other significant health-related issues.

Formerly HED 93. Transfer credit: CSU; UC; credit limitations - see counselor.

HED V94 - THE TRAINER AND ATHLETIC INJURIES - 3 Units

Hours: 2 lecture, 3 laboratory weekly

An introductory course covering the care and prevention of athletic injuries. This course is designed to give some information to aid in the proper care of these injuries to include: historical developments in the field of athletic training and sports medicine, injury recognition, treatment modalities, some evaluation techniques, rehabilitation, emergency situations, and the demonstration of some taping and wrapping techniques.

Formerly HED 94. Transfer credit: CSU; UC. **CAN KINE/PE 4.**

HED V95 - HEALTH AND WELLNESS: DESIGNED FOR WOMEN - 3 Units

Hours: 3 lecture weekly

Basic concepts of wellness including ways of achieving optimum health. Subjects studied include substance abuse, sexually transmitted diseases including AIDS, fitness, nutrition, mental health, cardiovascular disease, sexuality, and other significant health-related issues, with particular emphasis on the needs and concerns of women.

Formerly HED 95. Transfer credit: CSU; UC; credit limitations - see counselor.

HED V97 - FUNDAMENTALS OF NUTRITION AND FITNESS - 2 Units

Hours: 2 lecture weekly

The study of the human body's adaptation to exercise. The course will include current principles and concepts as they relate to body composition, cardiovascular adaptations to exercise, theory of flexibility and strength training, diet, nutrition and performance, aging and its effects on the parameters of fitness.

Field trips may be required. Formerly HED 97. Same as HED V97. Transfer credit: CSU; UC; credit limitations - see counselor.

HEALTH SCIENCE

HS V10 - CERTIFIED NURSE ASSISTANT - 3.5 Units

Prerequisite: current CPR certification for health care provider or professional rescuer; proof of freedom from and immunity to communicable diseases; physical examination demonstrating general good health; fingerprinting; no visible tattoos or visible body piercings except single studs in ear lobes; no acrylic or long nails in clinical settings; and must have a valid social security card to apply to the Department of Health Services for certification

Corequisite: HS V10L

Recommended preparation: the Department of Health Sciences may deny certification to those with criminal records

Hours: 3.5 lecture weekly

This course will prepare the student to apply for certification to practice as a nurse assistant, providing care to clients in a variety of health care settings. Theory presentation will be coordinated with clinical practice in skilled nursing facilities to complete the state required curriculum, including topics such as patient rights, interpersonal skills, safety, asepsis, clinical skills, nutrition, rehabilitation, documentation, and death and dying. Upon completion of this course and HS V10L with grades of C or better, the student will receive a certificate of completion and be prepared to take the certification exam from the California Department of Health Services.

Field trips may be required. Formerly HS 10.

HS V10L - CERTIFIED NURSE ASSISTANT LABORATORY - 2.5 Units

Corequisite: HS V10

Hours: 7.5 laboratory weekly

This course will prepare the student to apply for certification to practice as a nurse assistant, providing care to clients in a variety of health care settings. Clinical practice in skilled nursing facilities will follow the state required curriculum including topics such as patient rights, interpersonal skills, safety, asepsis, clinical skills, nutrition, rehabilitation, documentation, and death and dying. Upon completion of this course and HS V10 with grades of C or better, the student will receive a certification of completion and be prepared to take the certification exam from the California Department of Health Services.

Fees will be required. Field trips may be required.

HS V11 - HOME HEALTH AIDE - 2 Units

Prerequisite: HS V10-V10L with grades of C or better or possession of CNA certification in the state of California; current CPR certification for health care provider or professional rescuer; proof of freedom from and immunity to communicable diseases; physical examination demonstrating general good health; fingerprinting; no visible tattoos or visible body piercings except single studs in ear lobes; no acrylic or long nails in clinical settings; and must have a valid social security card to apply to the Department of Health Services for certification

Recommended preparation: the Department of Health Services may deny certification to those with criminal records

Hours: 1.5 lecture, 1.5 laboratory weekly

This course will prepare the student to apply for state certification to practice as a home health aide. Theory presentations will be coordinated with clinical practice in health care agencies to enable students to develop the knowledge and skills required to provide care in clients' homes under direction of a licensed nurse. Upon completion of this course with a grade of C or better, the student will receive a certificate of completion and will be eligible to apply to the California Department of Health Services for certification as a home health aide.

Fees will be required. Field trips will be required. Formerly HS 11.

HS V12 - IN-HOME CARE PROVIDER - 1.5 Units

Hours: 4.5 laboratory weekly

This course is designed to prepare students to provide in-home care to individuals with physical impairment or other impairment that renders them unable to care for themselves.

Field trips will be required. Offered on a credit/no credit basis only. Not applicable for degree credit.

HS V88 - HEALTH SCIENCE WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community as required and/or requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with the same title may not be repeated; may be taken for a maximum of 4 times. Formerly HS V89.

HS V95 - HEALTH SCIENCE INTERNSHIP I - 1-4 Units

Prerequisite: current CPR certification for health care provider or professional rescuer; current malpractice insurance; meet all clinical facility requirements; fingerprint clearance if required by statute; no visible tattoos or visible body piercings except single studs in ear lobes; no acrylic or long nails in clinical settings; and approval of ADN director

Corequisite: enrolled in a minimum of 7 units to include internship

Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 60 per unit

This course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Fees will be required. Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only.

HS V96 - HEALTH SCIENCE INTERNSHIP II - 1-4 Units

Prerequisite: current CPR certification for health care provider or professional rescuer; current malpractice insurance; meet all clinical facility requirements; fingerprint clearance if required by statute; no visible tattoos or visible body piercings except single studs in ear lobes; no acrylic or long nails in clinical settings; and approval of ADN director

Corequisite: enrolled in a minimum of 7 units to include internship

Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 75 per unit

This course offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Fees will be required. Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only.

HISTORY

HIST V01A - INTRODUCTION TO WESTERN CIVILIZATION I - 3 Units

Hours: 3 lecture weekly

This course surveys the history of Western civilization from prehistory to 1648. The emphasis will be placed on important ideas, institutions, and contributions of each major period of history in the development of this civilization.

Formerly Hist 1A. Transfer credit: CSU; UC. **CAN HIST 2 or CAN HIST SEQ A [with HIST V01B].**

HIST V01B - INTRODUCTION TO WESTERN CIVILIZATION II - 3 Units

Hours: 3 lecture weekly

This course surveys the history of Western civilization from 1648 to the present. The emphasis will be placed on the important ideas, institutions, and contributions of each major period in the development of modern society.

Formerly Hist 1B. Transfer credit: CSU; UC. **CAN HIST 4 or CAN HIST SEQ A [with HIST V01A].**

HIST V01S - INTRODUCTION TO WESTERN CIVILIZATION STUDY SESSION - 1 Unit

Corequisite: HIST V01A or HIST V01B

Hours: 1 lecture weekly

This course is designed to supplement the introduction to Western civilization. The course will give students an opportunity to review and discuss material covered in lecture and in reading assignments, and will assist students in developing learning skills in note-taking, reading, paper writing, and use of the library and other learning resources. The course will enable students to better comprehend and respond to the course material and thus improve performance.

Field trips may be required. May be taken for a maximum of 2 times. Formerly Hist 1S. Offered on a credit/no credit basis only. Not applicable for degree credit.

HIST V02A - UNITED STATES HISTORY: FOCUS ON WOMEN I - 3 Units

Hours: 3 lecture weekly

This course surveys the history of the United States from the colonial period to the Civil War. Emphasis will be placed on the role and participation of women in the development of American society, its social, political, and economic institutions.

Field trips may be required. Formerly Hist 2A. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V02B - UNITED STATES HISTORY: FOCUS ON WOMEN II - 3 Units

Hours: 3 lecture weekly

This course surveys the history of the United States from the Civil War to the present. Emphasis will be placed on the participation and contributions made by women to the social, political and economic development of American society, with a focus on the development of the feminist movement and the role of women in contemporary America.

Field trips may be required. Formerly Hist 2B. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V03A - UNITED STATES HISTORY: FOCUS ON AFRICAN AMERICANS I - 3 Units

Hours: 3 lecture weekly

This course will explore the history of the United States from the colonial period through 1865 with emphasis placed on the role of African Americans. Starting in colonial America, the course will analyze the Virginia settlement and the House of Burgesses (representative democracy) in 1618 and the importation of slaves in 1619. The plight of European indentured servants in North American colonies will be contrasted with bonded slaves from Africa. Special emphasis will be placed upon contributions, institutions, trends, concepts, movements and problems relevant to African Americans. A balanced focus will be placed on social, political, economic and intellectual considerations.

Field trips may be required. Formerly Hist 3A. Same as AES V40A. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V03B - UNITED STATES HISTORY: FOCUS ON AFRICAN AMERICANS II - 3 Units

Hours: 3 lecture weekly

This course will explore the history of the United States from 1865 to the present with emphasis on the role of African Americans. Beginning with Reconstruction at the end of the Civil War to the presidential plans for Reconstruction, futile opposition of southern Democrats to radical Republican reconstruction plans and the plight of the newly freed slaves is to be analyzed. Analysis of amendments, and other American history topics such as industrialization, Jim Crow laws, Populist party, Spanish American wars and all other American wars will be discussed in relation to African Americans and their involvement and contributions. Special emphasis will be placed upon contributions, institutions, trends, concepts, movements and problems relevant to African Americans. A balanced focus will be placed on social, political, economic and intellectual considerations.

Field trips may be required. Formerly Hist 3B. Same as AES V40B. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V04A - HISTORY OF THE AMERICAS I - 3 Units

Hours: 3 lecture weekly

This course presents a general survey of the history of the Western hemisphere from its European discovery to the wars of independence. Emphasis is placed on European heritage and the planting of the colonial societies in the new world, influence of native civilization and geographical environment, colonial policy, commerce, industry, culture and expansion.

Field trips may be required. Formerly Hist 4A. Transfer credit: CSU; UC.

HIST V04B - HISTORY OF THE AMERICAS II - 3 Units

Hours: 3 lecture weekly

This course presents a survey of the history of the Americas in general and the United States more specifically. The course will span the political and cultural history of the Americas from Independence to the present. Emphasis is placed on understanding the divergent experiences of national development and the impact they have on the American population and on relationships with other countries in the American hemisphere. The course will also recount the social, political and cultural experiences of Latinos in the United States.

Field trips may be required. Formerly Hist 4B. Transfer credit: CSU; UC.

HIST V04BS - HISTORY OF THE AMERICAS II STUDY SESSION - 1 Unit

Corequisite: HIST V04B
Hours: 1 lecture weekly

This course is designed to supplement and is to be taken concurrently with History of the Americas. The course will give students an opportunity to review and discuss material covered in lecture and in reading assignments and will assist students in developing learning skills in note-taking, reading, paper writing, and use of the library and other learning resources. The course will enable students to better comprehend and respond to the course material and thus improve performance.

Field trips may be required. Formerly Hist 4BS. Offered on a credit/no credit basis only. Not applicable for degree credit.

HIST V05A - UNITED STATES HISTORY: FOCUS ON NATIVE AMERICANS I - 3 Units

Hours: 3 lecture weekly

This course presents a survey and analysis of the history of the United States from the colonial era through 1865 with special emphasis on Native American Indian peoples. Issues related to the interaction of indigenous American peoples with Europeans in the early modern to modern eras, their technologies and worldviews, involving conquest, colonization, resistance, cultural change, revitalization, and persistence are central to this history.

Field trips may be required. Formerly Hist 5A. Same as AES V02A. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V05B - UNITED STATES HISTORY: FOCUS ON NATIVE AMERICANS II - 3 Units

Hours: 3 lecture weekly

This course presents a survey and analysis of United States history from 1865 to the present with special emphasis on Native American Indian peoples. The course presents an analysis of Indian social, economic, political and religious culture and the impact of the interaction with European Americans relative to cultural change, resistance, cultural revitalization, and persistence.

Field trips may be required. Formerly Hist 5B. Same as AES V02B. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V07A - HISTORY OF THE UNITED STATES TO 1865 - 3 Units

Hours: 3 lecture weekly

This course presents a survey of the significant personalities, groups, ideas, events, institutions and trends contributing to the pluralistic American heritage from the Colonial period through the Civil War.

Formerly Hist 7A. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN HIST 8 or CAN HIST SEQ B [with HIST V07B].**

HIST V07B - HISTORY OF THE UNITED STATES SINCE 1865 - 3 Units

Hours: 3 lecture weekly

This course presents a survey of the significant personalities, groups, ideas, events, institutions and trends contributing to the pluralistic American heritage from the Civil War to the present.

Formerly Hist 7B. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN HIST 10 or CAN HIST SEQ B [with HIST V07A].**

HIST V08 - HISTORY OF CALIFORNIA - 3 Units

Hours: 3 lecture weekly

This course surveys California's development from Native American societies through the Spanish, Mexican and American periods to the present. Emphasis will be placed on analyzing the contributions of significant personalities, groups, ideas, events, institutions and trends at key points in the state's history.

Field trips may be required. Formerly Hist 8. Transfer credit: CSU; UC.

HIST V09 - THE VIETNAM ERA - 3 Units

Hours: 3 lecture weekly

This course is designed to survey and assess the era of the Vietnam War. The war's causes, development and consequences will be studied in terms of American foreign policy, diplomacy and military involvement. An associated study will be made of the domestic side of the war's social, economic and political causes, manifestations and ramifications.

Formerly Hist 9. Transfer credit: CSU; UC.

HIST V10A - THE HERITAGE OF MEXICO I - 3 Units

Hours: 3 lecture weekly

This course presents major historical developments and personalities which have shaped the Mexican nation from the Pre-Columbian era to independence. Emphasis is placed on understanding the culture and customs of the Mexican people as seen throughout their history.

Field trips may be required. Formerly Hist 10A. Same as AES V21A. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V10B - THE HERITAGE OF MEXICO II - 3 Units

Hours: 3 lecture weekly

This course presents major historical developments and personalities which have shaped the Mexican nation from independence to the present time. Emphasis is placed on understanding the culture and customs of the Mexican people as seen throughout their history, plus important events in the relationship between Mexico and the United States. A portion of the course will address the role of the Mexican and the Mexican American in the United States.

Field trips may be required. Formerly Hist 10B. Same as AES V21B. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V12 - UNITED STATES HISTORY: FOCUS ON CHICANOS - 3 Units

Hours: 3 lecture weekly

This course surveys the history of the United States from the Independence to the present. Emphasis will be placed on the participation and contributions made by Chicanos to the development of American society with a focus on the major historical forces, events, and trends in American history that have impacted and shaped the cultural, social, economic, political and intellectual heritage of Mexican Americans/Chicanos in the United States.

Field trips may be required. Formerly Hist 12. Same as AES V22. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V13 - CONTEMPORARY AFRICAN AMERICAN EXPERIENCE - 3 Units

Hours: 3 lecture weekly

This course is a historically oriented study of the African American experience since World War II. Emphasis will be placed on the environmental context of the emergence of strident African American activities, and the philosophical assumptions, the rhetoric and the substance of the civil rights movement and Black power revolt. Relevant personalities, organizations, and cultural expressions will be studied in relation to one another, and in relation to existing national, political, economic, social, and intellectual institutional structures.

Field trips may be required. Formerly Hist 13. Same as AES V41. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V14A - AFRICAN HISTORY TO 1800 - 3 Units

Hours: 3 lecture weekly

This course is a study of African history and will cover the ancient Egyptians as well as Sub-Saharan Africa and its climate, geography, culture and history. Beginning with civilizations along the Nile, the reign of Kushitic pharaohs and other ruling dynasties, this course will cover the rise and fall of great kingdoms in West Africa, the Atlantic slave trade and religion in western and central Sudan, and end around 1800.

Field trips may be required. Formerly Hist 14A. Same as AES V42A. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V14B - AFRICAN HISTORY SINCE 1800 - 3 Units

Hours: 3 lecture weekly

This course is a study of the Africans since 1800. It starts with Europeans' enlightenment and humanitarian efforts and covers racism and stereotypes, European colonization in Africa, Nationalistic and Messianic movements, Negritude, the African woman, Independence, Afrikkanners in South Africa, and the meaning of freedom. The course ends with the problems of modernization in present day Africa.

Field trips may be required. Formerly Hist 14B. Same as AES V42B. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V15 - INTRODUCTION TO THE HISTORY OF EAST ASIA - 3 Units

Hours: 3 lecture weekly

This course will present a historical survey of the countries and cultures of East Asia with a principal focus on China and Japan. An emphasis will be placed on the impact of traditional Chinese and Japanese antiquity on the present, the impact of the culture and heritage of each nation on the other, and the impact of the West on both major nations.

Field trips may be required. Formerly Hist 15. Same as AES V61. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V16 - UNITED STATES HISTORY: FOCUS ON FOREIGN RELATIONS - 3 Units

Hours: 3 lecture weekly

This course presents a survey of American foreign relations from the Revolutionary War to the present with emphasis upon more recent events and current foreign policy. The course relates foreign affairs to the evolution of American political, social, and economic institutions and is recommended for students with an interest in international relations.

Formerly Hist 16. Transfer credit: CSU; UC.

HIST V17 - UNITED STATES HISTORY: FOCUS ON ASIAN AMERICANS - 3 Units

Hours: 3 lecture weekly

The course will survey the historical experience of the United States from Independence to the present. Emphasis will be placed on the participation and contributions made by Asian Americans to the social, political, and economic development of American society with a focus on Americans of Chinese, Japanese, Korean, and Southeast Asian ancestry. The course will examine the major historical forces and trends in American history that have impacted and shaped the social, economic, cultural, political and intellectual heritage of the Asian American in the United States.

Field trips may be required. Formerly Hist 17. Same as AES V63. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V18A - WORLD HISTORY I - 3 Units

Hours: 3 lecture weekly

A survey of major developments among world peoples from antiquity to 1550 with particular emphasis on the dynamic interaction and comparison of world cultures and their institutions. The focus is on the role played by social, political, economic, religious and other cultural forces in shaping major world cultures and their histories, and the legacy of these peoples for those who followed and for our world today.

Formerly Hist 18A. Transfer credit: CSU; UC. **CAN HIST 14 OR CAN HIST SEQ C [with HIST V18B].**

HIST V18B - WORLD HISTORY II - 3 Units

Hours: 3 lecture weekly

A survey of world history from the sixteenth century to the present, with particular emphasis on the dynamic interaction and comparison of peoples and cultures. The focus is on the role played by social, political, economic, cultural, technological, and religious forces in shaping the histories of the major regional civilizations of the world, the interactions of the various civilizations, and their collective contributions to our global community.

Formerly Hist 18B. Transfer credit: CSU; UC. **CAN HIST 16 OR CAN HIST SEQ C [with HIST V18A].**

HIST V19 - A SURVEY OF ASIAN HISTORY - 3 Units

Hours: 3 lecture weekly

This course provides a general survey of the history of Asia with a broad focus on all major geographic regions and emphasis on the migrations of significant peoples into and within Asia. Stress will be placed on the development and impact of major groups as defined by language, and the influences and contributions of their characteristic cultures to civilization. The course begins with the first migrations and continues to the 21st century.

Field trips may be required. Transfer credit: CSU; UC.

HIST V20 - INTRODUCTION TO WORLD HISTORY OF THE 20TH AND 21ST CENTURIES - 3 Units

Hours: 3 lecture weekly

This course will examine the major events and trends in the world from the 20th century to the present. Topics will include political events, conflict and conflict resolution, social history, the revolution in science, the spread of technology, significant business and economic trends, changing demographics and popular culture.

Formerly Hist 20. Transfer credit: CSU; UC.

HIST V60A-Z - TOPICS IN HISTORY - 3 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course considers topics not covered in detail by the other history offerings. Examples of topics to be offered from time to time include: local history; World War II.

Formerly Hist 60A-Z. Transfer credit: determined by transfer institution.

HIST V60B - HISTORY OF THE AMERICAN WEST - 3 Units

Hours: 3 lecture weekly

This course deals with the study of the American West from the Pre-Columbian inhabitants and environment through the problems and promises of the contemporary West. Emphasis is placed upon the westward movement, the various groups who have called the West home, traditional heroes and villains, and the frontier heritage.

Field trips may be required. Formerly Hist 60B. Transfer credit: CSU.

HIST V88 - HISTORY WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

HIST V89 - WORKSHOPS IN HISTORY - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Hist 89. Transfer credit: CSU; for UC, determined after admission.

HIST V90 - DIRECTED STUDIES IN HISTORY - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly Hist 90. Transfer credit: CSU; for UC, determined after admission.

HOME ECONOMICS

HEC V05A - INTRODUCTION TO INTERIOR DESIGN - 3 Units

Hours: 3 lecture weekly

This course introduces the elements and principles used in the planning and evaluation of interior design and applies them in space organization and in the selection of furniture, accessories, wall and floor coverings and lighting.

Field trips may be required. Formerly HE 5A. Transfer credit: CSU.

HEC V05B - APPLIED PRINCIPLES OF INTERIOR DESIGN - 3 Units

Prerequisite: HEC V05A

Recommended preparation: HEC V15

Hours: 3 lecture weekly

This course will take design elements and principles and make application of them through projects. Furnishings and materials will be examined closely to explore characteristics of production quality and consider appropriate use in interior design. The housing and interior design industries will be assessed and career options will be investigated.

Field trips will be required. Formerly HE 5B. Transfer credit: CSU.

HEC V07 - HISTORY OF ENVIRONMENTAL ARTS - 3 Units

Hours: 3 lecture weekly

This course provides a summary of the characteristics of historical architectural styles with particular attention to the elements of associated decorative arts.

Field trips may be required. Transfer credit: CSU.

HEC V09 - FOODS - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This course introduces the principles of basic foods selection and teaches skills in the preparation and serving of foods as they relate to the health and welfare of the individual and family.

Field trips may be required. Formerly HE 9. Transfer credit: CSU.

CAN FCS 8.

HEC V10 - NUTRITION - 3 Units

Hours: 3 lecture weekly

The basic nutritional needs of children and adults are studied through critical examination of the principles of human nutrition as related to health and types of diets.

Field trips may be required. Formerly HE 10. Transfer credit: CSU; UC. **CAN FCS 2.**

HEC V11 - BASIC SEWING TECHNIQUES - 2 Units

Hours: 1 lecture, 3 laboratory weekly

Designed for the non-sewer, this course teaches the use of a sewing machine and commercial patterns in the construction of simple clothing, and home decor projects.

Fees will be required. Field trips may be required. Formerly HE 11.

HEC V12A - CLOTHING CONSTRUCTION I - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This course teaches a variety of moderately difficult construction and alteration techniques in addition to the utilization of more advanced commercial patterns.

Fees will be required. Field trips may be required. Formerly HE 12A. Transfer credit: CSU. **CAN FCS 10.**

HEC V12B - CLOTHING CONSTRUCTION II - 2 Units

Prerequisite: HEC V12A or equivalent

Hours: 1 lecture, 3 laboratory weekly

This course teaches moderately difficult skills and techniques for creating clothing, and adapting patterns for a more personal style. Emphasis will be placed on a variety of applications for specialized uses.

Fees will be required. Field trips may be required. Formerly HE 12B. Transfer credit: CSU.

HEC V13A - ADVANCED SEWING TECHNIQUES - 2 Units

Prerequisite: HEC V12B or equivalent

Hours: 1 lecture, 3 laboratory weekly

This course teaches the application of advanced techniques in custom sewing and handling special fabrics, such as leather, furs and sheers. Special emphasis will be placed upon fine finishing detail for couture garments.

Fees will be required. Field trips may be required. Formerly HE 13A. Transfer credit: CSU.

HEC V13B - TAILORING - 2 Units

Prerequisite: HEC V12B or equivalent

Hours: 1 lecture, 3 laboratory weekly

Both traditional and contemporary principles will be covered in this tailoring class. Concepts of pattern selection, sizing and construction techniques for suits and coats will be taught.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly HE 13B. Transfer credit: CSU.

HEC V14A - BEGINNING QUILT MAKING - 2 Units

Hours: 4 lecture-laboratory weekly

This course utilizes tools, materials and equipment to develop the fundamental skills of quilt making. Includes instruction and practice in techniques used to create simple patchwork quilts.

Fees will be required.

HEC V14B - INTERMEDIATE QUILT MAKING - 2 Units

Recommended preparation: HEC V14A or equivalent

Hours: 4 lecture-laboratory weekly

This course is designed to accommodate individuals in a variety of fields whose positions could be enhanced by further expanding their quilt making skills: elementary school teachers (applying skills in presentations of math, history, art); activity directors for children, adult and senior groups; artists; engineers (developing a broader view of current tools and construction techniques); marketing positions existing in quilt retail and wholesale markets and related fields.

Fees will be required.

HEC V14C - ADVANCED QUILT MAKING - 2 Units

Recommended preparation: HEC V14B or equivalent

Hours: 4 lecture-laboratory weekly

This course teaches a variety of specialized techniques in addition to more advanced tools used for quilt making.

Fees will be required. May be taken for a maximum of 2 times.

HEC V15 - TEXTILES - 3 Units

Hours: 3 lecture weekly

Topics covered include natural and man-made fibers, yarns, fabric construction, dyes, finishes, care, and legislation affecting the textile industry. Emphasis is placed on selection criteria for textiles in apparel and home furnishings.

Field trips may be required. Formerly HE 15. Transfer credit: CSU; UC. **CAN FCS 6.**

HEC V16 - FLAT PATTERN DESIGN - 2-3 Units

Hours: 4-6 lecture-laboratory weekly

This course provides an introduction to the designing of patterns through the flat pattern method and is offered for those who have fitting problems and/or those who want to create original clothing. A personal basic sloper is developed for use in creating designs. A final project will be to design and construct a garment.

Fees will be required. Field trips may be required. Formerly HE 16. Transfer credit: CSU.

HEC V17 - KNIT FABRICS - 2 Units

Hours: 1 lecture, 3 laboratory weekly

This course will cover techniques for handling knit fabrics, including special knits, lingerie, sweater knits, and active wear.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly HE 17.

HEC V18 - FASHION ANALYSIS - 3 Units

Hours: 3 lecture weekly

A study and application of the elements and principles of design as related to apparel for the individual. Core components include: application of principles and elements of design theory; significance of apparel--psychological, sociological, physiological, and cultural; apparel and personality; apparel and lifestyle; wardrobe planning and budgeting; apparel for special needs; and care of apparel.

Field trips may be required. Formerly HE 18. Transfer credit: CSU. **CAN FCS 20.**

HEC V19 - QUILT PATTERN DRAFTING - 1 Unit

Hours: .5 lecture, 1.5 laboratory weekly

This course will provide specific drafting techniques in an area not covered by regular courses. Such skills can lead to the development of a personal business in quilt making or related fields.

HEC V20 - QUILT HISTORY - 1 Unit

Hours: .5 lecture, 1.5 laboratory weekly

This course will cover vocabulary, recognition and description of quilt styles in history through technological advances, materials and patterns and provide students experience in planning reproduction quilts.

HEC V22 - MARRIAGE AND FAMILY LIFE - 3 Units

Hours: 3 lecture weekly

This course explores the institution of marriage as a social and economic unit: courtship, mate selection, types of conflict and methods of resolution, sexuality, communication, parenthood, and alternatives to marriage.

Formerly HE 22. Transfer credit: CSU. **CAN FCS 12.**

HEC V23 - CHILD GROWTH AND DEVELOPMENT - 3 Units

Prerequisite: current negative TB test report

Hours: 3 lecture weekly

This course is an introduction to the study of developmental facts and applicable theories from conception through adolescence, including the areas of physical, social, cognitive, and emotional growth. Directed observations are required.

Field trips will be required. Formerly HE 23. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN FCS 14.**

HEC V24 - HUMAN DEVELOPMENT - 3 Units

Hours: 3 lecture weekly

This course integrates the physical, social, psychological, emotional and cognitive aspects of human development throughout the lifespan. Developmental tasks facing individuals at various points in the lifespan are examined. The course will also explore the ways social interaction and cultural institutions shape the development of the individual including relationships and adjustments during the normal stages of family living.

Formerly HE 24. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN FCS 24.**

HEC V30 - SPACE PLANNING: INTERIORS - 1.5 Units

Recommended preparation: HEC V05A

Hours: 1.5 lecture weekly

This course is an intensive study in the art of placement, the beginning of the design process. Coursework will include circulation studies, bubble diagrams, focal point identification, axes identification, zoning adjacencies, scale and proportion, and the "magic" of "power placement" of furniture and objects.

Field trips may be required. Formerly HEC V60C. Transfer credit: CSU.

HEC V31 - LIGHTING DESIGN - 1.5 Units

Recommended preparation: HEC V05A

Hours: 1.5 lecture weekly

This course covers the fundamentals of lighting design for residential interiors. The course explores the application of lighting design, including: ambient, accent and task lighting. The appropriate usage of lighting fixtures and controls, decorative lighting, energy efficient light sources and building code requirements is examined. It also includes the relationship of color and texture to light, and human responses to the lighting design.

Field trips may be required. Formerly HEC V60D. Transfer credit: CSU.

HEC V32 - KITCHEN AND BATH DESIGN - 1.5 Units

Recommended preparation: HEC V05A

Hours: 1.5 lecture weekly

This course offers exposure to the methods and essentials as practiced by the design professional. Topics include the kitchen work triangle, surface materials, appliance choices, specialty and gourmet kitchens, the pantry, cabinetry and storage; plus the impact of the kitchen on American family life; bathroom design and materials and fixtures.

Field trips may be required. Formerly HEC V60E. Transfer credit: CSU.

HEC V42 - FOOD PRODUCTION MANAGEMENT - 3 Units

Hours: 3 lecture weekly

Principles of food preparation applied to large quantity production, implement menu, service of food, evaluation of products, work and organization.

Formerly HE 42.

HEC V43 - HEALTH CARE DIETARY SERVICES - 3 Units

Hours: 3 lecture weekly

Consideration of the scope and responsibilities of food service within a health care institution; description of current legislation; individual and group needs within the health facility and relationship with the health care team.

Formerly HE 43.

HEC V44 - MODIFIED DIETS - 3 Units

Prerequisite: HEC V10

Hours: 3 lecture weekly

This course is the application of the principles of nutrition as they relate to special and abnormal physical conditions.

Formerly HE 44.

HEC V45 - MENU PLANNING AND PURCHASING - 3 Units

Hours: 3 lecture weekly

The planning of satisfying and interesting meals for institutional food services operations including class A lunch, considering such factors as nutritional adequacy, psychological needs, economic consideration, types of operations, available equipment, and skill of personnel. The purchasing of food including market availability, analysis of food quality, and writing of specifications.

Formerly HE 45.

HEC V60A-Z - TOPICS IN HOME ECONOMICS - .5-3 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course considers topics not covered in detail by the other home economics offerings. Examples of topics to be offered from time to time include: puppetry workshop; controversies in nutrition; nutrition and politics; child abuse.

Formerly HE 60A-Z. Transfer credit: determined by transfer institution.

HEC V60A - SPECIAL CLOTHING CONSTRUCTION PROJECTS - 2 Units

Prerequisite: HEC V12B or equivalent

Hours: 1 lecture, 3 laboratory weekly

An individual projects course designed for the student desiring experience in specialized areas. Examples are: factory methods for home operations, bridal and formal wear, and specialized commercial needs.

Fees will be required. Field trips may be required. May be taken for a maximum of 4 times. Formerly HE 60A. Transfer credit: CSU.

HEC V60B - FOODS AND NUTRITION FOR CARDIOVASCULAR HEALTH - 1 Unit

Hours: .5 lecture, 1.5 laboratory weekly

This course provides a practical introduction to the principles of nutrition and food selection and preparation to maximize cardiovascular health.

Fees will be required. Field trips may be required. Formerly HE 60B.

HEC V88 - HOME ECONOMICS WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly HEC V89.

HEC V90 - DIRECTED STUDIES IN HOME ECONOMICS - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly HE 90. Transfer credit: CSU.

HEC V95 - HOME ECONOMICS INTERNSHIP I - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 60 per unit

This home economics internship course offers students who are volunteers (unpaid) an opportunity to obtain work experience in their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

HEC V96 - HOME ECONOMICS INTERNSHIP II - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 75 per unit

This home economics internship offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

HEC V97 - FUNDAMENTALS OF NUTRITION AND FITNESS - 2 Units

Hours: 2 lecture weekly

The study of the human body's adaptation to exercise. The course will include current principles and concepts as they relate to body composition, cardiovascular adaptations to exercise, theory of flexibility and strength training, diet, nutrition and performance, aging and its effects on the parameters of fitness.

Field trips may be required. Formerly HE 97. Same as HED V97. Transfer credit: CSU; UC; credit limitations - see counselor.

HORTICULTURE

HORT V02 - HORTICULTURE PROJECTS - 1-4 Units

Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 3-12 laboratory weekly

This course offers students an opportunity to plan, develop and carry out an individual production or research project on campus under the direction and supervision of a faculty advisor. Emphasis will be on developing practical skills and experiences related to the student's major. The horticulture facilities offer opportunities in nursery-greenhouse production, laboratory research, organic gardening, landscape construction, and sustainable orchard and vegetable production.

May be taken for a maximum of 4 times. Offered on a credit/no credit basis only.

HORT V30 - PLANT PROPAGATION AND PRODUCTION - 3 Units

Hours: 2 lecture, 3 laboratory weekly

Plant propagation and production practices with emphasis on nursery and greenhouse operations including sexual and asexual reproduction, planting, transplanting, fertilization, irrigation, plant growth regulators, pest and disease control, and design and operation of propagation structures. Preparation and use of propagating and planting mediums. Use and maintenance of common tools and equipment.

Fees will be required. Field trips will be required. Transfer credit: CSU.

HORT V32 - IRRIGATION SYSTEM DESIGN - 3 Units

Hours: 3 lecture weekly

Students will develop strategies for analyzing landscape sites and calculating irrigation needs. Industry products and equipment availability and uses will be reviewed. Water hydraulics, system layout, design projects and cost estimates will be completed by students. Typical installation methods and basic troubleshooting irrigation problems will be demonstrated. Basic drawing equipment is required.

Field trips may be required. Formerly Ag 32. Transfer credit: CSU.

HORT V33 - LANDSCAPE PLANNING AND DESIGN - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This course is an introduction to environmental design stressing planning and layout concepts, site analysis and plant uses. Studies in land uses, space, scale and unity will be accomplished. Actual landscape design projects with emphasis on layout, graphics and presentation of drawings for small commercial and residential properties will be completed by students. Basic drawing equipment required.

Field trips will be required. Formerly Ag 33. Transfer credit: CSU; UC.

HORT V37 - LANDSCAPE CONSTRUCTION - 3 Units

Hours: 2 lecture, 3 laboratory weekly

In this course, students will gain practical field experience in installing landscape planting and irrigation systems. Proper use of typical construction materials, tools, and power equipment will be emphasized. Actual projects may include decks, patios, overheads, benches, walls, fences, walks, low voltage lighting, water elements and grading. California licensing, contracts and codes will be reviewed.

Field trips may be required. Formerly Ag 37. Same as CT V37. Transfer credit: CSU; credit limitations - see counselor.

HORT V40 - NURSERY AND GREENHOUSE MANAGEMENT - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This course will include retail and wholesale nursery location, layout, organization, scheduling, budgeting, and personnel development; propagation and general production techniques, marketing and sales; operation of greenhouse structures for production of flowers, pot plants and nursery stock; case studies of actual industry facilities and management problems.

Fees will be required. Field trips may be required. Formerly Ag 40. Transfer credit: CSU.

HORT V41 - LANDSCAPE MANAGEMENT - 3 Units

Hours: 3 lecture weekly

Analysis and management practices associated with planting and maintaining landscaped grounds. Emphasis will be on pruning, selection and culture of plants, pest control, turfgrass management, irrigation programming, fertilization practices and selection and use of tools and equipment. Discussions will focus on business organization, management, budgeting and scheduling. Practical bidding and estimating landscape maintenance projects will be included.

Field trips may be required. Formerly Ag 41. Transfer credit: CSU.

HORT V42A - LANDSCAPE PLANT IDENTIFICATION AND USES I - 3 Units

Hours: 2 lecture, 3 laboratory weekly

Identification, growth habits, cultural requirements and use of ornamental ground covers, shrubs, vines, trees and herbaceous plants adapted to the climates of Southern California. Emphasis will be on drought tolerant plants. Focus on plants with fall and winter unique characteristics. A plant collection will be required.

Field trips will be required. Formerly Ag 42A. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN AG 18.**

HORT V42B - LANDSCAPE PLANT IDENTIFICATION AND USES II - 3 Units

Hours: 2 lecture, 3 laboratory weekly

Identification, growth habits, cultural requirements and uses of ornamental trees, shrubs, ground covers, natives, annuals and perennials adapted to the climates of Southern California. Focus on plants with unique spring and summer characteristics. Studies include drought tolerant plants. A plant collection will be required.

Field trips will be required. Formerly Ag 42B. Transfer credit: CSU; UC; credit limitations - see counselor.

HORT V45 - ARBORICULTURE - 3 Units

Hours: 2 lecture, 3 laboratory weekly

In this course, students will learn to identify and manage trees planted in Southern California landscapes. Techniques for planting, pruning, staking, pest management, and tree climbing will be emphasized. Students will gain practical experience in all aspects of tree management including rope work, cavity repair, bracing, cabling, guying, and hazard evaluation.

Fees will be required. Field trips may be required. Formerly Ag 45. Transfer credit: CSU.

HORT V46 - TURFGRASS MANAGEMENT - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This course is a study of grasses, their characteristics, uses, and management as related to commercial landscape and recreational areas. Emphasis will be on identification, cultural requirements, and field maintenance practices. Laboratory activities include equipment operation, planting, and observation of park, golf course, turf farm, athletic facility and commercial sites.

Field trips will be required. Formerly Ag 46. Transfer credit: CSU.

HORT V47 - BEGINNING FLORAL DESIGN AND TECHNIQUES - 2.5 Units

Hours: 2 lecture, 1.5 laboratory weekly

This course stresses the mechanics involved in constructing basic flower arrangements. Included is the identification, selection and evaluation of appropriate materials, flowers and foliage used in the retail floristry industry. The student will develop basic skills in the construction of typical floral arrangements including bud vases, corsages, boutonnières, table pieces and special events.

Fees will be required. Field trips may be required. Formerly Ag 47. Transfer credit: CSU.

HORT V48 - INTERMEDIATE FLORAL DESIGN - 2.5 Units

Recommended preparation: HORT V47 or equivalent

Hours: 2 lecture, 1.5 laboratory weekly

This course stresses the study and practice of professional flower arranging. Included are the care and conditioning of flower and plant materials, methods for preserving and arranging dried specimens, planning, consulting and decorating for weddings, sympathy tributes, holiday and seasonal designs and unique floral styles.

Fees will be required. Field trips may be required. Transfer credit: CSU.

HORT V49 - ADVANCED FLORAL DESIGN AND RETAIL SHOP OPERATION - 2.5 Units

Recommended preparation: HORT V48 or retail shop experience

Hours: 2 lecture, 1.5 laboratory weekly

This course stresses advanced construction techniques and a further development of interpretive design skills. Included also are basic flower shop practices and operations, window displays, merchandising and wire service sales. Students will learn material sources, ordering techniques and handling of products.

Fees will be required. Field trips may be required. Formerly Ag 48. Transfer credit: CSU.

HORT V50 - CONTEMPORARY AND WESTERN FLORAL DESIGN - 2.5 Units

Recommended preparation: HORT V49 or retail shop experience

Hours: 2 lecture, 1.5 laboratory weekly

This course will present the techniques of western and current high design styles now in use. These contemporary styles include parallel systems, abstract, interpretative, vegetative, new convention and formal. Students will gain experience in creating these unique styles through various arrangement practices.

Fees will be required. Field trips may be required. Transfer credit: CSU.

HORT V88 - HORTICULTURE WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with the same title may not be repeated; may be taken for a maximum of 4 times. Formerly HORT V89.

HORT V90 - DIRECTED STUDIES IN HORTICULTURE - 1-4 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

Field trips may be required. May be taken for a maximum of 4 times not to exceed 6 units. Transfer credit: CSU.

HORT V95 - HORTICULTURE INTERNSHIP I - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 60 per unit

This horticulture internship course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

HORT V96 - HORTICULTURE INTERNSHIP II - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 75 per unit

This horticulture internship course offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

HUMANITIES

HUM V15 - TUTORIAL PROCEDURES AND METHODS - .5 Unit

Hours: .5 lecture weekly

This course is designed for students who are interested in being tutors at Ventura College. It is an introduction to the theories and methods of effective tutoring including communication techniques, learning theories and individualized instruction.

Formerly Hum 15. Offered on a credit/no credit basis only. Not applicable for degree credit.

HUM V88 - HUMANITIES WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

HUM V89 - WORKSHOPS IN THE HUMANITIES - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Hum 89. Transfer credit: CSU.

INTERDISCIPLINARY STUDIES

IDS V08 - ETHICS IN MODERN SOCIETY - 3 Units

Hours: 3 lecture weekly

This course provides an introduction to the philosophy of ethics in our modern-day society. It integrates ethical issues from areas such as environmental studies, bioethics, criminal justice, business and law, the media, literature, medicine, politics, theatre, and from the field of psychology. In addition to lectures and discussions in each of these areas, movies, videos and a theatrical production may be included to help illustrate specific ethical issues.

Field trips may be required. Formerly IdS 8. Transfer credit: CSU; UC.

IDS V11 - STUDY SKILLS: APPLICATIONS TO COLLEGE-LEVEL COURSEWORK - 1.5-3.5 Units

Recommended preparation: IDS V12 or SS V02 or appropriate skills

Hours: 1-3 lecture, 1.5 laboratory weekly

This course could save your academic life. It is an advanced study skills course designed for students who are currently taking academic or vocational classes and would like to refine their study skills and apply them to their coursework. It includes advanced note-taking applications, library research, time management, taking in-class essay exams, practice in taking timed standardized tests, designing reading study guides.

Formerly IdS 11. Same as SS V01. Not applicable for degree credit.

IDS V12 - STUDY SKILLS: PREPARATION FOR TAKING ACADEMIC AND VOCATIONAL COURSES - 1-3.5 Units

Recommended preparation: ESL V34 or READ V04 or appropriate reading skills as measured by the college assessment process

Hours: .5-3 lecture, 1.5 laboratory weekly

This course could save your academic life. It is designed for students who are currently taking or are preparing to take academic or vocational courses. It covers note-taking and listening skills, introduction to outlining, reading and study techniques, library skills, time management and priority determination, memory and test-taking strategies, and campus and community resources. Students will learn through lectures, group discussions, campus tours, videos and assignments.

Formerly IdS 12. Same as SS V02. Not applicable for degree credit.

IDS V60A-Z - TOPICS IN INTERDISCIPLINARY STUDIES - .5-3 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Each course will be a specific topic in reading, writing, study skills or life skills designed to support students' success in academic classes.

Each course may be taken for a maximum of 4 times. Formerly IdS 60A-Z. Offered on a credit/no credit basis only. Not applicable for degree credit

IDS V88 - INTERDISCIPLINARY STUDIES WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and/or requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly IDS V89.

INTERNSHIP

INTR V95 - INTERNSHIP I - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline
Hours: 60 per unit

This internship course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Formerly NTRN V95. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

INTR V96 - INTERNSHIP II - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline
Hours: 75 per unit

This internship course offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Formerly NTRN V96. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

ITALIAN

ITAL V01 - ELEMENTARY ITALIAN I - 5 Units

Hours: 5 lecture, 1 laboratory weekly

This is an introductory course designed to provide the student with basic communication skills in Italian. Emphasis is on listening, speaking, reading and writing Italian. Study of basic grammatical principles and proper Italian pronunciation are also emphasized. The history and culture of the Italian people will be discussed. The language laboratory will be used to supplement classroom instruction.

Field trips may be required. Formerly Ital 1. Transfer credit: CSU; UC. **CAN ITAL 2 OR CAN ITAL SEQ A [with ITAL V02].**

ITAL V02 - ELEMENTARY ITALIAN II - 5 Units

Prerequisite: ITAL V01 or 2 years of high school Italian

Hours: 5 lecture, 1 laboratory weekly

This is the second course in the introductory sequence of Italian language study. Students will expand vocabulary and mastery of grammatical concepts as they acquire greater listening, speaking, reading and writing skills in Italian. The language laboratory will be used to supplement classroom instruction. Students will use more complex grammatical constructions and a wider range of idiomatic expressions. Further study of Italian history, culture and current events will be included in order to develop comprehension and speaking skills.

Field trips may be required. Formerly Ital 2. Transfer credit: CSU; UC. **CAN ITAL 4 OR CAN ITAL SEQ A [with ITAL V01].**

ITAL V51A - SITUATIONAL CONVERSATION IN ITALIAN I - 3 Units

Prerequisite: ITAL V01 or 2 years of high school Italian or equivalent

Hours: 3 lecture weekly

A course designed to give the student with some knowledge of Italian further opportunity to practice the language through conversation, role-playing, and other activities in Italian. The course will be conducted entirely in Italian.

Field trips may be required. Formerly Ital 51A. Transfer credit: CSU.

ITAL V51B - SITUATIONAL CONVERSATION IN ITALIAN II - 3 Units

Prerequisite: ITAL V02 or ITAL V51A or 3 years of high school Italian or equivalent

Hours: 3 lecture weekly

A course designed to give the intermediate-level student of Italian additional oral practice in the language through conversation, discussion groups, role-playing, and other activities in Italian. The course will be conducted entirely in Italian.

Field trips may be required. Formerly Ital 51B. Transfer credit: CSU.

ITAL V80 - CONVERSATIONAL ITALIAN - 3 Units

Hours: 3 lecture weekly

An introduction to oral communication in Italian. Emphasis is on listening, comprehension and speaking through vocabulary development and formulaic expressions such as greetings, introductions, describing family members and daily activities. Role-playing and other communicative tasks will be used to facilitate language learning.

JAPANESE

JAPN V01 - ELEMENTARY JAPANESE I - 5 Units

Hours: 5 lecture, 1 laboratory weekly

This is an introductory course designed to provide the student with basic communication skills in Japanese. Emphasis is on listening, speaking, reading and writing Japanese. Study of basic grammatical principles and proper Japanese pronunciation are also emphasized. Students are introduced to the use of Japanese characters. The history and culture of the Japanese people will be discussed. The language laboratory will be used to supplement classroom instruction.

Field trips may be required. Formerly Japn 1. Transfer credit: CSU; UC. **CAN JAPN 2 OR CAN JAPN SEQ A [with JAPN V02].**

JAPN V02 - ELEMENTARY JAPANESE II - 5 Units

Prerequisite: JAPN V01 or 2 years of high school Japanese or equivalent

Hours: 5 lecture, 1 laboratory weekly

This is the second course in the introductory sequence of Japanese language study. Students will expand vocabulary and mastery of grammatical concepts as they acquire greater listening, speaking, reading and writing skills in Japanese. The language laboratory will be used to supplement classroom instruction. Students will use more complex grammatical structures and a wider range of idiomatic expressions. Further study of Japanese history, culture and current events will be included in order to develop comprehension and speaking skills.

Field trips may be required. Formerly Japn 2. Transfer credit: CSU; UC. **CAN JAPN 4 OR CAN JAPN SEQ A [with JAPN V01].**

JAPN V51A - SITUATIONAL CONVERSATION IN JAPANESE I - 3 Units

Prerequisite: JAPN V01 or 2 years of high school Japanese or equivalent

Hours: 3 lecture weekly

A course designed to give the student with some knowledge of Japanese further opportunity to practice the language through conversation, role-playing, and other activities in Japanese. The course will be conducted entirely in Japanese.

Field trips may be required. Formerly Japn 51A. Transfer credit: CSU.

JAPN V51B - SITUATIONAL CONVERSATION IN JAPANESE II - 3 Units

Prerequisite: JAPN V02 or JAPN V51A or 3 years of high school Japanese or equivalent

Hours: 3 lecture weekly

A course designed to give the intermediate-level student of Japanese additional oral practice in the language through conversation, discussion groups, role-playing, and other activities in Japanese. The course will be conducted entirely in Japanese.

Field trips may be required. Formerly Japn 51B. Transfer credit: CSU.

JAPN V80 - CONVERSATIONAL JAPANESE - 3 Units

Hours: 3 lecture weekly

An introduction to oral communication in Japanese. Emphasis is on listening, comprehension and speaking through vocabulary development and formulaic expressions such as greetings, introductions, describing family members and daily activities. Role-playing and other communicative tasks will be used to facilitate language learning.

JOURNALISM

JOUR V01 - MASS COMMUNICATION - 3 Units

Hours: 3 lecture weekly

An introduction to mass communication media and technologies, including a survey of their function, responsibilities and practice, as well as their history, development, influence on society, and potential for the future. An overview of all phases of mass communication and communication technology in our information-conscious society.

Field trips may be required. Formerly Jour 1. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN JOUR 4.**

JOUR V05A - COMMUNICATION SKILLS THROUGH WRITING I - 3 Units

Prerequisite: ENGL V01A

Recommended preparation: keyboarding and word processing skills

Hours: 2 lecture, 3 laboratory weekly

Research, investigation, reporting and writing with emphasis on mastering basic communication techniques for application in mass media. News, feature, persuasion, review and sports writing are also a part of the course. A student receiving credit in JOUR V05A will not receive credit in JOUR V105.

Field trips may be required. Formerly Jour 5A. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN JOUR 2.**

JOUR V05B - COMMUNICATION SKILLS THROUGH WRITING II - 3 Units

Prerequisite: JOUR V05A

Hours: 2 lecture, 3 laboratory weekly

Advanced reporting and newswriting with emphasis on investigative, persuasive and in-depth writing for publication. Course will include techniques of successful presentation/communication through mass media. A student receiving credit in JOUR V05B will not receive credit in JOUR V105.

Field trips may be required. Formerly Jour 5B. Transfer credit: CSU; UC; credit limitations - see counselor.

JOUR V10A - CREATING A PUBLICATION I - 4 Units

Recommended preparation: JOUR V05A; and ENGL V51 or JOUR V15A

Hours: 2 lecture, 6 laboratory weekly

This course focuses on the written content of a newspaper, including assigning, evaluating and editing stories. Print and online publication of the college newspaper, the *VC Press*, provides hands-on learning. Lectures and discussions cover newspaper style, headline writing, computer techniques, and the relationship between content and design. Newswriting and copy editing experience is helpful.

Field trips may be required. Formerly Jour 10A. Transfer credit: CSU; credit limitations - see counselor.

JOUR V10B - CREATING A PUBLICATION II - 4 Units

Prerequisite: JOUR V10A

Hours: 2 lecture, 6 laboratory weekly

This course teaches advanced techniques in producing a publication, using the print and online editions of the college newspaper, the *VC Press*, for hands-on learning. Students assume managerial/editorial responsibilities on a more sophisticated level, which helps to prepare them for work on professional publications.

Field trips may be required. Formerly Jour 10B. Transfer credit: CSU; credit limitations - see counselor.

JOUR V11A - CREATIVE PUBLICATION DESIGN I - 4 Units

Recommended preparation: knowledge of art/design principles and computerized desktop publishing

Hours: 2 lecture, 6 laboratory weekly

A course in publication design techniques for the student who has a background in art and design and/or computer desktop publishing experience. Using the college newspaper, the *VC Press*, for hands-on learning, the course emphasizes the visual presentation and the fundamentals of publication design and layout and their relationship to written content. Students use Macintosh computers and desktop publishing and graphic arts software such as Quark Xpress. The advertising, business and circulation aspects of newspaper production are included.

Field trips may be required. Formerly Jour 11A. Transfer credit: CSU; credit limitations - see counselor.

JOUR V11B - CREATIVE PUBLICATION DESIGN II - 4 Units

Recommended preparation: knowledge of art/design principles and computerized desktop publishing

Hours: 2 lecture, 6 laboratory weekly

A course in advanced publication design techniques for the student who has a background in art and design and/or computer desktop publishing experience. Focuses on preparing students to be able to fully produce actual publications. The college newspaper, both print and online editions, are used for practical experience. Advertising, business and circulation aspects of newspaper production are included. Skills acquired are applicable in the graphic design and advertising job markets.

Field trips may be required. Formerly Jour 11B. Transfer credit: CSU; credit limitations - see counselor.

JOUR V15A - EDITING I - 3 Units

Hours: 2 lecture, 3 laboratory weekly

A course designed to focus on how to make written material ready for publication. Students may use word processing equipment. Basic editing, grammar, spelling, English fundamentals, consistency and style will be taught in relation to correcting work for a variety of print and online publications. Skills acquired will be usable in various job markets including newsletter, newspaper, magazine, book and online publishing.

Field trips may be required. Formerly Jour 15A. Same as ENGL V51. Transfer credit: CSU; credit limitations - see counselor.

JOUR V15B - EDITING II - 3 Units

Prerequisite: ENGL V51 or JOUR V15A

Hours: 2 lecture, 3 laboratory weekly

An advanced course designed to focus on how to prepare written material for publication. Students will use computer software to complete their work. Editing and grammar skills will be polished to prepare students to edit a variety of print and online publications with a high degree of efficiency and independence.

Field trips may be required. Formerly Jour 15B. Transfer credit: CSU; credit limitations - see counselor.

JOUR V22 - ADVERTISING - 3 Units

Hours: 3 lecture weekly

This course is designed for students to examine the role of advertising in the marketing program in business and industry. Topics include consumer analysis, ad media, budgeting, market research, layout, copywriting, typography, advertising agencies and opportunities in advertising.

Field trips will be required. Formerly Jour 22. Same as BUS V39. Transfer credit: CSU; credit limitations - see counselor.

JOUR V30 - PRESS PHOTOGRAPHY PRACTICUM - 1.5 Units

Corequisite: PHOT V01 or previous practical experience

Hours: 1 lecture, 1.5 laboratory weekly

Survey of the principles of photojournalism. Students will work as photographers for the college newspaper.

Field trips may be required. JOUR V30/PHOT V30 may be taken in any combination for a maximum of 4 times. Formerly Jour 30. Same as PHOT V30.

JOUR V31 - PRESS LAB PRACTICUM - 1-2 Units

Hours: 3-6 laboratory weekly

This is a specialized workshop that allows students to contribute to the college newspaper with writing, copy-editing, cartooning or production design.

May be taken for a maximum of 2 times. Formerly Jour 31. Offered on a credit/no credit basis only.

JOUR V60A-Z - TOPICS IN JOURNALISM - 1-3 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course considers topics not covered in detail by the other journalism offerings.

Formerly Jour 60A-Z. Transfer credit: determined by transfer institution.

JOUR V88 - JOURNALISM WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

JOUR V89 - WORKSHOPS IN JOURNALISM - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Jour 89. Transfer credit: CSU.

JOUR V90 - DIRECTED STUDIES IN JOURNALISM - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly Jour 90. Transfer credit: CSU.

JOUR V95 - JOURNALISM INTERNSHIP I - 1-4 Units

Prerequisite: JOUR V05A

Corequisite: enrolled in a minimum of 7 units to include internship

Hours: 60 per unit

This journalism internship course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

JOUR V96 - JOURNALISM INTERNSHIP II - 1-4 Units

Prerequisite: JOUR V05A

Corequisite: enrolled in a minimum of 7 units to include internship

Hours: 75 per unit

This journalism internship course offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

JOUR V105 - WRITING FOR COMMUNICATIONS - 3 Units

Hours: 2 lecture, 3 laboratory weekly

Research, investigation, reporting and writing with emphasis on mastering basic communication techniques for application in mass media. News, feature, persuasion and sports writing are also part of the course. A student receiving credit in JOUR V105 will not receive credit in JOUR V05A or V05B.

Field trips may be required. Formerly Jour 105. Offered on a credit/no credit basis only.

LEADERSHIP

LDR V02 - STUDENT LEADERSHIP - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This course is designed to give Associated Student Body officers, student associations, Honor Society, and club members and other interested students practical experience in the role of leadership in relation to student government and the overall campus organization. Practical application in the execution of student activities and programs, and college committee involvement will be emphasized.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Ldr 2. Transfer credit: CSU.

LDR V88 - LEADERSHIP WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Offered on a credit/no credit basis only.

LDR V89 - WORKSHOPS IN LEADERSHIP - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and the community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Ldr 89. Offered on a credit/no credit basis only. Transfer credit: CSU.

LDR V95 - LEADERSHIP INTERNSHIP - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship

Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 60 per unit

This internship course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Transfer credit: CSU; credit limitations - see counselor.

LEARNING SKILLS

LS V01 - ASSESSMENT OF LEARNING SKILLS - 3 Units

Hours: 3 lecture weekly

A course designed for assessment and tutoring of learning-disabled students by a specially trained staff. Utilization of specialized techniques, materials, texts, and audiovisual equipment to teach or assess fundamental skills and to support academic instruction for students with special learning styles.

Formerly LS 1. Not applicable for degree credit.

LS V01L - ASSESSMENT OF LEARNING SKILLS LABORATORY - .5 Unit

Hours: 1.5 laboratory weekly

Provides assessment of learning disabled students by specially trained staff. Introduces specialized techniques, materials, texts, and audiovisual equipment to support academic instruction for students with special learning styles. Ventura College's learning disability eligibility does not guarantee learning disability eligibility at other institutions.

May be taken for a maximum of 4 times. Formerly LS 1L. Offered on a credit/no credit basis only. Not applicable for degree credit.

LS V02 - READING COMPREHENSION AND PROBLEM SOLVING - 3 Units

Recommended preparation: sixth grade reading level

Hours: 3 lecture weekly

This course will emphasize reading comprehension with a focus on problem solving, language processing and foundations for critical thinking skills. Special emphasis will focus on collaborative learning, followed by individual mastery.

May be taken for a maximum of 4 times. Formerly LS 2. Not applicable for degree credit.

LS V03A - STUDY SKILLS: NOTETAKING/TIME MANAGEMENT - 1 Unit

Hours: 1 lecture weekly

This course will focus upon the fundamental principles of study skills. It will focus on teaching students about their learning style, notetaking and time management skills. It is designed for those students who need a specialized approach to study skills.

Formerly LS 3A. Not applicable for degree credit.

LS V03B - STUDY SKILLS: TEST TAKING/PROOFREADING - 1 Unit

Hours: 1 lecture weekly

This course will focus upon the fundamental principles of study skills. It will focus on test taking and proofreading skills. It is designed for those students who need a specialized approach to study skills.

Formerly LS 3B. Not applicable for degree credit.

LS V03C - STUDY SKILLS: ORGANIZATION/RESEARCH PAPER - 1 Unit

Hours: 1 lecture weekly

This course will focus upon the fundamental principles of study skills. It will focus on organizational skills and the research paper. It is designed for those students who need a specialized approach to study skills.

Formerly LS 3C. Not applicable for degree credit.

LS V04 - DEVELOPING PHONETIC SKILLS FOR READING AND SPELLING - 3 Units

Hours: 3 lecture weekly

This is a foundation course designed to improve spelling and reading through multisensory (SEE, SAY, HEAR, FEEL) phonetic approach using labeling techniques, sound-symbol association, decoding skills, syllable segmentation, and word construction rules.

May be taken for a maximum of 4 times. Offered on a credit/no credit basis only. Not applicable for degree credit.

LS V05 - LEARN TO LISTEN - 3 Units

Hours: 3 lecture weekly

A semester foundation course designed to improve learning efficiency through structured listening skill experiences. Although designed as a lecture experience, students receive individual instruction to improve their present level of ability.

May be taken for a maximum of 4 times. Formerly LS 5. Not applicable for degree credit.

LS V06 - TECHNIQUES OF PROBLEM SOLVING: LANGUAGE - 3 Units

Hours: 3 lecture weekly

A foundation course designed to improve creative thinking, problem solving, language and intellectual capabilities. This course consists of the use of AV materials in the language lab as well as individual instruction in the development of critical thinking.

May be taken for a maximum of 4 times. Formerly LS 6. Not applicable for degree credit.

LS V07 - LEARNING SKILLS: FUNDAMENTALS OF MATH - 3 Units

Hours: 3 lecture weekly

Offered as a review of math fundamentals for students who are having difficulties learning basic math in the traditional college environment.

May be taken for a maximum of 4 times. Formerly LS 7. Not applicable for degree credit.

LS V08 - SPELLING IMPROVEMENT - 3 Units

Hours: 3 lecture weekly

A foundation course designed to improve spelling efficiency. Special emphasis will be placed on developing spelling competence with everyday words used in oral conversations and written themes.

May be taken for a maximum of 4 times. Formerly LS 8. Not applicable for degree credit.

LS V09 - PERSONAL DEVELOPMENT - 3 Units

Hours: 3 lecture weekly

This course provides an opportunity for people to meet in small groups in order to share thoughts, feelings, and personal concerns, with variations for the special learning styles of learning-disabled students. Emphasizes development of self-concept, realistic appraisal of strengths, interpersonal relations, and assertiveness.

May be taken for a maximum of 4 times. Formerly LS 9. Not applicable for degree credit.

LS V10 - VOCABULARY BUILDING - 3 Units

Hours: 3 lecture weekly

A foundation course designed to improve vocabulary skills. Special focus will be placed upon understanding the meaning and origin of common basic language words.

May be taken for a maximum of 4 times. Formerly LS 10. Not applicable for degree credit.

LS V11 - ADVANCED PERCEPTION - 3 Units

Hours: 3 lecture weekly

An advanced course designed to improve students' abilities to function in the area of visual and auditory perception. Methods of improving perceptual functioning are explored in great depth.

May be taken for a maximum of 4 times. Formerly LS 11. Not applicable for degree credit.

LS V14 - MEMORY POWER -1-3 Units

Hours: 1-3 lecture weekly

A program of instruction designed for students who have serious problems remembering short- and long-term academic facts and concepts. Special emphasis will be placed upon techniques to increase concentration power.

Formerly LS 14. Not applicable for degree credit.

LS V19 - LEARNING STRATEGIES - 1-3 Units

Hours: 1-3 lecture weekly

Learning Strategies provides the student with an opportunity to discover which learning techniques will work best in a given academic situation. Emphasis is placed on understanding learning style and developing insights into whether you are a right or left brain learner. Activities are provided to capitalize on cognitive learning strengths.

Formerly LS 19. Not applicable for degree credit.

LS V24 - REDEVELOPING BRAIN POTENTIAL - 3 Units

Hours: 3 lecture weekly

This is a self-paced course of study designed for adults who have acquired impairment of brain functioning resulting from a serious medical injury. The course will focus on educational activities to improve the student's quality of life academically, socially, and vocationally.

May be taken for a maximum of 4 times. Formerly LS 24. Offered on a credit/no credit basis only. Not applicable for degree credit.

LS V25 - IMPROVING GRAMMAR AND WRITING SKILLS - 3 Units

Hours: 3 lecture weekly

A foundation course focused on providing students with a solid base in the fundamentals of grammar and writing skills to prepare them for mainstream English and writing skills courses. Students will be introduced to strategies for writing sentences, paragraphs, outlines and essays.

May be taken for a maximum of 4 times. Formerly LS 25. Not applicable for degree credit.

LS V88 - LEARNING SKILLS WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and/or requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly LS V89. Not applicable for degree credit.

LIBRARY INSTRUCTION

LIB V01 - USING THE LIBRARY OF THE TWENTY-FIRST CENTURY - 1 Unit

Hours: 1 lecture weekly

This course is designed to develop, in the student, vital library research skills. Understanding of print, electronic and non-print formats will be emphasized. A major focus will be library computer technology and the research potential of the Internet/World Wide Web.

Field trips may be required. Formerly Lib 1. Transfer credit: CSU; UC.

LIB V88 - LIBRARY INSTRUCTION WORKSHOPS - 1 Unit

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly LIB V89.

LIB V90 - DIRECTED STUDIES IN LIBRARY INSTRUCTION - 1 Unit

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course is designed for students who are interested in furthering their knowledge in library and information science. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

Field trips may be required. May be taken for a maximum of 4 times.

MACHINE SHOP

MS V01 - FUNDAMENTALS OF MACHINE SHOP - 2 Units

Hours: 1 lecture, 3 laboratory weekly

This is a basic course on the techniques and operations in the modern machine shop. Topics include machining processes and operations, turning, milling, shaping, grinding, heat treating, computer numerical control and blueprint reading.

Fees will be required. May be taken for a maximum of 4 times. Formerly MS 1. Transfer credit: CSU.

MS V02 - BLUEPRINT READING: MANUFACTURING - 3 Units

Hours: 3 lecture weekly

This course covers the interpretation of mechanical drawings typical of the metal working field; theory of common types of projections, dimensioning principles, machine standards, application of creative sketching and interpretation of blueprints.

Formerly MS 2. Same as DRFT V02A & WEL V02. Transfer credit: CSU; credit limitations - see counselor.

MS V04 - MEASUREMENTS AND COMPUTATIONS - 3 Units

Hours: 3 lecture weekly

This course is the occupational application of measurements and computations as used by technology students. Topics include geometric shape calculations, practical trigonometry, areas, volumes, ratio and proportion, units and conversions, decimals and fractions and applied algebra.

Field trips may be required. Formerly MS 4. Same as DRFT V04 & MT V04.

MS V10 - INTRODUCTION TO MACHINE TECHNOLOGY - 4 Units

Hours: 2 lecture, 6 laboratory weekly

Topics included in this course are the fundamental operation of lathes, milling machines, drill presses, grinders, precision measurements and layout. This course will survey the field of manufacturing trades and occupations.

Fees will be required. Field trips may be required. Formerly MS 10. Transfer credit: CSU.

MS V20 - ADVANCED TURNING OPERATIONS AND INTRODUCTION TO COMPUTER NUMERICAL CONTROL (CNC) LATHE OPERATION - 4 Units

Recommended preparation: MS V10 or equivalent

Hours: 2 lecture, 6 laboratory weekly

Topics included in this course are advanced setup and operation theory for engine lathes, tool design, basic CNC lathe setup and operation and introduction to CNC lathe programming.

Fees will be required. Field trips may be required. Formerly MS 20. Transfer credit: CSU.

MS V30 - ADVANCED MILLING OPERATIONS AND INTRODUCTION TO COMPUTER NUMERICAL CONTROL (CNC) MILL OPERATION - 4 Units

Recommended preparation: MS V10 or equivalent

Hours: 2 lecture, 6 laboratory weekly

Topics included in this course are setup and operation of milling machines, machinability, productivity, speeds and feeds. Introduction to computer numerical control and basic CNC programming is also covered.

Fees will be required. Field trips may be required. Formerly MS 30. Transfer credit: CSU.

MS V35 - PRODUCTION MACHINE TECHNIQUES - 3 Units

Recommended preparation: MS V10 or 2 years experience in the field

Hours: 2 lecture, 3 laboratory weekly

This course covers advanced production machining techniques. Topics include planning, setup and manufacturing of production jobs. Manufacturing processes and numerical control job planning for computer aided machining, ANSI Y 14.5 geometric tolerancing, are also covered.

Fees will be required. Field trips may be required. Formerly MS 35. Transfer credit: CSU.

MS V40 - COMPUTER NUMERICAL CONTROL (CNC) MILL SETUP AND OPERATION - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This course is an introduction to computer numerical control. Topics covered are machine characteristics: programming operations, tool sequencing, work holding methods and machine operation. Computer aided manufacturing (CAM) is also covered.

Field trips may be required. May be taken for a maximum of 2 times. Formerly MS 40.

MS V41 - COMPUTER NUMERICAL CONTROL (CNC) PROGRAMMING - 2 Units

Hours: 2 lecture weekly

This course is an introduction to basic numerical control programming. Topics covered are CNC concepts, axis nomenclature, vocabulary, programming formats, manufacturing processes, computer aided machining (CAM), CNC milling and turning.

Field trips may be required. Formerly MS 41. Transfer credit: CSU.

MS V41L - COMPUTER NUMERICAL CONTROL (CNC) PROGRAMMING LABORATORY - 1 Unit

Corequisite: MS V41

Hours: 3 laboratory weekly

This course is a skills oriented activity class designed to allow the student the time to practice, explore and learn to operate CNC programming hardware/computers and tape preparation equipment.

Field trips may be required. May be taken for a maximum of 4 times. Formerly MS 41L.

MS V42 - COMPUTER ASSISTED MANUFACTURING (CAM) - 3 Units

Recommended preparation: MS V40 or MS V41

Hours: 2 lecture, 3 laboratory weekly

This course covers the identification and study of the technologies of computer assisted machining (CAM) as being practiced in modern industry. Includes computer numerical control (CNC) programming and selection of CAM systems, graphics-based conversational language controls and post processor generation.

Fees will be required. May be taken for a maximum of 2 times. Formerly MS 42. Transfer credit: CSU.

MS V45 - COMPUTER NUMERICAL CONTROL (CNC) LATHE SETUP AND OPERATION - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This is a basic course in basic setup and operation of numerically controlled lathes with emphasis on the application of the machine controls, tooling and CNC programming methods used in industry.

Field trips may be required. May be taken for a maximum of 2 times. Formerly MS 45.

**MS V50 - FLEXIBLE MANUFACTURING APPLICATIONS:
COMPUTER ASSISTED DRAFTING (CAD)/ COMPUTER
ASSISTED MACHINING (CAM) - 3 Units**

Recommended preparation: ARCH V23 or DRFT V05A or MS V40 or
2 years in a machine manufacturing environment

Hours: 2 lecture, 3 laboratory weekly

This course is an introduction to flexible manufacturing applications and CAD/CAM. Topics include setup and operation of numerical control lathes, mills, electrical discharge machines and robotics principles.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly MS 50. Transfer credit: CSU

MS V88 - MACHINE SHOP WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly MS V89.

MS V95 - MACHINE SHOP INTERNSHIP I - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship

Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 60 per unit

This machine shop internship course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only.

MS V96 - MACHINE SHOP INTERNSHIP II - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship

Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 75 per unit

This machine shop internship course offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only.

**MS V99 - MACHINE SHOP JOB TRAINING
PROGRAM - 4 Units**

Hours: 2 lecture, 6 laboratory weekly

This course is designed to prepare students for entry-level employment in the machining and manufacturing industries. Hands-on training includes shop safety, job planning, use of equipment and tools, equipment setup and manufacturing procedures. Training also includes numerical control job planning for computer aided machining.

Field trips may be required. May be taken for a maximum of 4 times. Formerly MS 99. Offered on a credit/no credit basis only. Not applicable for degree credit.

MANUFACTURING TECHNOLOGY

MT V01 - MANUFACTURING SUPPORT - 2 Units

Recommended preparation: ESL V06

Hours: 2 lecture weekly

This entry-level course is designed for limited-English-speaking students wishing to seek the training related to, and/or employment within the manufacturing industry. The course emphasis is on common shop terminology. Selective machine tools and measuring tool vocabulary will be covered in detail.

MT V02 - APPLIED MACHINING I - 2 Units

Recommended preparation: ESL V05

Hours: 1 lecture, 3 laboratory weekly

This entry-level course is designed for students with or without any machining experience interested in job-skill preparation as applied to operating engine lathes and vertical mills in a manufacturing setting.

Field trips may be required.

MT V03 - APPLIED MACHINING II - 2 Units

Recommended preparation: MT V02

Hours: 1 lecture, 3 laboratory weekly

This course consists of a series of lecture and enhanced laboratory activities as applied to operating conventional mills and lathes and introduces students to selective CNC-based (Computer Numerical Control) technology. Machining lab projects are structured around OJT (On-the-Job-Training) principles. The course is open to students interested in further machining related job skill preparation.

MT V04 - MEASUREMENTS AND COMPUTATIONS - 3 Units

Hours: 3 lecture weekly

This course is the occupational application of measurements and computations as used by technology students. Topics include geometric shape calculations, practical trigonometry, areas, volumes, ratio and proportion, units and conversions, decimals and fractions, and applied algebra.

Field trips may be required. Formerly MT 4. Same as DRFT V04 & MS V04.

MT V05 - APPLIED CNC MACHINING I - 3 Units

Recommended preparation: MS V10

Hours: 1 lecture, 6 laboratory weekly

This course consists of a series of lectures and laboratory exercises relevant to the introduction to general principles of CNC (Computer Numerical Control) machining as applied to machining and turning centers in the manufacturing environment. The focus of the course is modeled after OJT (On-the-Job-Training) principles as applied to CNC machine operator training. Fundamentals of measurement, current industry standard blueprint reading, CNC tooling and accessories nomenclature, machine tool setups, and operation are also covered throughout the course.

Field trips may be required.

MT V06 - APPLIED CNC MACHINING II - 3 Units

Recommended preparation: MT V05

Hours: 1 lecture, 6 laboratory weekly

This course is an extension of the introductory CNC (Computer Numerical Control) operator training with the focus on extended CNC machining principles as applied to machine and turning centers. The teaching delivery system is modeled after OJT (On-the-Job-Training) principles and covers extended principles of blueprint reading, precision measuring tools and first article inspection per ASME Y14.5 standard.

Field trips may be required.

MT V07 - APPLIED CNC MACHINING III - 3 Units

Recommended preparation: MT V06

Hours: 1 lecture, 6 laboratory weekly

This course is designed as an advanced general CNC (Computer Numeric Control) machining operation course. The course emphasis is on the OJT (On-the-Job-Training) principles where lab activities encompass the processing of actual parts from the industry. Upon successful completion of this course students are expected to be proficient in job entry-level skills for operating and machining turning centers. Additional training is also provided in the proficiency of blueprint reading per ASME Y14.5 standard as well as processing first article inspection during the production cycle run.

Field trips may be required.

MT V08 - CNC PROGRAM EDITING - 2 Units

Recommended preparation: MT V06

Hours: 1 lecture, 3 laboratory weekly

This course introduces the student to manual CNC (computer numerical control) parts programming with a special emphasis on program editing as applied to Fanuc/Yasnac base controller.

Field trips may be required.

MT V09 - GEOMETRIC DIMENSIONING AND TOLERANCING - 3 Units

Recommended preparation: DRFT V02A or MS V02 or WEL V02

Hours: 3 lecture weekly

This course covers general dimensioning and tolerancing principles as applied to mechanical engineering drawings, with a special emphasis on accurate interpretation of current geometric symbology and conventions per ASME Y14.5 dimensioning and tolerancing (geometric dimensioning and tolerance) standards. It is intended for manufacturing industry technical staff responsible for product design and procurement as well as students majoring in mechanical or manufacturing engineering, and/or manufacturing machine technology fields.

Field trips may be required. Transfer credit: CSU.

MT V10 - QUALITY CONTROL AND MECHANICAL INSPECTION - 2 Units

Recommended preparation: MT V02 and MT V09

Hours: 1 lecture, 3 laboratory weekly

This is an introductory course dealing with the quality control field with special emphasis on part inspection/verification processes as applied to CMM & OM (coordinate measuring machine & optical measurement) technology. Open-end (surface plate) mechanical inspection principles are also covered.

Field trips may be required. Transfer credit: CSU.

MT V11 - DIMENSIONAL METROLOGY - 2 Units

Recommended preparation: MT V09 and MT V10 and MATH V02

Hours: 1 lecture, 3 laboratory weekly

In this course the student will learn extended measurement, gauging, tolerance analysis and part verification. Statistical Process Control (SPC) and metrology, the science of measurement, will also be covered.

MT V15 - MANUFACTURING PROCESSES - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This course introduces modern manufacturing processes and systems. The various manufacturing materials and techniques of machining, casting, forming and industrial design will also be covered.

Field trips will be required. Formerly MT 15. Transfer credit: CSU.

MT V88 - MANUFACTURING TECHNOLOGY

WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and/or requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

MATHEMATICS

Recommended preparation for all math courses: The mathematics department strongly urges all students to take the appropriate mathematics assessment test to help determine the strength and currency of background knowledge.

MATH V01 - ELEMENTARY ALGEBRA - 5 Units

Prerequisite: MATH V09 or MATH V10 or 1 year of high school prealgebra with grade of C or better
Hours: 5 lecture weekly

This course covers number sets, operations with signed numbers, linear equations, graphing, ratio and proportion and variation, linear inequalities, introduction to functions, factoring, rational expressions and equations, exponents, and factorable quadratic equations. Students receiving credit in MATH V01 will not receive credit in MATH V11A-V11B.

Formerly Math 1.

MATH V02 - GEOMETRY - 3 Units

Prerequisite: MATH V01 or MATH V11B or 1 year of high school beginning algebra with grade of C or better
Hours: 3 lecture weekly

Sets, real numbers, lines and planes, triangles, congruence, proof, geometric inequalities, parallel and perpendicular lines, and planes, polygons, similarity, circles, locus, construction and measure areas and volumes related to solids.

Formerly Math 2.

MATH V03 - INTERMEDIATE ALGEBRA - 4 Units

Prerequisite: MATH V01 or MATH V11B or 1 year of high school beginning algebra with grade of C or better
Hours: 4 lecture weekly

This course covers equations and inequalities, systems of equations, exponents and radicals, functions and graphs, quadratic equations, exponential and logarithmic functions, complex numbers, sequences and series.

Formerly Math 3.

MATH V03S - INTERMEDIATE ALGEBRA DISCUSSION SESSION - .5-1 Unit

Corequisite: MATH V03
Hours: .5-1 lecture weekly

This course is a discussion session to accompany intermediate algebra. It gives students the opportunity to gain a greater mastery of the topics covered in intermediate algebra by providing additional discussion and problem-solving opportunities. It may include appropriate topics from the history of mathematics and opportunities to use computers in solving intermediate algebra problems.

Formerly Math 3S. Offered on a credit/no credit basis only. Not applicable for degree credit.

MATH V04 - COLLEGE ALGEBRA - 3 Units

Prerequisite: MATH V03 or 1 year of high school intermediate algebra (Algebra II) with grade of C or better
Hours: 3 lecture weekly

The number system and basic laws of algebra, determinants and matrices, variation, functional notation and curve plotting, theory of equations, and complex numbers.

Formerly Math 4. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN MATH 10.**

MATH V05 - PLANE TRIGONOMETRY - 3 Units

Prerequisite: MATH V03 or 1 year of high school intermediate algebra (Algebra II) with grade of C or better
Recommended preparation: MATH V02 or knowledge of plane geometry

Hours: 3 lecture weekly

This course examines the six basic trigonometric functions, their definitions, relationships, and uses as they apply to radian measure, right triangle solution, identities, trigonometric equations, graphs, inverse functions, and complex numbers.

Formerly Math 5. Transfer credit: CSU. **CAN MATH 8.**

MATH V08A - BEGINNING MATHEMATICS FOR NONNATIVE SPEAKERS I - 1 Unit

Hours: 1 lecture weekly

Review of basic mathematical skills and fundamental operations as applied to integers and fractions.

Formerly Math 8A. Not applicable for degree credit.

MATH V08B - BEGINNING MATHEMATICS FOR NONNATIVE SPEAKERS II - 1 Unit

Recommended preparation: MATH V08A or equivalent with grade of C or better

Hours: 1 lecture weekly

Review of basic mathematical skills and fundamental operations as applied to more fractions and decimals.

Formerly Math 8B. Not applicable for degree credit.

MATH V08C - BEGINNING MATHEMATICS FOR NONNATIVE SPEAKERS III - 1 Unit

Recommended preparation: MATH V08B or equivalent with grade of C or better

Hours: 1 lecture weekly

Review of basic mathematical skills and fundamental operations as applied to percent and introduction to algebra.

Formerly Math 8C. Not applicable for degree credit.

MATH V09 - BEGINNING MATHEMATICS - 3 Units

Recommended preparation: LS V07 or equivalent.

Hours: 3 lecture weekly

This course is a review of the basic mathematical skills and fundamental operations as applied to integers, fractions, and percentage. It provides an introduction to algebra, simple geometric figures, the metric system, and use of formulas.

Formerly Math 9. Not applicable for degree credit.

MATH V10 - PREALGEBRA - 3 Units

Recommended preparation: LS V07 or MATH V09 or equivalent
Hours: 3 lecture weekly

This course bridges the gap between arithmetic and elementary algebra. It reviews fundamental operations using a formalized approach and includes an introduction to the following algebraic topics: number systems, properties of real numbers, exponents, algebraic expressions, linear equations and inequalities, application problems, and introduction to graphing.

Formerly Math 10. Not applicable for degree credit.

MATH V11A - ELEMENTARY ALGEBRA:

FIRST HALF - 3 Units

Prerequisite: MATH V09 or MATH V10 or 1 year of high school prealgebra with grade of C or better

Hours: 2 lecture, 2 lecture-laboratory weekly

This course is the first half of Elementary Algebra. It covers number sets, operations with signed numbers, linear equations and inequalities, polynomials and factoring, and introduction to quadratic equations. Students receiving credit in MATH V11A-V11B will not receive credit in MATH V01.

Formerly Math 11A.

**MATH V11B - ELEMENTARY ALGEBRA:
SECOND HALF - 3 Units**

Prerequisite: MATH V11A with grade of C or better
Hours: 2 lecture, 2 lecture-laboratory weekly

This course is the second half of Elementary Algebra. It covers rational expressions, further study of quadratic equations, graphing of equations and inequalities, systems of equations, and roots and radicals. Students receiving credit in MATH V11A-V11B will not receive credit in MATH V01.

Formerly Math 11B.

MATH V20 - PRECALCULUS MATHEMATICS - 5 Units

Prerequisite: MATH V05 or the fourth year of high school mathematics (advanced mathematics) with grade of C or better
Hours: 5 lecture weekly

College algebra and an extension of trigonometry using a functional approach designed to unify the concepts of mathematics at the precalculus level.

Formerly Math 20. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN MATH 16.**

**MATH V20S - PRECALCULUS DISCUSSION
SESSION - .5-1 Unit**

Corequisite: MATH V20
Hours: .5-1 lecture weekly

This course is a discussion session to accompany precalculus. It gives students the opportunity to gain a greater mastery of the topics covered in precalculus by providing additional discussion and problem-solving opportunities. It may include appropriate topics from the history of mathematics and opportunities to use computers in solving precalculus problems.

Formerly Math 20S. Offered on a credit/no credit basis only. Not applicable for degree credit.

**MATH V21A - CALCULUS WITH ANALYTIC
GEOMETRY I - 5 Units**

Prerequisite: MATH V20 or the fourth year of high school mathematics (advanced mathematics) with grade of C or better
Hours: 5 lecture weekly

The elements of calculus covered are: functions; limits; continuity; differentiation and integration of algebraic, logarithmic, and trigonometric functions; and L'Hopital's Theorem. There will be applications to a variety of topics from other disciplines.

Formerly Math 21A. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN MATH 18 or CAN MATH SEQ B [with MATH V21B] or CAN MATH SEQ C [with MATH V21B+V21C].**

**MATH V21AS - CALCULUS WITH ANALYTIC GEOMETRY I
DISCUSSION SESSION - .5-1 Unit**

Corequisite: MATH V21A
Hours: .5-1 lecture weekly

This course is a discussion session to accompany calculus with analytic geometry. It gives students the opportunity to gain a greater mastery of the topics such as functions, limits, and the differentiation and integration of algebraic, logarithmic and trigonometric functions by providing additional discussion and problem-solving opportunities. It may include appropriate topics from the history of mathematics and opportunities to use computers in solving calculus problems.

Formerly Math 21AS. Offered on a credit/no credit basis only. Not applicable for degree credit.

**MATH V21B - CALCULUS WITH ANALYTIC
GEOMETRY II - 5 Units**

Prerequisite: MATH V21A or equivalent with grade of C or better
Hours: 5 lecture weekly

Topics covered include: review differentiation and integration of logarithmic and exponential functions; infinite series; techniques of integration; polar and parametric representations and improper integrals. There will be applications to conic sections and a variety of topics from other disciplines.

Formerly Math 21B. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN MATH 20 or CAN MATH SEQ B [with MATH V21A] or CAN MATH SEQ C [with MATH V21A+V21C].**

**MATH V21BS - CALCULUS WITH ANALYTIC GEOMETRY II
DISCUSSION SESSION - .5-1 Unit**

Corequisite: MATH V21B
Hours: .5-1 lecture weekly

This course is a discussion session to accompany calculus with analytic geometry. It gives students the opportunity to gain a greater mastery of the topics such as techniques of integration, polar and parametric representations, vectors in two and three dimensions, planes, lines and surfaces in space, vector-valued functions and motion in space by providing additional discussion and problem-solving opportunities. It may include appropriate topics from the history of mathematics and opportunities to use computers in solving calculus problems.

Formerly Math 21BS. Offered on a credit/no credit basis only. Not applicable for degree credit.

MATH V21C - MULTIVARIABLE CALCULUS - 5 Units

Prerequisite: MATH V21B or equivalent with grade of C or better
Hours: 5 lecture weekly

This course includes: vectors in two and three dimensions; planes; lines and surfaces in space; vector-valued functions and motion in space; partial differentiation; multiple integrals including change of variables; vector fields, including gradient, divergence and curl; line and surface integrals; and Green's Theorem, Stokes' Theorem and the Divergence Theorem.

Formerly Math 21C. Transfer credit: CSU; UC. **CAN MATH 22 or CAN MATH SEQ C [with MATH V21A+V21B].**

**MATH V21CS - MULTIVARIABLE CALCULUS DISCUSSION
SESSION - .5-1 Unit**

Corequisite: MATH V21C
Hours: .5-1 lecture weekly

This course is a discussion session to accompany multivariable calculus and linear algebra. It gives students the opportunity to gain a greater mastery of the topics such as partial differentiation, multiple integrals, vector fields including gradient, divergence, curl, line and surface integrals, Green's Theorem, Stokes' Theorem, and linear algebra and its applications providing additional discussion and problem-solving opportunities. It may include appropriate topics from the history of mathematics and opportunities to use computers in solving calculus problems.

Formerly Math 21CS. Offered on a credit/no credit basis only. Not applicable for degree credit.

**MATH V24 - DIFFERENTIAL EQUATIONS WITH LINEAR
ALGEBRA - 5 Units**

Prerequisite: MATH V21C or equivalent with grade of C or better
Hours: 5 lecture weekly

An introduction to ordinary and partial differential equations and the linear algebra needed for their formulation and solution. Methods of solution for differential equations will include: matrix methods; integral transforms (including Laplace methods and Fourier series); power series; boundary value problems and numerical approximations.

Formerly Math 24. Transfer credit: CSU; UC. **CAN MATH 24.**

MATH V24S - DIFFERENTIAL EQUATIONS DISCUSSION SESSION - .5-1 Unit

Corequisite: MATH V24

Hours: .5-1 lecture weekly

This course is a discussion session to accompany differential equations and their applications. It gives students the opportunity to gain a greater mastery of the topics covered in differential equations and their applications by providing additional discussion and problem-solving opportunities. It may include appropriate topics from the history of mathematics and opportunities to use computers in solving calculus problems.

Formerly Math 24S. Offered on a credit/no credit basis only. Not applicable for degree credit.

MATH V30 - APPLIED MATHEMATICS FOR HEALTH CARE PERSONNEL - 4 Units

Prerequisite: MATH V10 or 1 year of high school prealgebra with grade of C or better

Hours: 4 lecture weekly

This course is designed for health care professionals and will enable them to apply basic mathematical concepts to on-the-job situations. After reviewing basic math skills and introducing algebra concepts, students will learn the various techniques of dosage calculations. The computational methods used in the preparation of oral medication, solutions, parenteral therapy and pediatric dosages are presented.

Formerly Math 30.

MATH V38 - MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS - 3 Units

Prerequisite: MATH V02 or 1 year of high school geometry with grade of C or better; and MATH V03 or 1 year of high school intermediate algebra (Algebra II) with grade of C or better

Hours: 3 lecture weekly

This course covers language of sets; systems of numeration; fundamentals of operations with whole numbers, integers, rational numbers, decimals and real numbers; number theory; equations and inequalities; ratio and proportion; decimals and percents. Applications will include use of calculators and work with manipulatives to represent abstract procedures using concrete models, as well as problem solving techniques that incorporate the use of models. This course is designed primarily for students intending to teach at the elementary or middle grades levels.

Formerly Math 38. Transfer credit: CSU; UC. **CAN MATH 4.**

MATH V40 - MATHEMATICAL TOPICS FOR COLLEGE STUDENTS - 3 Units

Prerequisite: MATH V03 or 1 year of high school intermediate algebra (Algebra II) with grade of C or better

Hours: 3 lecture weekly

Using and expanding upon the skills gained from intermediate algebra, this course offers the liberal arts student an applications-oriented, problem-solving exploration into a variety of mathematical fields including portions of courses offered in trigonometry, college algebra, statistics, business mathematics, and precalculus.

Additional topics suitable for the liberal arts student may include transformational geometry, topology, non-Euclidean geometry, logic and proofs, number systems, number theory, graph theory, networks and linear programming, and computer algorithms. An important aspect of this course is to help students appreciate the value of mathematics in everyday life.

Formerly Math 40. Transfer credit: CSU; UC. **CAN MATH 2.**

MATH V44 - ELEMENTARY STATISTICS - 4 Units

Prerequisite: MATH V03 or 1 year of high school intermediate algebra (Algebra II) with grade of C or better

Hours: 4 lecture weekly

Statistics useful to business, economics, science, education and psychology students; measures of central tendency; measures of variation; binomial experiments; the normal distribution; T-distribution; chi-square distribution; F-distribution; confidence intervals; hypothesis testing; correlation and linear regression; analysis of variance; nonparametric statistics. This course also provides supervised computer practice designed to assist students in statistical calculations required in beginning statistics. No prior computer experience is necessary.

Formerly Math 44. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN STAT 2.**

MATH V44S - ELEMENTARY STATISTICS DISCUSSION SESSION - .5-1 Unit

Corequisite: MATH V44

Hours: .5-1 lecture weekly

This course is a discussion session to accompany elementary statistics. It gives students the opportunity to gain a greater mastery of the topics covered in elementary statistics by providing additional discussion and problem-solving opportunities. It may include appropriate topics from the history of mathematics and opportunities to use computers in solving statistics problems.

Formerly Math 44S. Offered on a credit/no credit basis only. Not applicable for degree credit.

MATH V45 - FINITE MATHEMATICS - 4 Units

Prerequisite: MATH V03 or 1 year of high school intermediate algebra (Algebra II) with grade of C or better

Hours: 4 lecture weekly

This course is designed for students majoring in business or social sciences. The course will cover functional notation and curve plotting; matrices, and systems of equations; sets and probability including Bayes' theorem and Markov chains; and an introduction to linear programming.

Formerly Math 45. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN MATH 12.**

MATH V46A - APPLIED CALCULUS I - 3 Units

Prerequisite: MATH V04 or MATH V20 or MATH V45 or the fourth year of high school mathematics (advanced mathematics) with grade of C or better

Hours: 3 lecture weekly

A short course in analytic geometry and calculus for students in business, social science and biology. Topics covered are: functions and analytic geometry; differential calculus including limits, related rates, maxima and minima; integral calculus including area and other applications.

Formerly Math 46A. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN MATH 30 or CAN MATH SEQ D [with MATH V46B].**

MATH V46B - APPLIED CALCULUS II - 3 Units

Prerequisite: both MATH V05 and MATH V46A; or MATH V21A with grade of C or better

Hours: 3 lecture weekly

A short course in analytic geometry and calculus for students in business, social science and biology. Topics covered are: multivariable calculus of algebraic, logarithmic, and exponential functions; trigonometric functions including differentiation and integration; calculus of probability; sequences, series and Taylor's series expansions; introduction to differential equations.

Formerly Math 46B. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN MATH 32 or CAN MATH SEQ D [with MATH V46A].**

MATH V52 - DISCRETE STRUCTURES - 3 Units

Prerequisite: MATH V20 or both MATH V04 and MATH V05

Recommended preparation: CS V11 or equivalent

Hours: 3 lecture weekly

This course introduces the student to discrete mathematics as it is used in computer science. Topics include functions, relations, sets, propositional and predicate logic, simple circuit logic, proof techniques, elementary combinatorics, and discrete probability.

Field trips may be required. Same as CS V17. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN CSCI 26.**

MATH V88 - MATHEMATICS WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

MATH V89 - WORKSHOPS IN MATHEMATICS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community as required and/or requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Math 89. Transfer credit: CSU; for UC, determined after admission.

MATH V90 - DIRECTED STUDIES IN MATHEMATICS - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

Field trips may be required. May be taken for a maximum of 4 times not to exceed 6 units. Formerly Math 90. Transfer credit: CSU; for UC, determined after admission.

MICROBIOLOGY

MICR V01 - GENERAL MICROBIOLOGY - 5 Units

Prerequisite: CHEM V01A-V01AL or CHEM V10-V10L or CHEM V20-V20L or 1 year of high school chemistry with grades of C or better; and ANPH V01 or BIOL V04 or PHSO V01 or equivalent with grade of C or better

Recommended preparation: CHEM V21-V21L; and ENGL V01A

Hours: 3 lecture, 6 laboratory weekly

This course includes lecture and laboratory studies concerning microbes: bacteria, fungi, protists, animals and viruses, with an emphasis on bacterial morphology, anatomy, staining, classification, metabolism growth and the effects of physical and chemical agents on bacteria. The course includes the microbiology of soil, water, food and milk, and the principles of disease transmission, prevention and immunity and biotechnology. Required safety items include: labcoat, gloves and ANSI Z87.1 safety glasses.

Field trips may be required. Formerly Micro 1. Transfer credit: CSU; UC. **CAN BIOL 14.**

MICR V01S - MICROBIOLOGY STUDY SESSION - 1 Unit

Corequisite: MICR V01

Hours: 1 lecture weekly

This study session will give the student opportunities to discuss and ask questions about the material covered in the lecture and laboratory. Reviews of quizzes and exams will occur and methods of taking notes for the course will be considered. These sessions should enable the student to better comprehend the course material and thereby improve performance in the course.

Formerly Micro 1S. Offered on a credit/no credit basis only. Not applicable for degree credit.

MULTIMEDIA

MM V10 - INTRODUCTION TO MULTIMEDIA AND MULTIMEDIA APPLICATIONS - 3 Units

Recommended preparation: basic English and math skills; and computer fundamentals

Hours: 6 lecture-laboratory weekly

This course is designed for students who wish to pursue a career in multimedia or are interested in utilizing multimedia tools in their current profession. The course is an overview of the multimedia industry including commercial, artistic, and technical aspects of development and production including their philosophical and cultural implications. Subjects covered include defining multimedia, history of multimedia, multimedia hardware/software, multimedia applications, occupational opportunities, composition of development teams, critical evaluation of multimedia, and the future of multimedia.

Fees will be required. Field trips may be required. Formerly IdS 20. Transfer credit: CSU; credit limitations - see counselor.

MM V20 - VISUAL DESIGN FOR MULTIMEDIA - 3 Units

Recommended preparation: MM V10 or equivalent; basic English and math skills; and computer fundamentals

Hours: 6 lecture-laboratory weekly

This course is an introduction to the visual elements and principles of design, and their application to multimedia. Using the computer and traditional media, students will work with line, shape/form, value, space, light, volume, perspective, texture/pattern, scale/proportion, typographical design, and color in a series of progressive projects designed to develop the aesthetic sensitivity and basic technical knowledge required to create effective multimedia images.

Fees will be required. Field trips may be required. Transfer credit: CSU; UC; credit limitations - see counselor.

MM V22 - ADVANCED VISUAL DESIGN FOR MULTIMEDIA - 3 Units

Prerequisite: MM V20

Hours: 6 lecture-laboratory weekly

This course is an advanced study of the visual elements and principles of design and their application to multimedia. Using the computer, students will work with digital imagery, animation, digital video, audio, typographical design, and color in an intensive study program designed to develop both the technical knowledge required to create effective multimedia images as well as a thorough understanding of the resources and opportunities available in the field of multimedia.

Fees will be required. Field trips may be required.

MM V26 - DIGITAL PUBLISHING: APPLICATIONS AND IMPLICATIONS - 3 Units

Recommended preparation: MM V74

Hours: 6 lecture-laboratory weekly

The student will learn and discuss current issues related to the widening use of electronic media as a supplement to, or substitute for, paper-based print. These issues include access rights, preservation, standards, and copyright, among others. This course also provides a look at some proposals, prototypes, and processes in electronic information distribution. Using page layout, graphics illustration, PDF creation and image manipulation software, students will learn to create a wide range of artifacts such as effective directories, Web pages, surveys, direct mail initiatives, information packages, fax documents, and many other electronic media.

Fees will be required. Field trips may be required. Transfer credit: CSU; credit limitations - see counselor.

MM V30 - MULTIMEDIA DESIGN AND PRODUCTION - 3 Units

Recommended preparation: MM V10 or MM V20 or equivalent; basic English and math skills; and computer fundamentals

Hours: 6 lecture-laboratory weekly

This course is an introduction to the planning and production, both individually and collaboratively, of multimedia products such as Web site, CD-ROMs, kiosks, consumer titles, sales and marketing tools, presentations, courseware, or computer based training (CBT). Students design their projects—from conception to distribution—while working as a team on teacher guided, real-world projects. Students will integrate various media into interactive design projects using instructional design, authoring, image processing, and video editing software. Rapid prototypes are created. Does not require programming.

Fees will be required. Field trips may be required. Formerly IdS 30. Transfer credit: CSU; credit limitations - see counselor.

MM V32 - INTERMEDIATE MULTIMEDIA DESIGN AND PRODUCTION - 3 Units

Prerequisite: MM V30

Recommended preparation: knowledge of programming

Hours: 6 lecture-laboratory weekly

This course is designed for the student who is interested in an in-depth development of full-scale multimedia customized training tools for the personal computer which may be deployed via multiple modalities such as interactive CD, kiosks, Internet, Intranet, LAN or WAN. Using the skills acquired in the introductory course, students will create original content and integrate various media into interactive design projects using instructional design, authoring, image processing, and video editing software. This course includes creating custom objects using an open scripting language and producing associated documentation/instructions for an application, while working in a collaborative environment.

Fees will be required. Field trips may be required. Formerly IdS 32.

MM V40 - VIDEO PRODUCTION AND EDITING FOR MULTIMEDIA - 3 Units

Recommended preparation: MM V10 or MM V20 or equivalent; basic English and math skills; and computer fundamentals

Hours: 6 lecture-laboratory weekly

This course introduces students to all aspects and phases of digital video production and editing including scripting, storyboarding, visual design and composition, camera work, lighting, digital editing techniques, and business considerations (budgeting, finance, distribution, and marketing) of video production for the multimedia industry. The projects that students create in this course can be integrated into other multimedia formats such as CD-ROM and Web design.

Fees will be required. Field trips may be required. Formerly IdS 40. Transfer credit: CSU; credit limitations - see counselor.

MM V44 - ADVANCED DIGITAL VIDEO EDITING AND PRODUCTION FOR MULTIMEDIA - 3 Units

Recommended preparation: MM V40 or equivalent

Hours: 6 lecture-laboratory weekly

This course introduces students to advanced aspects and phases of digital video production and editing including scripting, storyboarding, visual design and composition, camera work, lighting, digital editing techniques, and business considerations (budgeting, finance, distribution, and marketing) of video production for the multimedia industry. The projects that students create in this course can be integrated into other multimedia formats such as CD-ROM and Web design.

Fees will be required. Field trips may be required.

MM V46 - DIGITAL VIDEO EDITING AND PRODUCTION FOR THE INTERNET - 3 Units

Prerequisite: MM V40

Recommended preparation: MM V66

Hours: 6 lecture-laboratory weekly

This course introduces students to procedures and phases of design, creation encoding and upload/delivery of streaming audio/video elements via the World Wide Web. This course is hands-on and production driven. Using skills from prior courses, students learn about encoding and webcasting through lectures, discussions, demonstrations, and by developing an original streaming audio/video webcast. Previous experience authoring and posting a Web page using HTML is highly recommended before taking this course.

Fees will be required. Field trips may be required. Transfer credit: CSU; credit limitations - see counselor.

MM V50 - BUSINESS COMMUNICATIONS FOR MULTIMEDIA - 3 Units

Recommended preparation: MM V10 or MM V20 or equivalent; basic English and math skills; and computer fundamentals

Hours: 6 lecture-laboratory weekly

This course prepares students for entrepreneurial and flexible careers in the multimedia industry. Topics covered include selection of optimum communication channels, preparation of effective written communication for the multimedia industry, application of appropriate oral communication skills for team building, interviewing, performance appraisals, conducting meetings and presentations, design and development of a resume/portfolio and cover letter (hard copy and online formats), and use of project management software to develop a project schedule for multimedia productions/applications.

Fees will be required. Field trips may be required. Transfer credit: CSU; credit limitations - see counselor.

MM V60A-Z - TOPICS IN MULTIMEDIA - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course considers topics not covered in detail by other multimedia offerings.

Transfer credit: determined by transfer institution.

MM V60A - ADOBE PHOTOSHOP FOR BEGINNERS - .5 Unit

Hours: 1 lecture-laboratory weekly

This course introduces students to the concepts and terminology used when working with industry-standard digital image processing software in a hands-on environment.

Fees will be required. Field trips may be required. Offered on a credit/no credit basis only.

MM V61 - INTRODUCTION TO 3D ANIMATION AND MODELING FOR MULTIMEDIA - 3 Units

Recommended preparation: basic English and math skills; and computer fundamentals

Hours: 6 lecture-laboratory weekly

This course introduces students to basic three-dimensional modeling as it applies to multimedia and 3D computer modeling. The students will be required to make sketches of their models, fabricate actual models, and create 3D computer models.

Fees will be required. Field trips may be required. Transfer credit: CSU; credit limitations - see counselor.

MM V62 - 3D COMPUTER ANIMATION - 3 Units

Prerequisite: MM V61

Hours: 6 lecture-laboratory weekly

This course covers creating animations using three-dimensional animation software. Students will learn the history of animation, an overview of the animation process, and user interfaces in the program to create the illusion of movement, animation of a live object, backgrounds and basic interactions. Students will analyze and evaluate a variety of animation products, learn the opportunities, career paths, and current trends in animation and create simple 3D animations.

Fees will be required. Field trips may be required. Formerly IdS 26.

MM V63 - MULTIMEDIA PROGRAMMING: 3D GRAPHICS AND ANIMATION WITH C++ - 4 Units

Prerequisite: CS V30

Recommended preparation: basic English and math skills; and computer fundamentals

Hours: 3 lecture, 3 laboratory weekly

This course builds on the student's current knowledge of fundamental Windows C++ programming, and object oriented design methods. This course will explore the creation of 3D graphics and animation. Some of the topics included are using cameras, polygons, lighting, materials, textures, splines, object creation, rasters and bitmaps, rendering, and palette optimization. The Windows 95 Multimedia API will be covered. Popular technologies such as morphing, special effects, 3D animation, and digital imaging will be covered. Students will learn to create materials with popular graphics software.

Fees will be required. Formerly CIS 16. Transfer credit: CSU; credit limitations - see counselor.

MM V64 - MULTIMEDIA AND 3D WEB DEVELOPMENT - 4 Units

Prerequisite: CS V40

Recommended preparation: basic English and math skills; and computer fundamentals

Hours: 3 lecture, 3 laboratory weekly

This course presents tools useful for multimedia Web development. During this course, the student will use various popular multimedia and graphic software to create materials required for advanced Web development. Tools such as scanner, digital camera, microphone, and camcorder will be used to capture sounds and images to be manipulated.

Fees will be required. Formerly CIS 54. Transfer credit: CSU; credit limitations - see counselor.

MM V65 - WEB SITE DEVELOPMENT - 2.5 Units

Prerequisite: CS V40

Recommended preparation: basic English and math skills; and computer fundamentals

Hours: 2 lecture, 1.5 laboratory weekly

This course provides the student with the necessary skills and techniques to design and create a complete professional quality Web site. Using the student's knowledge of Web page development, this course provides the design and planning skills needed to create a complete Web site.

Fees will be required. Formerly CIS 55. Transfer credit: CSU; credit limitations - see counselor.

MM V66 - PROFESSIONAL WEB PAGE

DEVELOPMENT - 3 Units

Recommended preparation: MM V80 or equivalent

Hours: 6 lecture-laboratory weekly

This course presents the skills and techniques required to design professional quality Web pages using the features of HTML. Students will learn how to design media-rich Web pages that will help attract users and maintain a steady audience. Included in this course are HTML presentation, how browsers and servers work together, graphics, effective Web page design, tables and forms, CGI scripts, developing interactive Web pages, HTML authoring tools, and introduction to Java.

Fees will be required. Field trips may be required. Formerly CIS 51. Transfer credit: CSU; credit limitations - see counselor.

MM V67 - MODEL MAKING AND DIGITIZING - 3 Units

Recommended preparation: MM V10 and MM V61 or equivalent; and computer fundamentals

Hours: 6 lecture-laboratory weekly

This course is designed to develop a working understanding between actual three-dimensional objects and their application to computer modeling and animation. Using actual 3D objects, the building of 3D objects, digitizing hardware and computer software, students will create virtual objects and virtual environments in a series of progressive exercises designed to develop aesthetic sensitivity and basic technical knowledge required to produce effective multimedia products and presentations.

Fees will be required. Field trips may be required. Transfer credit: CSU; credit limitations - see counselor.

MM V68 - ADVANCED COMPUTER MODELING AND ANIMATION - 3 Units

Prerequisite: MM V62 or equivalent

Hours: 6 lecture-laboratory weekly

This course is designed to develop a greater understanding of computer modeling and animation and how that applies to high-end digital effects, feature animation, computer games, and video games. Using computers, digitizing hardware, and industry-standard 3D computer modeling and animation software, students will design and develop computer models, scripts, storyboards, and short computer animations in a series of progressive exercises designed to develop aesthetic sensitivity and basic technical knowledge required to produce new and unique still and moving images.

Fees will be required. Field trips may be required. Transfer credit: CSU; credit limitations - see counselor.

MM V69 - VIDEO AND COMPUTER GAME CONCEPTS - 3 Units

Recommended preparation: MM V10 and MM V61 or equivalent; and computer fundamentals

Hours: 6 lecture-laboratory weekly

This course is designed to build an understanding of video game formats and concepts and aid in the development of video game design. Using computers, video games, game controllers, graphics software, and computer modeling and animation software, students will explore, discuss and begin to design video games in a series of progressive exercises designed to develop aesthetic sensitivity and basic technical knowledge required to produce new and unique interactive materials and experiences.

Fees will be required. Field trips may be required. Transfer credit: CSU; credit limitations - see counselor.

MM V70 - MULTIMEDIA PRACTICUM - 2 Units

Prerequisite: MM V10 and MM V20 and MM V30 and MM V40 and MM V50

Corequisite: MM V72

Recommended preparation: complete specialty option from AS

Hours: 4 lecture-laboratory weekly

This course, in conjunction with multimedia portfolio presentation, incorporates all of the theories and practice of development discussed and presented in earlier courses into actual production of multimedia products. Students will provide work progress diagrams and documentation for each distribution medium that follows creative process development and project management.

Fees will be required. Field trips may be required.

MM V72 - MULTIMEDIA PORTFOLIO PRESENTATION - 1 Unit

Prerequisite: MM V10 and MM V20 and MM V30 and MM V40 and MM V50

Corequisite: MM V70

Recommended preparation: complete specialty option from AS

Hours: 2 lecture-laboratory weekly

This course, in conjunction with multimedia practicum, incorporates all of the theories and practice of development discussed and presented in earlier courses into actual production of a multimedia portfolio in both traditional and digital formats.

Fees will be required. Field trips may be required.

MM V74 - ADOBE PHOTOSHOP - 3 Units

Recommended preparation: basic English and math skills; and computer fundamentals

Hours: 6 lecture-laboratory weekly

This course is designed for students who desire hands-on experience in industry-standard digital image processing software. The image correction and manipulation software gives students an understanding of the tools and techniques needed to produce professional quality results for print and Web images. Student will create a CD-ROM cover, Web banners, and a final print or Web project.

Fees will be required. Field trips may be required. Formerly MM V60B. Transfer credit: CSU; credit limitations - see counselor.

MM V76 - SOUND AND AUDIO FOR MULTIMEDIA - 3 Units

Recommended preparation: MM V10 or equivalent; and computer fundamentals

Hours: 6 lecture-laboratory weekly

This course is designed to build an understanding of audio and soundtrack production for multimedia presentations. Using computers, audio and MIDI (Musical Instrument Digital Interface) software, musical keyboards and synthesizers, students will explore, discuss and begin to create audio and music tracks in a series of progressive exercises designed to develop aesthetic sensitivity and basic technical knowledge required to produce new and unique interactive materials and experiences.

Fees will be required. Field trips may be required. Same as MUS V42. Transfer credit: CSU; credit limitations - see counselor.

MM V78 - VIDEO AND COMPUTER GAME CREATION - 3 Units

Recommended preparation: MM V10 and MM V61 or equivalent; and computer fundamentals

Hours: 6 lecture-laboratory weekly

This course is designed to build an understanding of video game development and programming. Using computers, programming software, video games, game controllers, graphic software, and computer modeling and animation software, students will explore, discuss and begin to create video games in a series of progressive exercises designed to develop aesthetic sensitivity and basic technical knowledge required to produce new and unique interactive materials and experiences.

Fees will be required. Field trips may be required. Transfer credit: CSU; credit limitations - see counselor.

MM V80 - PROJECT-BASED WEB DEVELOPMENT - 3 Units

Recommended preparation: basic English and math skills; and computer fundamentals

Hours: 6 lecture-laboratory weekly

This course is designed to introduce the basics of Web site development using graphics, text, animation and current computer software. Students will preview how these essentials are organized in order to plan and construct Web sites, adding links, navigation, frames, and tables. Students will create a Web site, learn the delivery process, and learn how to access and work with a Web server.

Fees will be required. Field trips may be required. Transfer credit: CSU; credit limitations - see counselor.

MM V82 - VECTOR-BASED ANIMATION - 3 Units

Recommended preparation: basic English and math skills; and computer fundamentals including use of image processing software

Hours: 6 lecture-laboratory weekly

This course is designed to introduce the basics of vector-based animation principles to deliver low band-width animations, presentations, and Web sites. Students will preview how these essentials are used to construct games, add interfaces, create training courses and prepare streaming video.

Fees will be required. Field trips may be required. Transfer credit: CSU; credit limitations - see counselor.

MM V88 - MULTIMEDIA WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Recommended preparation: basic English and math skills; and computer fundamentals

Hours: lecture and/or laboratory as required by unit formula

This course is designed to meet the specific needs of the college and community, as required and/or requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

MM V89 - WORKSHOPS IN MULTIMEDIA - .5-10 Units

Prerequisite: varies with topic

Recommended preparation: basic English and math skills; and computer fundamentals

Hours: lecture and/or laboratory as required by unit formula

This course is designed to meet the specific needs of the college and community, as required and/or requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Transfer credit: CSU; credit limitations - see counselor.

MM V90 - DIRECTED STUDIES IN MULTIMEDIA - 1-6 Units

Prerequisite: varies with topic

Recommended preparation: basic English and math skills; and computer fundamentals

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units.

MM V95 - MULTIMEDIA INTERNSHIP I - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 60 per unit

This multimedia internship course offers students with intermediate skills who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

MM V96 - MULTIMEDIA INTERNSHIP II - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 75 per unit

This multimedia internship course offers students with intermediate skills who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

MUSIC

MUS V01 - FUNDAMENTALS OF MUSIC - 3 Units

Hours: 3 lecture weekly

Writing of scales, intervals, chords, key signatures, sight singing, elementary keyboard work.

Formerly Mus 1. Transfer credit: CSU; UC; credit limitations - see counselor.

MUS V02A - MUSIC THEORY I - 5 Units

Corequisite: MUS V02AL

Recommended preparation: MUS V01

Hours: 5 lecture weekly

A study of music from the "common practice" period: 17th, 18th and 19th centuries. Primarily an introduction to tonal harmony through exercises in figured bass, chord inversion, voice leading (chord connection) and harmonic function.

Field trips may be required. Formerly Mus 2A. Transfer credit: CSU; UC. **CAN MUS 2 [with MUS V02AL] or CAN MUS SEQ A [with MUS V02AL+V02B+V02BL] or CAN MUS SEQ C [with MUS V02AL+V02B+V02BL+V02C+V02CL].**

MUS V02AL - EAR TRAINING I - 1 Unit

Corequisite: MUS V02A

Hours: 3 laboratory weekly

Beginning ear training through graded exercises in sight singing, note reading and music dictation.

Field trips may be required. Formerly Mus 2AL. Transfer credit: CSU; UC. **CAN MUS 2 [with MUS V02A] or CAN MUS SEQ A [with MUS V02A+V02B+V02BL] or CAN MUS SEQ C [with MUS V02A+V02B+V02BL+V02C+V02CL].**

MUS V02B - MUSIC THEORY II - 5 Units

Prerequisite: MUS V02A or equivalent

Corequisite: MUS V02BL

Hours: 5 lecture weekly

Further exploration of techniques from the "common practice" period of the 17th, 18th and 19th centuries, including the use of secondary dominants, dissonant chords, harmonization of bass and soprano melodies, modulation and non-harmonic tones.

Field trips may be required. Formerly Mus 2B. Transfer credit: CSU; UC. **CAN MUS 4 [with MUS V02BL] or CAN MUS SEQ A [with MUS V02A+V02AL+V02BL] or CAN MUS SEQ C [with MUS V02A+V02AL+V02BL+V02C+V02CL].**

MUS V02BL - EAR TRAINING II - 1 Unit

Corequisite: MUS V02B

Hours: 3 laboratory weekly

Ear training through graded exercises in sight singing, note reading and music dictation. Some basic keyboard experience and improvisation included.

Field trips may be required. Formerly Mus 2BL. Transfer credit: CSU; UC. **CAN MUS 4 [with MUS V02B] or CAN MUS SEQ A [with MUS V02A+V02AL+V02B] or CAN MUS SEQ C [with MUS V02A+V02AL+V02B+V02C+V02CL].**

MUS V02C - MUSIC THEORY III - 5 Units

Prerequisite: MUS V02B or equivalent

Corequisite: MUS V02CL

Hours: 5 lecture weekly

Study of the techniques culminating the "common practice" period: Linear chords, chromatic harmony and modulation. Transition from tonal techniques toward experimental methods common to the 20th century. Particular attention to analysis and musical form.

Field trips may be required. Formerly Mus 2C. Transfer credit: CSU; UC. **CAN MUS 6 [with MUS V02CL] or CAN MUS SEQ C [with MUS V02A+V02AL+V02B+V02BL+V02CL].**

MUS V02CL - EAR TRAINING III - 1 Unit

Corequisite: MUS V02C

Hours: 3 laboratory weekly

Ear training through exercises in sight singing, note reading and music dictation.

Field trips may be required. Formerly Mus 2CL. Transfer credit: CSU; UC. **CAN MUS 6 [with MUS V02C] or CAN MUS SEQ C [with MUS V02A+V02AL+V02B+V02BL+V02C].**

MUS V02D - MUSIC THEORY: MODAL-TONAL COUNTERPOINT - 5 Units

Prerequisite: MUS V02B or equivalent

Corequisite: MUS V02DL

Hours: 5 lecture weekly

Study of modal and tonal counterpoint; major forms including canon, motet, contrapuntal variation, invention and fugue. Some attention to early notation. Analysis of selected music.

Field trips may be required. Formerly Mus 2D. Transfer credit: CSU; UC.

MUS V02DL - EAR TRAINING IV - 1 Unit

Corequisite: MUS V02D

Hours: 3 laboratory weekly

Advanced ear training. Sight singing, dictation and recognition of melody, harmony and non-tonal music.

Field trips may be required. Formerly Mus 2DL. Transfer credit: CSU; UC.

MUS V03 - INTRODUCTION TO WORLD MUSIC - 3 Units

Hours: 3 lecture weekly

This course provides an introductory survey of world music from the cultural traditions of the Americas, Africa, Asia, Indonesia, India and Europe. The course will focus on the cultural sources of world musical practices, on characteristics of rhythm, melody and composition, and on musical instruments.

Field trips may be required. Formerly Mus 3. Transfer credit: CSU; UC.

MUS V04 - BEGINNING MUSIC COMPOSITION TECHNIQUES OF THE 20TH AND 21ST CENTURIES - 3 Units

Prerequisite: MUS V02A-V02AL

Hours: 3 lecture weekly

Introduction to the major music composition techniques of the 20th century primarily by composing music, but also through music exercises and analysis. Performance of selected student works encouraged.

Field trips may be required. Formerly Mus 4. Transfer credit: CSU; UC.

MUS V05 - MUSICIANSHIP - 3 Units

Hours: 3 lecture weekly

This course bridges the gap between music fundamentals and music theory. It includes a basic review of music reading, scales, intervals, keys, chords, rhythm and meter. Exercises include work at the piano, percussion and computer as well as traditional solfeggio and written exercises.

Field trips may be required. May be taken for a maximum of 3 times. Formerly Mus 5. Transfer credit: CSU; UC.

MUS V06 - HISTORY OF ROCK AND ROLL - 3 Units

Hours: 3 lecture weekly

A survey of rock and roll history from both a musical and cultural perspective from its roots in the blues, gospel, country and mainstream popular music to the diverse styles of today. The focus will be on important individuals, groups, styles and influences as well as the impact of the music on American society and world culture. Guest artists and lecturers, films and analysis of recordings may be included.

Field trips may be required. Transfer credit: CSU; UC.

MUS V07 - HISTORY OF JAZZ - 3 Units

Hours: 3 lecture weekly

A survey of jazz history, from both a musical and cultural perspective from its roots in ragtime, blues, and American popular music, to the diverse styles of today. The focus will be on important individuals, groups, styles, and influences, as well as the impact of American society and world culture. Guest artists and lecturers, and analysis of recordings may be included.

Field trips may be required. Formerly MUS V60E. Same as AES V12. Transfer credit: CSU; UC; credit limitations - see counselor.

MUS V08 - MUSIC APPRECIATION - 3 Units

Hours: 3 lecture weekly

Survey of music history with special emphasis on understanding and enjoyment in the listening of music; introduction to the formal principles employed in music.

Field trips may be required. Formerly Mus 8. Transfer credit: CSU; UC.

MUS V09A - MUSIC HISTORY AND LITERATURE I - 3 Units

Hours: 3 lecture weekly

This course is a survey of musical styles, forms, and personalities from ancient time to 1750.

Field trips may be required. Formerly Mus 9A. Transfer credit: CSU; UC. **CAN MUS 8 or CAN MUS SEQ B [with MUS V09B].**

MUS V09B - MUSIC HISTORY AND LITERATURE II - 3 Units

Hours: 3 lecture weekly

This course is a survey of musical styles, forms, and personalities from 1750 to the present.

Field trips may be required. Formerly Mus 9B. Transfer credit: CSU; UC. **CAN MUS 10 or CAN MUS SEQ B [with MUS V09A].**

MUS V10 - COLLEGE CHORUS - 1.5 Units

Hours: 3 lecture-laboratory weekly

The study and performance of mixed choir music from the community, classic and folk traditions.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 10. Transfer credit: CSU; UC.

MUS V11 - COLLEGE SINGERS - .5-2 Units

Recommended preparation: singing ability

Hours: 1-4 lecture-laboratory weekly

Singing group providing an opportunity to learn choral music from all ages. College Singers appear in public concerts, inter-school festivals and workshops. Some additional time is needed for special concerts and rehearsals.

Field trips will be required. May be taken for a maximum of 4 times. Formerly Mus 11. Transfer credit: CSU; UC.

MUS V12 - CHORALE - 1.5 Units

Recommended preparation: singing ability

Hours: 3 lecture-laboratory weekly

Advanced choral ensemble. Rehearsal and performance of choral, and choral/instrumental masterworks from medieval times to the present. Additional rehearsal and performance required.

Field trips will be required. May be taken for a maximum of 4 times. Formerly Mus 12. Transfer credit: CSU; UC.

MUS V13A - VOICE I - 1.5 Units

Hours: 3 lecture-laboratory weekly

Designed for the serious voice student interested in building classic repertoire. Course includes the study of basic technique and correction of individual problems.

Field trips may be required. Formerly Mus 13A. Transfer credit: CSU; UC.

MUS V13B - VOICE II - 1.5 Units

Prerequisite: MUS V13A

Hours: 3 lecture-laboratory weekly

Designed for the serious voice student interested in building classic repertoire. Course includes basic technique and performance of representative literature.

Field trips may be required. Formerly Mus 13B. Transfer credit: CSU; UC.

MUS V13C - VOICE III - 1.5 Units

Prerequisite: MUS V13B

Hours: 3 lecture-laboratory weekly

Designed for the serious voice student interested in building classic repertoire. Course includes basic technique plus study and performance of advanced literature.

Field trips may be required. Formerly Mus 13C. Transfer credit: CSU; UC.

MUS V13D - VOICE IV - 1.5 Units

Prerequisite: MUS V13C

Hours: 3 lecture-laboratory weekly

Designed for the serious voice student interested in building classic repertoire. Course includes technique plus preparation for a performance in recital.

Field trips may be required. Formerly Mus 13D. Transfer credit: CSU; UC.

MUS V14 - BEGINNING COMMUNITY**ORCHESTRA - 1.5 Units**

Recommended preparation: ability to play an orchestra instrument

Hours: 3 lecture-laboratory weekly

Rehearsal and performance of orchestral literature.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 14. Transfer credit: CSU; UC.

MUS V15 - ADVANCED COMMUNITY**ORCHESTRA - 1.5 Units**

Recommended preparation: ability to play an orchestra instrument

Hours: 3 lecture-laboratory weekly

Rehearsal and performance of representative orchestra literature in concerts on the college campus and in the community.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 15. Transfer credit: CSU; UC.

MUS V16 - INTERMEDIATE CHORAL REHEARSAL AND PERFORMANCE - .5-1.5 Units

Recommended preparation: singing ability

Hours: 1-3 lecture-laboratory weekly

The study and performance of choral masterworks from the 15th century to the 20th century, stressing unaccompanied and accompanied choral works at the intermediate level.

Field trips will be required. May be taken for a maximum of 4 times. Formerly Mus 16. Transfer credit: CSU; UC.

MUS V18 - BAND - 1.5 Units

Recommended preparation: ability to play an instrument

Hours: 3 lecture-laboratory weekly

Prepare and perform band literature.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 18. Transfer credit: CSU; UC.

MUS V19 - ADVANCED CHORAL REHEARSAL AND PERFORMANCE - 1.5 Units

Recommended preparation: MUS V16 or equivalent singing ability
Hours: 3 lecture-laboratory weekly

The study and performance of challenging choral masterworks from the 15th century to the 20th century, stressing unaccompanied and accompanied choral works at the advanced level.

Field trips will be required. May be taken for a maximum of 4 times. Formerly Mus 19. Transfer credit: CSU; UC.

MUS V21A - CHAMBER MUSIC: WINDS - 1 Unit

Hours: 2 lecture-laboratory weekly

Development of small ensembles of woodwinds to study and perform music; emphasis on balance, dynamics, phrasing and interpretation.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 21A. Transfer credit: CSU; UC.

MUS V21B - CHAMBER MUSIC: BRASS - 1 Unit

Hours: 2 lecture-laboratory weekly

Development of small ensembles of brass players to study the musical literature composed for brass groups, to perfect and perform these masterpieces.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 21B. Transfer credit: CSU; UC.

MUS V21C - CHAMBER MUSIC: STRINGS AND KEYBOARDS - 1 Unit

Hours: 2 lecture-laboratory weekly

Development of chamber groups to study the literature written for ensemble groups; to perfect and perform these compositions.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 21C. Transfer credit: CSU; UC.

MUS V22A - ADVANCED CHAMBER MUSIC: WINDS - 1 Unit

Recommended preparation: ability to play an appropriate instrument
Hours: 2 lecture-laboratory weekly

Development of small ensembles of woodwinds to study and perform advanced classical music; emphasis on balance, dynamics, phrasing and interpretation.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 22A. Transfer credit: CSU; UC.

MUS V22B - ADVANCED CHAMBER MUSIC: BRASS - 1 Unit

Recommended preparation: ability to play an appropriate instrument
Hours: 2 lecture-laboratory weekly

Development of small ensembles of brass to study and perform transcribed and original classical music. Attention to interpretation, balance, blend and phrasing.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 22B. Transfer credit: CSU; UC.

MUS V22C - ADVANCED CHAMBER MUSIC: STRINGS AND KEYBOARDS - 1 Unit

Recommended preparation: ability to play an appropriate instrument
Hours: 2 lecture-laboratory weekly

Development of small ensembles of strings and piano. Special attention to performance quality of classical music, interpretation, style, balance, blend and phrasing.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 22C. Transfer credit: CSU; UC.

MUS V24A - KEYBOARDS I - 2 Units

Hours: 4 lecture-laboratory weekly

Fundamentals of keyboard playing, music reading, technique, scales, transposition, simple keyboard harmonization, and simple keyboard literature. Designed for the student with little or no prior keyboard experience.

Field trips may be required. Formerly Mus 24A. Transfer credit: CSU; UC. **CAN MUS 22.**

MUS V24B - KEYBOARDS II - 2 Units

Prerequisite: MUS V24A or equivalent

Hours: 4 lecture-laboratory weekly

Level 2 keyboard playing: music reading, technique, scales, transposition, keyboard harmonization, and simple keyboard literature.

Field trips may be required. Formerly Mus 24B. Transfer credit: CSU; UC. **CAN MUS 24.**

MUS V24C - KEYBOARDS III - 2 Units

Prerequisite: MUS V24B or equivalent

Hours: 4 lecture-laboratory weekly

Level 3 keyboard playing: music reading, technique, major and minor scales, transposition, more advanced keyboard harmonization, and more advanced keyboard literature.

Field trips may be required. Formerly Mus 24C. Transfer credit: CSU; UC.

MUS V24D - KEYBOARDS IV - 2 Units

Prerequisite: MUS V24C or equivalent

Hours: 4 lecture-laboratory weekly

Level 4 keyboard playing: advanced music reading, technique, major and minor scales, transposition, keyboard harmonization, and more advanced keyboard literature.

Field trips may be required. Formerly Mus 24D. Transfer credit: CSU; UC.

MUS V27 - CHORAL CONDUCTING - 3 Units

Recommended preparation: ability to read music score

Hours: 3 lecture weekly

Conducting singing groups in simpler choral works suitable for civic, school and church choirs. Basic conducting techniques; exploration of choral literature including style, performance, and interpretation.

Field trips may be required. Formerly Mus 27. Transfer credit: CSU; UC.

MUS V30 - APPLIED MUSIC STUDY - 1 Unit

Hours: 1 lecture weekly

Preparation and presentation of the solo literature to be presented before the class with a subsequent critique by the other students and instructor. The instructor is expected to critique the critiques.

May be taken for a maximum of 4 times. Formerly Mus 30. Transfer credit CSU; UC.

MUS V31A - PRIVATE LESSONS: WOODWINDS - 3 Units

Corequisite: MUS V02A, V02B, V02C or V02D; MUS V10, V11, V12, V14, V15, V18, V21A, V21B or V21C; and MUS V30

Recommended preparation: ability to play an appropriate instrument

Hours: 1 lecture, 6 laboratory weekly

Private one-hour lessons on a woodwind instrument, plus six hours of practice on campus weekly: flute, oboe, clarinet, bassoon or saxophone. Work on playing techniques; style and interpretation; repertoire. Lessons may be increased to two a week through arrangements with the Office of Community Services and by paying a fee.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 31A. Transfer credit: CSU; UC.

MUS V31B - PRIVATE LESSONS: BRASS - 3 Units

Corequisite: MUS V02A, V02B, V02C or V02D; MUS V10, V11, V12, V14, V15, V18, V21A, V21B or V21C; and MUS V30
 Recommended preparation: ability to play an appropriate instrument
 Hours: 1 lecture, 6 laboratory weekly

Private one-hour lessons on a brass instrument, plus six hours of practice on campus weekly: trumpet, French horn, trombone or tuba. Work on playing techniques; style and interpretation; repertoire. Lessons may be increased to two a week through arrangements with the Office of Community Services and by paying a fee.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 31B. Transfer credit: CSU; UC.

MUS V31C - PRIVATE LESSONS: STRINGS - 3 Units

Corequisite: MUS V02A, V02B, V02C or V02D; MUS V10, V11, V12, V14, V15, V18, V21A, V21B or V21C; and MUS V30
 Recommended preparation: ability to play an appropriate instrument
 Hours: 1 lecture, 6 laboratory weekly

Private one-hour lessons on a string instrument, plus six hours of practice on campus weekly: violin, viola, cello, or contrabass. Work on playing techniques; style and interpretation; repertoire. Lessons may be increased to two a week through arrangements with the Office of Community Services and by paying a fee.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 31C. Transfer credit: CSU; UC.

MUS V31D - PRIVATE LESSONS: KEYBOARDS - 3 Units

Corequisite: MUS V02A, V02B, V02C or V02D; MUS V10, V11, V12, V14, V15, V18, V21A, V21B or V21C; and MUS V30
 Recommended preparation: ability to play an appropriate instrument
 Hours: 1 lecture, 6 laboratory weekly

Private one-hour lessons on a keyboard instrument, plus six hours of practice on campus weekly: piano, organ, or harpsichord. Work on playing techniques; style and interpretation; repertoire. Lessons may be increased to two a week through arrangements with the Office of Community Services and by paying a fee.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 31D. Transfer credit: CSU; UC.

MUS V31E - PRIVATE LESSONS: CLASSICAL GUITAR - 3 Units

Corequisite: MUS V02A, V02B, V02C or V02D; MUS V10, V11, V12, V14, V15, V18, V21A, V21B or V21C; and MUS V30
 Recommended preparation: ability to play an appropriate instrument
 Hours: 1 lecture, 6 laboratory weekly

Private one-hour lessons on a classical guitar, plus six hours of practice on campus weekly. Work on playing techniques; style and interpretation; repertoire. Lessons may be increased to two a week through arrangements with the Office of Community Services and by paying a fee.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 31E. Transfer credit: CSU; UC.

MUS V31F - PRIVATE LESSONS: ORCHESTRA PERCUSSION INSTRUMENTS - 3 Units

Corequisite: MUS V02A, V02B, V02C or V02D; MUS V10, V11, V12, V14, V15, V18, V21A, V21B or V21C; and MUS V30
 Recommended preparation: ability to play an appropriate instrument
 Hours: 1 lecture, 6 laboratory weekly

Private one-hour lessons on an orchestra percussion instrument, plus six hours of practice on campus weekly; snare drum, marimba, etc. Work on playing techniques; style and interpretation; repertoire. Lessons may be increased to two a week through arrangements with the Office of Community Services and by paying a fee.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 31F. Transfer credit: CSU; UC.

MUS V31G - PRIVATE LESSONS: MUSIC COMPOSITION - 3 Units

Corequisite: MUS V02B, V02C or V02D; MUS V10, V11, V12, V14, V15, V18, V21A, V21B or V21C; and MUS V30
 Hours: 1 lecture, 6 laboratory weekly

Private one-hour lessons in music composition, plus six hours of practice on campus in the electronic/theory lab weekly. Work on composition techniques; style, idea and form; analysis. Lessons may be increased to two a week through arrangements with the Office of Community Services and by paying a fee.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 31G. Transfer credit: CSU; UC.

MUS V31H - PRIVATE LESSONS: VOICE - 3 Units

Corequisite: MUS V02A, V02B, V02C or V02D; MUS V10, V11, V12, V14, V15, V18, V21A, V21B or V21C; and MUS V30
 Recommended preparation: ability on the instrument
 Hours: 1 lecture, 6 laboratory weekly

Private one-hour lessons, plus six hours of practice on campus weekly. Work on vocal techniques; style and interpretation; repertoire. Lessons may be increased to two a week through arrangements with the Office of Community Services and by paying a fee.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 31H. Transfer credit: CSU; UC.

MUS V34 - BEGINNING CHAMBER ORCHESTRA - .5-1.5 Units

Recommended preparation: ability to play an orchestral instrument
 Hours: 1-3 lecture-laboratory weekly

The study and performance of orchestra literature suitable for smaller orchestral ensembles, primarily from the Baroque and Classic periods.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 34. Transfer credit: CSU; UC.

MUS V35 - ADVANCED CHAMBER ORCHESTRA - 1.5 Units

Recommended preparation: ability to play an orchestral instrument
 Hours: 3 lecture-laboratory weekly

The study and performance of challenging orchestra literature suitable for smaller orchestral ensembles. Music from the 17th through the 20th centuries will be studied. All genres including symphony, suite, concerto, overture and prelude will be covered.

Field trips will be required. May be taken for a maximum of 4 times. Formerly Mus 35. Transfer credit: CSU; UC.

MUS V36 - BEGINNING GUITAR - 1.5 Units

Hours: 3 lecture-laboratory weekly

This course is designed for the beginning student in guitar and focuses on the study of standard guitar techniques and on the development of musical skills, performance skills and a knowledge of repertoire.

Field trips may be required. May be taken for a maximum of 2 times. Formerly Mus 36. Transfer credit: CSU; UC.

MUS V37 - INTERMEDIATE GUITAR - 1.5 Units

Recommended preparation: MUS V36
 Hours: 3 lecture-laboratory weekly

This course is designed for the serious student interested in building classical repertoire. Focus is on continued improvement of basic techniques, development of performance skills and individual problem solving.

Field trips may be required. May be taken for a maximum of 2 times. Formerly Mus 37. Transfer credit: CSU; UC.

MUS V39 - INTRODUCTION TO MUSIC TECHNOLOGY - 2 Units

Recommended preparation: music fundamentals and computer fundamentals

Hours: 4 lecture-laboratory weekly

This course introduces students to music notation and printing with applications such as Finale and Sibelius, music sequencing software, and audio recording/sequencing software. It includes basic MIDI (Musical Instrument Digital Interface), conventions of music notation, keyboard note entry, entering and editing of standard and custom music symbols, page layout and publishing-quality printout, and real-time playback of scores, sequences, and mixes. Students will have hands-on experience with notation and sequencing applications through several class projects. An overview of the complete spectrum of technology in music is included.

Field trips may be required. Transfer credit: CSU.

MUS V42 - SOUND AND AUDIO FOR MULTIMEDIA - 3 Units

Recommended preparation: MM V10 or equivalent; and computer fundamentals

Hours: 6 lecture-laboratory weekly

This course is designed to build an understanding of audio and soundtrack production for multimedia presentations. Using computers, audio and MIDI (Musical Instrumental Digital Interface) software, musical keyboards and synthesizers, students will explore, discuss and begin to create audio and music tracks in a series of progressive exercises designed to develop aesthetic sensitivity and basic technical knowledge required to produce new and unique interactive materials and experiences.

Fees will be required. Field trips may be required. Same as MM V76. Transfer credit: CSU; credit limitations - see counselor.

MUS V43 - BEGINNING SYMPHONIC CHOIR - 1.5 Units

Recommended preparation: music reading and singing ability

Hours: 3 lecture-laboratory weekly

This course presents the study and performance of choral masterworks stressing literature sung with instruments and orchestra.

Field trips will be required. May be taken for a maximum of 2 times. Transfer credit: CSU; UC.

MUS V44 - ADVANCED SYMPHONIC CHOIR - 1.5 Units

Recommended preparation: music reading and singing ability

Hours: 3 lecture-laboratory weekly

This course presents the study and performance of challenging choral masterworks requiring the use of instruments or orchestra.

Field trips will be required. May be taken for a maximum of 2 times. Transfer credit: CSU; UC.

MUS V45 - BEGINNING OPERA WORKSHOP - 1.5 Units

Recommended preparation: singing ability

Hours: 3 lecture-laboratory weekly

This course provides rehearsal and performance study in opera and musical theatre including aria, recitative, ensemble and chorus. Students will also study singing-acting crafts. Students not cast in musical performance parts will work in other aspects of production.

Field trips will be required. May be taken for a maximum of 2 times. Formerly Mus 45. Transfer credit: CSU; UC.

MUS V46 - ADVANCED OPERA WORKSHOP - 1.5 Units

Recommended preparation: singing ability

Hours: 3 lecture-laboratory weekly

This course provides advanced practical study of opera and musical theatre including public performance of arias, recitative and scenes. Students not cast in musical performance parts will work in other aspects of production.

Field trips will be required. May be taken for a maximum of 2 times. Formerly Mus 46. Transfer credit: CSU; UC.

MUS V55A - BEGINNING RECORDER - 1.5 Units

Hours: 3 lecture-laboratory weekly

This course will provide beginning-level instruction in how to perform on soprano or alto recorders. Students will learn how to compare and differentiate rhythmic notation and pitch in the treble clef. They will practice in class and at home rhythmic groupings such as half-, quarter- and eighth-note patterns. Attention will be given to ensemble participation, so they can assess and demonstrate an understanding of intonation, dynamics, tempo, rhythm, and working together to produce a balanced sonority. Students will learn how to prepare and organize a pedagogical technique to teach other beginners, including children.

Field trips will be required. Transfer credit: CSU; UC.

MUS V55B - INTERMEDIATE RECORDER - 1.5 Units

Prerequisite: MUS V55A

Hours: 3 lecture-laboratory weekly

This course will provide intermediate-level instruction in how to perform on soprano or alto recorders. Students will learn how to compare and differentiate chromatic notation within a tonality. They will practice in class and at home rhythmic groupings such as sixteenth-note patterns, grace notes and a variety of trills. Attention will be given to ensemble participation, so they can assess and demonstrate an understanding of intonation, dynamics, tempo, rhythm, and working together to produce a balanced sonority.

Field trips will be required. Transfer credit: CSU; UC.

MUS V55C - ADVANCED RECORDER - 1.5 Units

Prerequisite: MUS V55B

Hours: 3 lecture-laboratory weekly

This course will provide advanced-level instruction in how to perform on Renaissance and Baroque instruments. Students will analyze a variety of literature from the Renaissance and Baroque periods. Attention will be given to ensemble participation, so they can assess and demonstrate an understanding of intonation, dynamics, tempo, rhythm, and working together to produce a balanced sonority. Students will learn how to prepare and organize a pedagogical technique to teach other beginners, including children.

Field trips will be required. May be taken for a maximum of 2 times. Transfer credit: CSU; UC.

MUS V60A-Z - TOPICS IN MUSIC - 1-3 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course considers topics not covered in detail by the other music offerings. Examples of topics to be offered from time-to-time include: synthesizer techniques, recording techniques, Indian music, primitive music, women in music.

Field trips may be required. Formerly Mus 60A-Z. Transfer credit: determined by transfer institution.

MUS V60B - TAPE RECORDING BASICS - 1.5 Units

Hours: 1 lecture, 2 laboratory weekly

Introduction to recording techniques, the concepts, facilities, and procedures for recording sound with emphasis on current multitrack recording practices.

Field trips may be required. Formerly Mus 60B. Transfer credit: CSU.

MUS V60D - EARLY MUSIC ENSEMBLE - 1.5 Units

Recommended preparation: ability to perform on an early music instrument

Hours: 3 lecture-laboratory weekly

This course will provide students an opportunity to perform Renaissance and Baroque repertoire and other appropriate music. Students will analyze a variety of literature from the Renaissance and Baroque periods. Attention will be given to ensemble participation so they can assess and demonstrate an understanding of intonation, dynamics, tempo, rhythm, and working together to produce a balanced sonority. Students will receive training in playing other early music instruments such as the recorder, gamba, shawm, and cornet.

Field trips will be required. May be taken for a maximum of 2 times. Formerly Mus 60D. Transfer credit: CSU; UC.

MUS V60F - ADVANCED EARLY MUSIC ENSEMBLE - 1.5 Units

Recommended preparation: MUS V60D

Hours: 3 lecture-laboratory weekly

Advanced work in performance ensemble. Music will include Renaissance through modern music on early music instruments. Emphasis on advanced rhythmic figures and work on intonation.

Field trips will be required. May be taken for a maximum of 4 times. Formerly Mus 60F. Transfer credit: CSU; UC.

MUS V88 - MUSIC WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

MUS V89 - WORKSHOPS IN MUSIC - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Mus 89. Transfer credit: CSU; for UC, determined after admission.

MUS V90 - DIRECTED STUDIES IN MUSIC - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

Field trips may be required. May be taken for a maximum of 4 times not to exceed 6 units. Formerly Mus 90. Transfer credit: CSU; for UC, determined after admission.

NURSING SCIENCE

NS V07 - PHARMACOLOGY - 3 Units

Hours: 3 lecture weekly

This course will provide students with a basic understanding of the clinical application of pharmacology and pharmacotherapeutic principles across a lifespan. Areas of emphasis include drug classifications, therapeutic uses of medications, application of the nursing process and legal/ethical considerations.

Formerly NS 7. Transfer credit: CSU.

NS V10 - INTRODUCTION TO PROFESSIONAL NURSING - 10 Units

Prerequisite: admission to ADN program; ANPH V01 or both ANAT V01 and PHSO V01; MICR V01; HEC V24 or PSY V05 or concurrent enrollment; current CPR certification for health care provider or professional rescuer; proof of freedom from and immunity to communicable diseases; physical examination demonstrating general good health; certification as a nursing assistant; no visible tattoos or visible body piercings except single studs in ear lobes; and no acrylic or long nails in clinical settings

Recommended preparation: the Board of Registered Nursing may deny licensure to those with criminal records

Hours: 5 lecture, 15 laboratory weekly

This course focuses on Orem's Self-Care Deficit Theory of Nursing (S-CDTN) which serves as the unifying framework. Throughout the course, the student will apply principles from the natural, social and behavioral sciences to the practice of professional nursing. Students will have the opportunity to learn S-CDTN as it applies to the nursing process and issues and trends of professional nursing. Nursing will be presented as a component of a health care system seeking to assist the client to improve and/or maintain his/her potential in a diverse cultural context. This introduction to professional nursing will focus on the use of critical thinking skills in health assessment, identification of and intervention for universal self-care requisites, basic and intermediate skills and pharmacology. Guided clinical experiences are provided concurrently with theory.

Fees will be required. Field trips will be required. Formerly NS 10. Transfer credit: CSU.

NS V15 - NURSING SCIENCE REVIEW - 3.5 Units

Prerequisite: NS V10 with grade of C or better; current CPR certification for health care provider or professional rescuer; proof of freedom from and immunity to communicable diseases; physical examination demonstrating general good health; no visible tattoos or visible body piercings except single studs in ear lobes; and no acrylic or long nails in clinical settings

Recommended preparation: the Board of Registered Nursing may deny licensure to those with criminal records

Hours: 1 lecture, 7.5 laboratory weekly

This course offers structured remediation in basic nursing theory and skills. It includes didactic and practical components. Emphasis is on utilization of basic nursing principles and skills which are necessary to develop and implement a nursing plan of care.

Fees will be required. Field trips may be required. Formerly NS 15. Offered on a credit/no credit basis only.

NS V20 - THE NURSING PROCESS APPLIED TO THE CLIENT WITH HEALTH CARE DEVIATIONS I - 11 Units

Prerequisite: NS V10; current CPR certification for health care provider or professional rescuer; proof of freedom from and immunity to communicable diseases; physical examination demonstrating general good health; no visible tattoos or visible body piercings except single studs in ear lobes; and no acrylic or long nails in clinical settings

Recommended preparation: the Board of Registered Nursing may deny licensure to those with criminal records

Hours: 6 lecture, 15 laboratory weekly

This course utilizes Orem's Self-Care Deficit Theory of Nursing (S-CDTN) and the nursing process to focus on developmental and health deviation self-care requisites related to water, food, elimination and hazards. Developmental self-care requisites will be addressed with a focus on care of perinatal clients, newborns, children and families. Principles of therapeutic intervention, basic conditioning factors, communication and care of the client across the lifespan will be integrated throughout the course. The roles of provider of care, manager of care and member within the profession are stressed. Guided clinical experiences are provided concurrently with theory.

Field trips may be required. Formerly NS V20A & V20B. Transfer credit: CSU.

NS V30 - THE NURSING PROCESS APPLIED TO THE CLIENT WITH HEALTH CARE DEVIATIONS II - 10.5 Units

Prerequisite: NS V20; current CPR certification for health care provider or professional rescuer; proof of freedom from and immunity to communicable diseases; physical examination demonstrating general good health; no visible tattoos or visible body piercings except single studs in ear lobes; and no acrylic or long nails in clinical settings

Recommended preparation: the Board of Registered Nursing may deny licensure to those with criminal records

Hours: 5.5 lecture, 15 laboratory weekly

This course utilizes Orem's Self-Care Deficit Theory of Nursing (S-CDTN) and the nursing process to focus on clients and families with developmental self-care requisites and health deviation self-care requisites related to solitude and social interaction, normalcy, activity/rest and hazards. The scope of nursing interventions includes supportive/educative, partially compensatory and wholly compensatory actions, emphasizing the goal of fostering self-care agency of each client. Principles of therapeutic intervention, basic conditioning factors, communication and care of the client across the lifespan will be integrated throughout the course. The roles of provider of care, manager of care and member within the profession are stressed. The supportive/educative role of the nurse is emphasized. Guided clinical experiences are provided concurrently with theory.

Field trips may be required. Formerly NS V30A & V30B. Transfer credit: CSU.

NS V31 - THE NURSING PROCESS APPLIED TO THE CLIENT WITH HEALTH CARE DEVIATIONS II: 30-UO - 10 Units

Prerequisite: NS V20; current CPR certification for health care provider or professional rescuer; proof of freedom from and immunity to communicable diseases; physical examination demonstrating general good health; no visible tattoos or visible body piercings except single studs in ear lobes; and no acrylic or long nails in clinical settings

Recommended preparation: the Board of Registered Nursing may deny licensure to those with criminal records

Hours: 5.5 lecture, 13.5 laboratory weekly

This course utilizes Orem's Self-Care Deficit Theory of Nursing (S-CDTN) and the nursing process to focus on clients and families with developmental self-care requisites and health deviation self-care requisites related to solitude and social interaction, normalcy, activity/rest and hazards. The scope of nursing interventions includes supportive/educative, partially compensatory and wholly compensatory actions, emphasizing the goal of fostering self-care agency of each client. Principles of therapeutic intervention, basic conditioning factors, communication and care of the client across the lifespan will be integrated throughout the course. The roles of provider of care, manager of care and member within the profession are stressed. The supportive/educative role of the nurse is emphasized. Guided clinical experiences are provided concurrently with theory.

Fees will be required. Field trips may be required. Formerly NS V30C. Transfer credit: CSU.

NS V40 - THE NURSING PROCESS APPLIED TO THE CLIENT WITH HEALTH CARE DEVIATIONS III - 10.5 Units

Prerequisite: NS V30; current CPR certification for health care provider or professional rescuer; proof of freedom from and immunity to communicable diseases; physical examination demonstrating general good health; no visible tattoos or visible body piercings except single studs in ear lobes; and no acrylic or long nails in clinical settings

Recommended preparation: the Board of Registered Nursing may deny licensure to those with criminal records

Hours: 5.5 lecture, 15 laboratory weekly

This course utilizes Orem's Self-Care Deficit Theory of Nursing (S-CDTN) and the nursing process to focus on health deviation self-care requisites related to air, activity and rest. The scope of nursing interventions includes supportive/educative, partially compensatory and wholly compensatory actions, including aspects of critical care. The goal of fostering the client's self-care agency is emphasized. Principles of therapeutic intervention, basic conditioning factors, communication and care of the client across the lifespan will be integrated throughout the course. This course is designed to transition the student into the role of a beginning practitioner in nursing. Emphasis will be on management and leadership skills, ethics, legal issues related to nursing practice, professional accountability, health care economics and interpersonal relationships. Guided clinical experiences promoting independent nursing judgement and practice, and the application of leadership principles are provided after being introduced in theory. The roles of provider of care, manager of care and member within the profession are stressed. This course fulfills one PE/health requirement for the AS degree in nursing.

Fees will be required. Field trips may be required. Formerly NS V40A & V40B. Transfer credit: CSU.

NS V41 - THE NURSING PROCESS APPLIED TO THE CLIENT WITH HEALTH CARE DEVIATIONS III:

30-UO - 10 Units

Prerequisite: NS V30; current CPR certification for health care provider or professional rescuer; proof of freedom from and immunity to communicable diseases; physical examination demonstrating general good health; no visible tattoos or visible body piercings except single studs in ear lobes; and no acrylic or long nails in clinical settings

Recommended preparation: the Board of Registered Nursing may deny licensure to those with criminal records

Hours: 5.5 lecture, 13.5 laboratory weekly

This course utilizes Orem's Self-Care Deficit Theory of Nursing (S-CDTN) and the nursing process to focus on health deviation self-care requisites related to air, activity and rest. The scope of nursing interventions includes supportive/educative, partially compensatory and wholly compensatory actions, including aspects of critical care. The goal of fostering the client's self-care agency is emphasized. Principles of therapeutic interventions, basic conditioning factors, communication and care of the client across the lifespan will be integrated throughout the course. This course is designed to transition the student into the role of a beginning practitioner in nursing. Emphasis will be on management and leadership skills, ethics, legal issues related to nursing practice, professional accountability, health care economics and interpersonal relationships. Guided clinical experiences promoting independent nursing judgement and practice, and the application of leadership principles are provided after being introduced in theory. The roles of provider of care, manager of care and member within the profession are stressed. This course fulfills one PE/health requirement for the AS degree in nursing.

Fees will be required. Field trips may be required. Formerly NS V40C. Transfer credit: CSU.

NS V75 - NURSING READINESS - 3 Units

Hours: 3 lecture weekly

This course presents an introduction to nursing as a career, to nursing education, the associate degree nursing program, license preparation, nursing practice and some concepts and skills which form the common framework for educational preparation of nurses for beginning practice. Strategies for improving critical thinking are identified and practiced. Study management techniques will be introduced and implemented. The focus of the course is to provide the student with resources for continued use as he/she progresses through the nursing program.

Field trips may be required. Formerly NS 75. Offered on a credit/no credit basis only. Not applicable for degree credit.

NS V76A - DOSAGE CALCULATIONS I - .5 Unit

Hours: .5 lecture weekly

This course is designed for students and practitioners in health sciences. It will focus on basic mathematical problem solving techniques applicable to medications for all client groups. Specifically, it covers calculation of dosages involving fractions, decimals, percentage and Roman numerals.

Formerly NS 76A. Offered on a credit/no credit basis only.

NS V76B - DOSAGE CALCULATIONS II - .5 Unit

Hours: .5 lecture weekly

This course is designed for students and practitioners in health sciences. It will focus on dosage calculations for oral and parenteral medications, excluding intravenous fluids. Standard formulas will be emphasized.

Formerly NS 76B. Offered on a credit/no credit basis only.

NS V76C - DOSAGE CALCULATIONS III - .5 Unit

Hours: .5 lecture weekly

This course is designed for students and practitioners in health sciences. It will focus primarily on more advanced mathematical problem solving techniques for oral, parenteral and intravenous fluid medication administration. This course begins with ratio and proportion and focuses on the application of solving dosage problems across the lifespan.

Offered on a credit/no credit basis only.

NS V76D - DOSAGE CALCULATIONS IV - .5 Unit

Hours: .5 lecture weekly

This course is designed for students and practitioners in health sciences. It will focus on advanced dosage calculation problem solving techniques for all age groups and all routes of administration. Complex problems will be demonstrated and practiced. Administration of blood products will be included.

Offered on a credit/no credit basis only.

NS V77 - HEALTH ASSESSMENT - 2 Units

Prerequisite: NS V10

Hours: 2 lecture weekly

This course focuses on the principles and techniques of health assessment. It is designed to provide the nurse or the nursing student with the knowledge and skill necessary to make more complex nursing assessments.

Field trips may be required. May be taken for a maximum of 2 times. Formerly NS 77. Offered on a credit/no credit basis only.

NS V78 - CARDIAC RHYTHM RECOGNITION AND TREATMENT MODALITIES - 3 Units

Hours: 3 lecture weekly

This course is designed to provide the health care provider with knowledge and skills required to correctly identify cardiac arrhythmias. Normal anatomy and physiology of the cardiac system will be reviewed. Medications and other treatments for the various arrhythmias will be discussed. This course is designed for telemetry technicians and licensed nurses providing care to monitored patients.

Field trips may be required.

NS V79 - NURSING CARE OF THE CRITICALLY ILL CLIENT - 4 Units

Prerequisite: NS V78; and licensure as a vocational or registered nurse or equivalent

Hours: 4 lecture weekly

This course follows the AACN curriculum and is designed for the licensed nurse seeking a comprehensive theoretical knowledge base of critical care practice. Content includes hemodynamic monitoring, ventilatory assistance, code management, nursing management of shock and alterations in function of the major organ systems.

Field trips may be required.

NS V80 - HEALTH SCIENCE CLINICAL SKILLS ENHANCEMENT - .5-2 Units

Recommended preparation: health sciences major

Hours: 1.5-6 laboratory weekly

This course is designed to assist students to enhance their clinical skills through utilization of the skills lab facilities.

May be taken for a maximum of 4 times. Formerly NS 80. Offered on a credit/no credit basis only. Not applicable for degree credit.

NS V81 - LICENSED VOCATIONAL NURSE BRIDGE - 5.5 Units

Prerequisite: current California licensure as a vocational nurse; ANPH V01 or both ANAT V01 and PHSO V01; MICR V01; HEC V24 or PSY V05 or concurrent enrollment; current CPR certification for health care provider or professional rescuer; no visible tattoos or visible body piercings except single studs in ear lobes; and no acrylic or long nails in clinical settings

Recommended preparation: the Board of Registered Nursing may deny licensure to those with criminal records

Hours: 3 lecture, 7.5 laboratory weekly

This course utilizes Orem's Self-Care Deficit Theory of Nursing (S-CDTN) and the nursing process to focus on developmental and health deviation self-care requisites. Principles of therapeutic intervention, basic conditioning factors, communication and care of the client across the lifespan are integrated throughout the course. The roles of provider of care, manager of care and member within the profession are utilized to prepare the licensed vocational nurse to enter the associate degree nursing program in the third semester (NS V30 or NS V31). The transition of roles from vocational to registered nurse is emphasized. Through case studies and clinical experiences, this course will provide a condensed review of some of the diseases, pathophysiology, pharmacology and nursing management of clients covered during the first year of the associate degree nursing program. Critical thinking skills, nursing theory, delivery of intravenous therapy, safe dosage calculation, medication administration and strengthening of assessment skills will be emphasized. Guided clinical experiences are provided concurrently with theory.

Fees will be required. Field trips may be required. Formerly NS 81.

NS V82 - LICENSED NURSE REFRESHER COURSE - 5 Units

Prerequisite: current licensure in the state of California as a registered or licensed vocational nurse; current CPR certification for health care provider or professional rescuer; proof of freedom from and immunity to communicable diseases; physical examination demonstrating general good health; and malpractice insurance

Hours: 2.5 lecture, 7.5 laboratory weekly

This course is designed to prepare the licensed nurse who has been away from active nursing to update theory and skills in preparation for practice as a licensed vocational or registered nurse in an acute care facility. Theory content will be presented with clinical practice under supervision of an instructor.

Fees will be required. Field trips may be required.

NS V83A - NURSING CARE PLANNING WITH OREM'S SELF-CARE DEFICIT THEORY OF NURSING I - .5 Unit

Prerequisite: HS V10 or NS V10 or concurrent enrollment in either

Hours: .5 lecture weekly

This course presents Orem's Self-Care Deficit Theory of Nursing (S-CDTN) and the nursing process. Integration of these two systems to develop an integrated, individualized plan of care for assigned clients is stressed.

Offered on a credit/no credit basis only.

NS V83B - NURSING CARE PLANNING WITH OREM'S SELF-CARE DEFICIT THEORY OF NURSING II - .5 Unit

Prerequisite: NS V83A

Hours: .5 lecture weekly

This course presents Orem's Self-Care Deficit Theory of Nursing (S-CDTN) and the nursing process. Integration of these two systems to develop an integrated, individualized plan of care for assigned clients is stressed. Prioritization of nursing interventions, integration of basic conditioning factors and therapeutic communication across the lifespan are included.

Offered on a credit/no credit basis only.

NS V84A - SUCCESS IN HIGH-RISK NURSING COURSES I - 1-2 Units

Hours: 1-2 lecture weekly

This course discusses strategies that promote success in nursing courses. Methods for improving critical thinking are identified and practiced. Study and test-taking skills are explored and developed. Integration of knowledge from theory and clinical practice is emphasized to prepare for theory exams and clinical performance.

Offered on a credit/no credit basis only. Not applicable for degree credit.

NS V84B - SUCCESS IN HIGH-RISK NURSING COURSES II - 1-2 Units

Hours: 1-2 lecture weekly

This course discusses strategies that promote success in nursing courses. Methods for improving critical thinking are identified and practiced. Study and test-taking skills are explored and developed. Integration of knowledge from theory and clinical practice is emphasized to prepare for theory exams and clinical performance. Students will critique their learning experiences and implement strategies to improve outcomes.

Offered on a credit/no credit basis only. Not applicable for degree credit.

NS V88 - NURSING SCIENCE WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

NS V89 - WORKSHOPS IN NURSING SCIENCE - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community as required and/or requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly NS 89. Transfer credit: CSU.

NS V90 - DIRECTED STUDIES IN NURSING - .5-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills who wish to pursue special projects or studies. Students are accepted only by written project proposal prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly NS 90. Transfer credit: CSU.

NS V95 - NURSING SCIENCE INTERNSHIP I - 1-4 Units

Prerequisite: NS V10; current CPR certification for health care provider or professional rescuer; current malpractice insurance; meet all clinical facility requirements; no visible tattoos or visible body piercings except single studs in ear lobes; no acrylic or long nails in clinical settings; and approval of ADN director
Corequisite: enrolled in a minimum of 7 units to include internship
Hours: 60 per unit

In this course, students who are volunteers (unpaid) are assigned to care for clients in a clinical setting under the supervision of a registered nurse mentor or preceptor. Students will have the opportunity to enhance clinical skills, organizational skills, time management and prioritization as they perform previously learned skills agreed upon between instructor and student. Individualized nursing care planning will be enhanced using Orem's Self-Care Deficit Theory of Nursing and the nursing process.

Fees will be required. Field trips may be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Formerly NS 95. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

NS V96 - NURSING SCIENCE INTERNSHIP II - 1-4 Units

Prerequisite: NS V10; current CPR certification for health care provider or professional rescuer; current malpractice insurance; meet all clinical facility requirements; no visible tattoos or visible body piercings except single studs in ear lobes; no acrylic or long nails in clinical settings; and approval of ADN director
Corequisite: enrolled in a minimum of 7 units to include internship
Hours: 75 per unit

In this course, students who are employed are assigned to care for clients in a clinical setting under the supervision of a registered nurse mentor or preceptor. Students will have the opportunity to enhance clinical skills, organizational skills, time management and prioritization as they perform previously learned skills agreed upon between instructor and student. Individualized nursing care planning will be enhanced using Orem's Self-Care Deficit Theory of Nursing and the nursing process.

Fees will be required. Field trips may be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

PARAMEDIC

PM V01 - PARAMEDIC THEORY - 15 Units

Prerequisite: ANPH V01 or both ANAT V01 and PHSO V01; current EMT certification; current CPR certification for health care provider or professional rescuer; proof of freedom from and immunity to communicable diseases; physical examination demonstrating general good health; six months full time EMT experience or equivalent; no visible tattoos or visible body piercings except single studs in ear lobes; and no acrylic or long nails in clinical settings

Recommended preparation: the state of California Emergency Medical Services Authority may deny licensure to those with criminal records
Hours: 11 lecture, 12 laboratory weekly

This course focuses on didactic material and related skills necessary to establish a foundation for subsequent prehospital assessment and management of patients. Pathophysiology, pharmacology, principles of intravenous therapy, basic and advanced life support and electrocardiography are included. Assessment and appropriate intervention are emphasized. Course content includes topics related to medical management of trauma and medical-surgical, pediatric, obstetric, psychiatric, and geriatric problems. Crisis intervention, communication, medical-legal and ethical issues are discussed.

Fees will be required. Field trips will be required. Formerly PM 1.

PM V02 - PARAMEDIC CLINICAL LABORATORY - 18.5 Units

Prerequisite: PM V01; current CPR certification for health care provider or professional rescuer; proof of freedom from and immunity to communicable diseases; physical examination demonstrating general good health; no visible tattoos or visible body piercings except single studs in ear lobes; and no acrylic or long nails in clinical settings

Recommended preparation: the state of California Emergency Medical Services Authority may deny licensure to those with criminal records
Hours: 3.5 lecture, 45 laboratory weekly

This course is designed to provide supervised clinical application of cognitive knowledge and skills in acute patient care areas. Opportunities for increasing depth of skill performance and presentation of more advanced skills are provided. The student is assigned to a response vehicle with a field preceptor. Under direct supervision and evaluation of the preceptor, the field experience is designed to provide the student with direct patient care responsibilities in providing advanced life support. Each student must have a minimum of forty advanced life support contacts during this course. Upon successful completion of this course, the student is eligible to sit for the licensing examination.

Field trips will be required. Formerly PM V02 & V03.

PM V60A-Z - TOPICS IN PARAMEDIC STUDIES - .5-3 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course considers topics not covered in detail in the general paramedic studies course offerings. Examples of topics to be offered from time to time include, but are not limited to: refresher for national registry exam, wilderness medicine, cardiac update, advanced trauma life support, advanced cardiac life support, pediatric advanced life support.

Field trips may be required.

PM V88 - PARAMEDIC WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Recommended preparation: paramedic studies major

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community as required and/or requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly PM V89.

PM V90 - DIRECTED STUDIES IN PARAMEDIC SERVICES - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

Field trips may be required. May be taken for a maximum of 4 times not to exceed 6 units.

PM V95 - PARAMEDIC INTERNSHIP - 1-4 Units

Prerequisite: current CPR certification for health care provider or professional rescuer; current malpractice insurance; meet all clinical facility requirements; no visible tattoos or visible body piercings except single studs in ear lobes; no acrylic or long nails in clinical setting; and approval of PM director

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline; and the state of California Emergency Medical Services Authority may deny licensure to those with criminal records

Hours: 60 per unit

This course enables students who are volunteers (unpaid) an opportunity to obtain work experience in their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Fees will be required. Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only.

PHILOSOPHY

PHIL V01 - INTRODUCTION TO PHILOSOPHY - 3 Units

Hours: 3 lecture weekly

This course surveys the nature and uses of philosophy; considers possible sources, nature, and criteria of knowledge; examines humanity's place in the universe, including concepts of the self, the mind, and freedom; and reviews various schools of philosophical thought as philosophers have sought to understand knowledge, reality and value.

Formerly Phil 1. Transfer credit: CSU; UC. **CAN PHIL 2.**

PHIL V02 - INTRODUCTION TO ETHICS - 3 Units

Hours: 3 lecture weekly

This course provides an introduction to the nature of ethical theory, reviews ethical theory as it has developed in the West, and ponders the problems involved in the continuing quest for a more nearly adequate ethical theory for contemporary society together with suggestions for progress toward this goal.

Formerly Phil 2. Transfer credit: CSU; UC. **CAN PHIL 4.**

PHIL V03A - SURVEY OF WORLD RELIGIONS: EAST - 3 Units

Hours: 3 lecture weekly

This course surveys the religions which have dominated the East, including an examination of the origins and development and major themes, beliefs and values of Hinduism, Buddhism, Taoism, Confucianism and Zen Buddhism.

Formerly Phil 3A. Transfer credit: CSU; UC.

PHIL V03B - SURVEY OF WORLD RELIGIONS: WEST - 3 Units

Hours: 3 lecture weekly

This course surveys those living religions which have dominated the West, namely, Zoroastrianism, Judaism, Christianity, and Islam. It examines the origin and development of each religion, identifying its major themes, beliefs and values, touching upon both common and contrasting elements.

Formerly Phil 3B. Transfer credit: CSU; UC.

PHIL V04 - INTRODUCTION TO LOGIC - 3 Units

Hours: 3 lecture weekly

The course presents an introduction to the nature and problems of traditional logical methods. The course routinely requires students to ask questions, weigh evidence, and draw valid inferences from various kinds of sources. Course content focuses on informal logic (general structure of arguments and common fallacies), inductive logic (generalizations, analogies, and scientific method), and deductive logic (syllogisms and truth tables).

Formerly Phil 4. Transfer credit: CSU; UC. **CAN PHIL 6.**

PHIL V05 - CRITICAL THINKING AND ANALYTIC WRITING - 3 Units

Prerequisite: ENGL V01A

Hours: 3 lecture weekly

Survey of and practice in reasoning, including analysis, critical reasoning, and synthesis, induction and deduction, and identification of assumptions and perspectives. Emphasis is on both oral and written analysis and argumentation of issues involving fact, belief and value, and on common fallacies of thought, logic, and language. Students will develop the basics of critical reading, analytic writing and the relation of writing to critical thinking beyond the level achieved in English Composition: Level I.

Formerly Phil 5. Transfer credit: CSU; UC.

PHIL V06A - GREAT PHILOSOPHERS OF THE WEST I - 3 Units

Hours: 3 lecture weekly

This course presents an introduction to philosophy from a historical perspective. Focus is placed on the ideas which have had a dominant impact on Western civilization, including their logical development and their influence on contemporary society. The course surveys the period from the birth of science and philosophy through the Middle Ages, with special emphasis on Socrates, Plato, and Aristotle.

Formerly Phil 6A. Transfer credit: CSU; UC. **CAN PHIL 8 or CAN PHIL SEQ A [with PHIL V06B].**

PHIL V06B - GREAT PHILOSOPHERS OF THE WEST II - 3 Units

Hours: 3 lecture weekly

This course presents an introduction to philosophy from a historical perspective. Focus is placed on the ideas which have had a dominant impact on Western civilization, including their logical development and their influence on contemporary society. The course surveys the period from the birth of the modern mind and the rise of science in the Renaissance and continues to the present day, with special emphasis on the schools of rationalism, empiricism, critical philosophy, and existentialism.

Formerly Phil 6B. Transfer credit: CSU; UC. **CAN PHIL 10 or CAN PHIL SEQ A [with PHIL V06A].**

PHIL V88 - PHILOSOPHY WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

PHIL V89 - WORKSHOPS IN PHILOSOPHY - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Phil 89. Transfer credit: CSU; for UC, determined after admission.

PHIL V90 - DIRECTED STUDIES IN PHILOSOPHY - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly Phil 90. Transfer credit: CSU; for UC, determined after admission.

PHOTOGRAPHY

PHOT V01 - BEGINNING PHOTOGRAPHY - 3 Units

Hours: 6 lecture-laboratory weekly

This is a fast-paced introductory course in photography which assumes little or no previous knowledge of the camera or the photo lab. It stresses learning through practical experience. Students will learn to properly expose, develop and print their own photos as well as the artistic merit of photography.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly Photo 1. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN ART 18.**

PHOT V02 - BEGINNING PHOTOGRAPHY WITH DIGITAL TECHNIQUES - 3 Units

Hours: 6 lecture-laboratory weekly

This course provides a fast-paced introduction to photography, using 35mm analog or digital cameras. No prior knowledge of the operation of the camera, computer, or support systems operation is required. Topics include: operation of the camera; artistic compositions; computer operation; scanning techniques; file compression and formatting; use of related software (i.e. Adobe Photoshop); and printing techniques. New innovations in photography and digital technology will be presented as they are developed.

Fees will be required. Field trips may be required. Transfer credit: CSU; UC; credit limitations - see counselor.

PHOT V03 - INTRODUCTION TO 35MM SLIDE PHOTOGRAPHY - 3 Units

Hours: 3 lecture weekly

This introductory photography course is a critique of student projects; no darkroom techniques are required. The course is designed to provide basic instruction in the proper operation of the 35mm SLR camera with manual and/or automatic functions, camera accessories, proper exposure of color transparency (slide) film, color theory and proper camera care. Projects are designed to familiarize the students with camera techniques and artistic composition that will enhance their ability to create good and/or outstanding photographs under various environmental conditions. This course will also introduce students to some photographers and their work that have been a major influence on artistic and societal issues.

Fees will be required. Field trips may be required. Transfer credit: CSU.

PHOT V04A - INTERMEDIATE PHOTOGRAPHY I - 3 Units

Prerequisite: PHOT V01 or equivalent

Hours: 6 lecture-laboratory weekly

An extension of the techniques learned in beginning photography, with an in-depth study of control and analysis of light and its use and application in studio and commercial photography.

Fees will be required. Field trips may be required. Formerly Photo 4A. Transfer credit: CSU.

PHOT V04B - INTERMEDIATE PHOTOGRAPHY II - 3 Units

Prerequisite: PHOT V04A

Recommended preparation: PHOT V01

Hours: 6 lecture-laboratory weekly

An extension of the techniques learned in the first level of intermediate photography with emphasis on photographic art. Further study in creative photography. Projects are designed to promote individual discoveries and solutions to problems in the aesthetics of photography.

Fees will be required. Field trips may be required. Formerly Photo 4B. Transfer credit: CSU; UC.

PHOT V06A - INTRODUCTION TO COLOR

PHOTOGRAPHY I - 3 Units

Prerequisite: PHOT V01 or equivalent

Hours: 6 lecture-laboratory weekly

This course introduces the student to the principles of color photography and to color lab work. Emphasis is on the art and techniques applied to color films, the color camera and the techniques of color printing.

Fees will be required. Field trips may be required. Formerly Photo 6A. Transfer credit: CSU.

PHOT V06B - INTRODUCTION TO COLOR

PHOTOGRAPHY II - 3 Units

Prerequisite: PHOT V06A

Hours: 6 lecture-laboratory weekly

Continuing instruction and experience in color photography and color laboratory techniques. Greater emphasis on the artistic merit of color photography and upon portfolio development merit.

Fees will be required. Field trips may be required. Formerly Photo 6B. Transfer credit: CSU.

PHOT V07 - HISTORY OF PHOTOGRAPHY - 3 Units

Hours: 3 lecture weekly

This course is a survey of the history of photography from 1839 to the present. Emphasis of the survey will be placed on the 20th century to understand how the forces of photography's historical context, technological innovation, and creative spirit have worked together to create a body of photographic images that have profoundly influenced our culture and our sense of ourselves.

Field trips may be required. Transfer credit: CSU; UC.

PHOT V08 - PRINCIPLES OF PORTRAIT PHOTOGRAPHY - 3 Units

Prerequisite: PHOT V04A or equivalent

Recommended preparation: PHOT V01

Hours: 6 lecture-laboratory weekly

Provides for advanced experience in formal and informal studio portraiture—black and white and color. Introduces student to advanced studio techniques, lighting, posing and composition. A career-oriented course.

Fees will be required. Field trips may be required. Formerly Photo 8. Transfer credit: CSU.

PHOT V09A - APPLIED PHOTOGRAPHY I - 3 Units

Prerequisite: PHOT V04A

Hours: 6 lecture-laboratory weekly

Designed for the professional to refine conceptual and interpretive photographic skills. Will provide continued study of portraiture and illustration in the commercial field.

Fees will be required. Field trips may be required. Formerly Photo 9A. Transfer credit: CSU.

PHOT V09B - APPLIED PHOTOGRAPHY II - 3 Units

Prerequisite: PHOT V09A

Hours: 6 lecture-laboratory weekly

Students will plan, shoot, develop and print a series of photographs of their specific photographic major. They will complete a minimum of eight - 11x14 prints for their portfolio.

Fees will be required. Field trips may be required. Formerly Photo 9B. Transfer credit: CSU.

PHOT V30 - PRESS PHOTOGRAPHY PRACTICUM -1.5 Units

Corequisite: PHOT V01 or previous practical experience

Hours: 1 lecture, 1.5 laboratory weekly

Survey of the principles of photojournalism. Students will work as photographers for the college newspaper.

Field trips may be required. PHOTO V30/JOUR V30 may be taken in any combination for a maximum of 4 times. Same as JOUR V30.

PHOT V73 - DIGITAL IMAGING - 3 Units

Recommended preparation: ART V11A and ART V12A and PHOT V01

Hours: 6 lecture-laboratory weekly

Using a Macintosh environment, this course teaches students to use a digital camera and scan, manipulate and enhance digital images for graphic reproduction using Adobe Photoshop. This course emphasizes digital image problem solving.

Fees will be required. Field trips will be required. PHOT V73/ART V73 may be taken in any combination for a maximum of 2 times.

Formerly Photo 73. Same as ART V73. Transfer credit: CSU; credit limitations - see counselor.

PHOT V88 - PHOTOGRAPHY WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

PHOT V89 - WORKSHOPS IN PHOTOGRAPHY - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and/or requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Photo 89. Transfer credit: CSU.

PHOT V90 - DIRECTED STUDIES IN PHOTOGRAPHY - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

Fees may be required. Field trips may be required. May be taken for a maximum of 4 times not to exceed 6 units. Formerly Photo 90. Transfer credit: CSU.

PHYSICAL EDUCATION

AQUATICS

PE V01 - SWIMMING FOR THE NONSWIMMER - 1-1.5 Units

Recommended preparation: unable to swim 20 yards continuously on stomach and 20 yards continuously on back
Hours: .5-1 lecture, 1.5-2 laboratory weekly

Introduction, instruction, conditioning and practice of the basic fundamental elements of swimming skills and safety practices.

May be taken for a maximum of 4 times. Formerly PE 1. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V02 - SWIMMING: BEGINNING - 1-1.5 Units

Recommended preparation: 20 yards continuous swim on stomach and 20 yards continuous swim on back
Hours: .5-1 lecture, 1.5-2 laboratory weekly

To instruct the student in four basic strokes; to develop the ability to survive in deep water; and to develop cardiovascular endurance.

PE V02, V03 & V04 may be taken in any combination for a maximum of 4 times. Formerly PE 2. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V03 - SWIMMING: INTERMEDIATE - 1-1.5 Units

Prerequisite: PE V02 or equivalent skills

Hours: .5-1 lecture, 1.5-2 laboratory weekly

To perfect the five basic strokes in swimming; to expand the knowledge and use of survival techniques and safety; and to develop cardiovascular endurance.

PE V02, V03 & V04 may be taken in any combination for a maximum of 4 times. Formerly PE 3. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V04 - ADVANCED SWIMMING - 1-1.5 Units

Recommended preparation: PE V03 or equivalent skills

Hours: .5-1 lecture, 1.5-2 laboratory weekly

To perfect five basic strokes to demonstration level; to develop six additional strokes; to develop water safety techniques; and to maintain a high level of cardiovascular endurance.

Field trips may be required. PE V02, V03 & V04 may be taken in any combination for a maximum of 4 times. Formerly PE 4. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V06 - SWIMMING FOR CONDITIONING - 1-1.5 Units

Recommended preparation: PE V03 or demonstrated swimming proficiency
Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course is designed to instruct students to withstand a systematic, vigorous training schedule which will result in the development and maintenance of vital processes required for physical fitness. Endurance training and stroke proficiency will be stressed.

May be taken for a maximum of 4 times. Formerly PE 6. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V07 - LAP SWIMMING - 1 Unit

Recommended preparation: PE V02 or equivalent skills

Hours: 3 laboratory weekly

This course is designed to meet the specific need of extended practice in the water medium by those students who have become proficient in stroke and are unable to reach their goals with our present course offerings.

May be taken for a maximum of 4 times. Formerly PE 7. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V09 - WATER POLO - 1-1.5 Units

Recommended preparation: PE V02 or equivalent swimming skills

Hours: .5-1 lecture, 1.5-2 laboratory weekly

To instruct students in the philosophy and strategy of water polo, beginning with the fundamentals of the game and progressing to team play - both offense and defense.

Field trips may be required. May be taken for a maximum of 4 times. Formerly PE 9. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V10 - SPRINGBOARD DIVING - 1-1.5 Units

Recommended preparation: PE V02

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course is designed to develop springboard diving skills. Instruction will include dives from the five competitive groups utilizing the four competitive positions.

Field trips may be required. May be taken for a maximum of 4 times. Formerly PE 10. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V12 - WATER AEROBICS - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

An exercise program of aerobic conditioning and muscular endurance performed in shallow water. This low impact workout uses the resistance of water to improve the physical condition of students of all ages and fitness levels.

PE V12 & V47 may be taken in any combination for a maximum of 4 times. Formerly PE 12. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V14 - DEEP WATER RUNNING AND CONDITIONING - 1-1.5 Units

Recommended preparation: comfort in deep water

Hours: .5-1 lecture, 1.5-2 laboratory weekly

An exercise program of aerobic conditioning and strength training in deep water that is designed to improve the level of fitness of students of all ages. This course is well-suited for those who wish to experience a non-weight bearing workout for an alternative cross-training regimen for a safe mode of exercise for rehabilitation of injuries either chronic or acute.

PE V14, V15, V36 & V37 may be taken in any combination for a maximum of 4 times. Formerly PE 14. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V15 - POWER WATER WALKING - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course is designed to provide low impact exercise and fitness training for the general student population. All work will be done in waist-to-chest-deep water with no swimming ability required. Emphasis will be placed on cardiovascular conditioning, muscle tone and stress relief. The course is designed to accommodate all levels of physical fitness.

PE V14, V15, V36 & V37 may be taken in any combination for a maximum of 4 times. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V17 - LIFEGUARD TRAINING - 1.5 Units

Recommended preparation: PE V03 or equivalent skills

Hours: 1 lecture, 2 laboratory weekly

Instruction and practice in American Red Cross Lifeguard Training and Conditioning. Emphasis is placed on personal safety, elementary forms of rescue, the swimming rescue, CPR, and standard first aid. American Red Cross certification in Lifeguard Training available upon successful completion of the course. Students must be at least 15 years old at the start of the semester to qualify for the ARC certificate.

Field trips may be required. Formerly PE 17. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN KINE/PE 12.**

PE V18 - WATER SAFETY INSTRUCTOR - 3 Units

Prerequisite: PE V03 or ability to pass swim test of strokes to intermediate level

Recommended preparation: PE V17

Hours: 2 lecture, 3 laboratory weekly

This course provides the student with the theory and practical techniques needed to become a water safety instructor. At the successful completion of the course, the student is eligible for certification as an American Red Cross Water Safety Instructor with authorization to teach swimming classes. Student must be at least 17 years old at the start of the semester to qualify for the ARC certificate.

Field trips may be required. May be taken for a maximum of 4 times. Formerly PE 18. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN KINE/PE 10.**

PE V19 - BEACH AND OCEAN ACTIVITIES AND SAFETY - 1-1.5 Units

Prerequisite: PE V02 or equivalent skills

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course is designed to provide knowledge, interest, skill, and physical fitness development in beach and ocean related activities. The course will provide an introduction to kayaking, wind surfing, body and board surfing, and snorkeling. This course will meet at various beaches during the semester.

Field trips will be required. May be taken for a maximum of 4 times. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V20 - PROFESSIONAL AQUATIC TRAINING - 3 Units

Recommended preparation: PE V03 or equivalent swimming skills

Hours: .1.5 lecture, 4.5 laboratory weekly

Instruction and practice in American Red Cross Lifeguard Training and Water Safety Instruction. Emphasis will be placed on personal safety, rescue recognition and execution, and the theory and practical techniques needed for aquatic instruction. American Red Cross certification in Lifeguard Training and/or Water Safety Instructor will be available upon successful completion of this course. Students must be at least 15 years old in order to receive lifeguard certification, and 17 years old to receive Water Safety Instructor certification.

Field trips will be required. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V21 - SCUBA DIVING: BEGINNING - 2 Units

Prerequisite: ability to pass swim test including underwater swimming recovering 10 lb. weight; medical history required of all students; parental release if under 18 years old

Corequisite: PE V21L

Hours: 2 lecture weekly

A basic course in skin and SCUBA diving that will develop the necessary knowledge and skills for safe diving in Southern California. The course will emphasize the marine environment, equipment selection and maintenance, diving physics and physiology, and accident prevention. NAUI SCUBA diver certification available to students who qualify at the successful completion of both the lecture and laboratory sections of this course.

Field trips may be required. PE V21 & V22 may be taken in any combination for a maximum of 4 times. Formerly PE 21. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V21L - SCUBA DIVING LABORATORY:

BEGINNING - 1 Unit

Corequisite: PE V21

Hours: 3 laboratory weekly

A basic laboratory course in skin and SCUBA diving that will develop the necessary knowledge and skills for safe diving in Southern California. Equipment and transportation for off-campus lab sessions must be furnished by the student. Mask, snorkel, and fins required after third lesson. NAUI SCUBA Diver Certification available to students' who qualify at the successful completion of both the lecture and laboratory sections of this course.

Field trips may be required. May be taken for a maximum of 4 times. Formerly PE 21L. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V22 - SCUBA DIVING: INTERMEDIATE/ADVANCED - 3 Units

Prerequisite: PE V21-V21L or SCUBA diver certification

Hours: 2 lecture, 3 laboratory weekly

This course is designed to upgrade the SCUBA diving skills and safety knowledge of student divers in the Southern California area. The course will present diving specialty topics including: the physics and physiology of diving; diving medicine; techniques of locating, catching, and preserving game which is available along the California coast; dive planning; SCUBA life saving; etc. NAUI Speciality Diving Certifications available. This course is also available as a reentry program for divers who have a SCUBA diver certification but have not participated recently in California coastal diving and wish to do so. This course fulfills the requirements for the NAUI refresher course. Students are expected to provide their own SCUBA equipment for field trips. Advanced SCUBA certification available to students who qualify upon successful completion of the course.

Field trips will be required. PE V21 & V22 may be taken in any combination for a maximum of 4 times. Formerly PE 22. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V26 - NAUI TRAINING ASSISTANT - 1-2 Units

Prerequisite: PE V22 or advanced SCUBA certification

Hours: .5-1 lecture, 1.5-3 laboratory weekly

This course is designed to prepare the student to be able to assist with dive training, such as: escort diver trainees on the surface and during underwater tours. The course also trains the student to be a Safety Diver and Lifesaver in open water situations dealing specifically with beginning SCUBA students. Students are expected to provide their own SCUBA equipment as required for field trips. NAUI Training Assistant Certification available to students who qualify upon successful completion of the course.

Field trips will be required. May be taken for a maximum of 4 times. Formerly PE 26. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V27 - NAUI ASSISTANT INSTRUCTOR - 1-2 Units

Prerequisite: PE V26 or equivalent certification

Hours: .5-1 lecture, 1.5-3 laboratory weekly

This course is designed to test individuals in fundamental water skills and introduce them to diving instruction basics before authorizing them to assist active-status NAUI Instructors in the conduct of diving training. NAUI Assistant Instructor certification is a highly recommended step in the progression to NAUI Instructor. The Assistant Instructor must renew certification annually.

Field trips will be required. May be taken for a maximum of 4 times. Formerly PE 27. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V28 - NAUI DIVEMASTER - 1-2 Units

Prerequisite: PE V26 or equivalent certification

Hours: .5-1 lecture, 1.5-3 laboratory weekly

This course is designed to train experienced and knowledgeable divers to organize and conduct safe and enjoyable open water dives for certified divers. The NAUI Divemaster rating is the highest NAUI leadership-level certification with the exception of instructor. NAUI Divemaster certification is a highly recommended step in the progression to NAUI Instructor. The Divemaster must renew certification annually.

Field trips will be required. May be taken for a maximum of 4 times. Formerly PE 28. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V29 - NAUI INSTRUCTOR PREPARATORY COURSE (PREP) - 1-2 Units

Prerequisite: PE V27 or PE V28 or equivalent certification

Hours: .5-1 lecture, 1.5-3 laboratory weekly

The course includes both instruction and evaluation. Students receive the information needed to prepare for NAUI Instructor training and are given knowledge, water skill, and other performance evaluation and critiques, to ensure that they are aware of their own state of preparedness for entering such training. NAUI Assistant Instructors and Divemasters planning to attend an Instructor Training Course (ITC) are encouraged to complete a PREP course. Following the completion of the PREP, the student will receive a written summary of staff recommendations regarding readiness for instructor training. It is the responsibility of the individual student to use this and other knowledge gained in preparing to enter an ITC.

Field trips will be required. May be taken for a maximum of 4 times. Formerly PE 29. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V30 - SCUBA: SPORT DIVING - 1 Unit

Prerequisite: basic certification card for SCUBA diving

Hours: .5 lecture, 1.5 laboratory weekly

This course is designed for the diver who would like more exposure to the activity of sport diving in a controlled environment. The course will introduce the diver to a variety of diving activities. This course is for divers who: desire additional training; and/or desire a diving orientation program for the Channel Islands; and do not have, but wish to obtain, a specialty NAUI certification.

Field trips will be required. May be taken for a maximum of 4 times. Transfer credit: CSU; UC; credit limitations - see counselor.

INDIVIDUAL ACTIVITIES/SPORTS**PE V31 - SELF-DEFENSE AND ASSAULT PREVENTION - 1-1.5 Units**

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Lecture and demonstration of practical self-defense, community safety, and assault prevention. The course emphasizes methods and techniques of defense against weapon assault.

May be taken for a maximum of 4 times. Formerly PE 31. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V32 - AIKIDO - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Aikido is a powerful martial art developed in Japan by Morihei Veshiba. Through the study of principles and theory of ancient fighting methods, Veshiba was able to develop a method of non-resistant and noncompetitive technique. The practice of Aikido includes warm-up and flexibility exercises, practical combative and defensible techniques combined with an appreciation for formal etiquette. Students will develop a greater understanding of the relationship between mind, body and spirit that will help them deal with both physical and mental conflict in a more positive way.

Field trips may be required. PE V32/CJ V11 may be taken in any combination for a maximum of 4 times. Formerly PE 32. Same as CJ V11. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V33 - DEFENSIVE TACTICS: JU JUTSU - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This is a self-defense course for the peace officer and civilian. The simplest, most effective methods for neutralizing and controlling attackers/suspects are taught. Ju Jutsu techniques not requiring upper body strength are the focal point of the course.

Field trips may be required. PE V33, V34/CJ V12A, V12B may be taken in any combination for a maximum of 4 times. Formerly PE 33. Same as CJ V12A. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V34 - INTERMEDIATE JU JUTSU - 1-1.5 Units

Prerequisite: CJ V12A or PE V33

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This is an advanced self-defense course for people desiring to develop intermediate skills in Ju Jutsu.

Field trips may be required. PE V33, V34/CJ V12A, V12B may be taken in any combination for a maximum of 4 times. Formerly PE 34. Same as CJ V12B. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V35 - KARATE - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Introduction to karate, a striking martial art form. Students will learn basic stances, blocks, punches, strikes, kicks and will be introduced to sparring. Students will learn strategies and tactics for self-defense as well as sport karate.

Field trips may be required. PE V35 & V39 may be taken in any combination for a maximum of 4 times. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V36 - WALKING TO RESTORE FITNESS - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

A course designed to provide exercise and fitness training for the sedentary student population. Emphasis on cardiovascular conditioning and muscle tone. Individualized; meets most rehabilitation needs. Designed to prepare students for more strenuous physical activity.

Field trips may be required. PE V14, V15, V36 & V37 may be taken in any combination for a maximum of 4 times. Formerly PE 36. Transfer credit: CSU; UC; credit limitations - see counselor

PE V37 - RUNNING FOR FITNESS - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

An exercise program of relaxed running that will improve the level of fitness of nearly everyone at any age level.

PE V14, V15, V36 & V37 may be taken in any combination for a maximum of 4 times. Formerly PE 37. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V38 - TRIATHLON CONDITIONING - 1-1.5 Units

Recommended preparation: ability to swim 500 yards in less than 12 minutes and run 2 miles in less than 18 minutes

Hours: .5-1 lecture, 1.5-2 laboratory weekly

To understand swimming, running, and bicycling techniques, strategies, and safety. A special emphasis will be on improving running, swimming and bike fitness for triathlon competition.

May be taken for a maximum of 4 times. Formerly PE 38. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V39 - INTERMEDIATE KARATE - 1-1.5 Units

Prerequisite: PE V35 or 3 months of formal karate training

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Advanced skills in karate designed for karate students who want to improve beyond basic karate skills.

Field trips may be required. PE V35 & V39 may be taken in any combination for a maximum of 4 times. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V40 - CONDITIONING: CIRCUIT TRAINING - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Circuit training is a system of exercise designed in a particular sequence to meet a fitness goal. Students move from exercise station to station completing the circuit in a specific amount of time. A variety of circuits are used throughout the semester to meet a variety of fitness goals. Limited lecture/discussion on strength development, flexibility maintenance, body composition, weight loss, diet/cholesterol, heart disease risk factors and other parameters of fitness.

May be taken for a maximum of 4 times. Formerly PE 40. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V41 - WEIGHT TRAINING AND CONDITIONING - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

A course designed to increase the understanding of the principles of muscular fitness and to develop and maintain a high level of muscular fitness, muscle strength and endurance and flexibility. Participation in this course will improve body form and function through conditioning exercises and increase muscular strength, endurance and flexibility using the principles of resistive hyperkinetic exercises. Emphasis will be placed on the utilization of the overload principle and its relationship to muscle fitness.

May be taken for a maximum of 4 times. Formerly PE 41. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V42 - POWER BODY BUILDING - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

A weight training and conditioning course designed to build strength, power, and bulk necessary for athletic competition. Exercise will center on the development of upper body strength, rehabilitation and strengthening of knee joints, and power lifting for lower body. Emphasis will be placed on power lifting. The conditioning phase will emphasize the development of agility, quickness, coordination, balance and speed through the implementation of competitive drills and routines.

May be taken for a maximum of 4 times. Formerly PE 42. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V43 - AEROBIC AND STRENGTH TRAINING: CROSS-TRAINING FOR FITNESS - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Designed to meet the need for cardiorespiratory and strength fitness in adults of all ages. Various modes of cardiorespiratory (aerobic) exercises are emphasized in support of the cross-training concept. Resistance training using fixed weight of moderate to high intensity is used to develop muscular strength in all major muscle groups. Flexibility training is also emphasized to enhance skeletal range of motion. Information on exercise methods and principles, the physiology of the human body, fitness evaluation methodologies, and nutrition education are included in lecture.

May be taken for a maximum of 4 times. Formerly PE 43. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V44 - TAEKWONDO - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course is an introduction to Taekwondo, a defensive form of martial arts. Students will learn the basic blocks, strikes, kicks, and weapon self-defense techniques. Students will learn strategies and techniques of self-defense.

Field trips may be required. May be taken for a maximum of 4 times. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V45 - BICYCLE CONDITIONING: SPINNING - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course is designed to meet the needs for cardiorespiratory and lower body strength and fitness for students of all ages. Resistance training using different modes of bicycle resistance training and varying degrees of intensity are used through the course. Pre-exercise and post-exercise stretching, warm-up and cool-down techniques will also be included as part of the experience.

Field trips may be required. May be taken for a maximum of 4 times. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V46 - CONDITIONING FOR WOMEN - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Designed to improve general condition, feeling, and appearance of the body, including an understanding of the principles and effects of different types of exercise: weight lifting, vigorous exercise, circuits, and jogging and/or wogging (fast walking) for cardiovascular efficiency.

May be taken for a maximum of 4 times. Formerly PE 46. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V47 - AEROBIC CONDITIONING - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Instruction and supervised training in exercises which target blood circulation, muscular strength and endurance, flexibility and coordination. The emphasis is on the achievement of improved cardiovascular fitness through a variety of exercise using musical, rhythmic accompaniment. Jogging and walking may also be included. Assistance in the development of individualized exercise programs is also included.

PE V47 & V12 may be taken in any combination for a maximum of 4 times. Formerly PE 47. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V48 - STEP AEROBICS - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Instruction and supervised practice of step aerobics. The emphasis is on the achievement and maintenance of cardiovascular conditioning while also improving other areas of physical fitness. An adjustable step platform is used so that the class can accommodate students with different fitness levels.

May be taken for a maximum of 4 times. Formerly PE 48. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V49 - AEROBIC KICKBOXING - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Instruction and supervised practice in aerobic boxing and kickboxing exercises performed to music. Aerobic kickboxing will improve fitness levels by increasing flexibility, muscle strength and endurance, coordination, balance, and cardiovascular endurance. Students will also learn some martial arts skills.

May be taken for a maximum of 4 times. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V50 - MOTORIZED CARDIOVASCULAR TRAINING - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Theory and practice of the basic concepts of motorized cardiovascular training. Safety concepts of cardiovascular training, equipment used and testing procedures are covered in the course.

Field trips may be required. May be taken for a maximum of 3 times. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V51 - BADMINTON - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Instruction for beginning players in the fundamentals of badminton with emphasis on doubles and singles play.

May be taken for a maximum of 4 times. Formerly PE 21. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V52 - BOWLING - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course is designed to help the student develop skills, including rules, etiquette, safety and techniques of the game of bowling. Class is conducted off campus. Students must provide their own transportation.

Field trips will be required. May be taken for a maximum of 4 times. Formerly PE 52. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V53 - GOLF - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course is designed to teach the fundamental skills of the game of golf. The mental side of play, the short game skills and understanding application of the rules of golf will be reviewed.

Field trips may be required. May be taken for a maximum of 4 times. Formerly PE 53. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V54 - BALANCE AND BEYOND - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course introduces yoga techniques and pilates exercises for the beginning student. Strength training with hand weights and bands will also be used. The focus will be to improve balance skills as well as improving strength and flexibility.

May be taken for a maximum of 4 times. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V55 - LIFE FITNESS - 1-2 Units

Hours: 2-4 lecture-laboratory weekly

This course is designed to increase cardiovascular endurance, strength and flexibility utilizing state-of-the-art equipment. The course is designed to develop and encourage positive attitudes and habits with regard to fitness. The course emphasizes the development of specific muscle groups through the use of circuit activities, weight training and a flexibility components.

May be taken for a maximum of 4 times. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V56 - TENNIS: BEGINNING - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Development of basic skills of tennis including basic strategy, rules and techniques of playing tennis.

Field trips may be required. PE V56, V57 & V58 may be taken in any combination for a maximum of 4 times. Formerly PE 56. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V57 - TENNIS: INTERMEDIATE - 1-1.5 Units

Prerequisite: PE V56 or equivalent skills

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course will provide an introduction to intermediate techniques of tennis. Special emphasis will be placed on the serves, volleys, ground strokes, overheads, and lobs, including advanced strategies of singles and doubles.

Field trips may be required. PE V56, V57 & V58 may be taken in any combination for a maximum of 4 times. Formerly PE 57. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V58 - TENNIS: ADVANCED - 1-1.5 Units

Prerequisite: PE V57 or equivalent skills

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Advanced techniques and theory of playing tennis including strategy of tournament playing.

Field trips may be required. PE V56, V57 & V58 may be taken in any combination for a maximum of 4 times. Formerly PE 58. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V59 - TRACK AND FIELD - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Instruction and practice of track and field. Fundamentals include techniques, strategies, and rules pertaining to all aspects of track and field.

May be taken for a maximum of 4 times. Formerly PE 59. Transfer credit: CSU; UC; credit limitations - see counselor.

TEAM SPORTS**PE V61 - VOLLEYBALL: BEGINNING - 1-1.5 Units**

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Development of basic skills of volleyball including basic strategy, rules and techniques of playing volleyball.

Field trips may be required. PE V61, V62, V63 & V65 may be taken in any combination for a maximum of 4 times. Formerly PE 61. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V62 - VOLLEYBALL: INTERMEDIATE - 1-1.5 Units

Recommended preparation: PE V61 or equivalent skills

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Students will be introduced to the advanced techniques of overhand serve, blockings and power spiking. Continuing development of proper techniques is emphasized.

Field trips may be required. PE V61, V62, V63 & V65 may be taken in any combination for a maximum of 4 times. Formerly PE 62. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V63 - VOLLEYBALL: ADVANCED - 1-1.5 Units

Recommended preparation: PE V62 or equivalent skills

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Students will continue developing proficiency of the advanced techniques and strategies of power volleyball.

Field trips may be required. PE V61, V62, V63 & V65 may be taken in any combination for a maximum of 4 times. Formerly PE 63. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V64 - SOFTBALL - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Fundamentals of softball with emphasis on skills, rules and strategy. Competitive experience offered through class competition. May be taken for a maximum of 4 times. Formerly PE 64. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V65 - BEACH VOLLEYBALL - 1-1.5 Units

Recommended preparation: PE V61 or intermediate volleyball skill level

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Introduction to the game of beach volleyball. This course emphasizes the acquisition of beach volleyball skills and fitness.

Field trips will be required. PE V61, V62, V63 & V65 may be taken in any combination for a maximum of 4 times. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V67 - SOCCER - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Development of skills in playing soccer, including rules, techniques, and strategy.

May be taken for a maximum of 4 times. Formerly PE 67. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V68 - DANCE PERFORMANCE FOR ATHLETIC EVENTS - 2 Units

Hours: 4 lecture-laboratory weekly

A course designed to provide an opportunity to learn, understand and practice the skills necessary for public performance at a sports event. This course requires public performances.

Field trips will be required. May be taken for a maximum of 4 times. Formerly DANC V20.

PE V69 - FOOTBALL - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

Football theory and application of that theory concerning the game of football will be taught through practice, study, and testing of techniques, mechanics, drills, video analysis and rules.

May be taken for a maximum of 4 times. Formerly PE 69. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V70 - BASKETBALL - 1-2 Units

Hours: .5-1 lecture, 1.5-3 laboratory weekly

To introduce the fundamentals of basketball; to teach the techniques, rules, and skills of basketball. To transfer the skills of basketball to a game-playing situation. Also an emphasis on shooting, passing, and dribbling.

May be taken for a maximum of 4 times. Formerly PE 70. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V71 - BASEBALL - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course is designed for the fundamental skills of baseball. The pitching, defense and hitting skills will be covered. The mental part of the game and an understanding for the rules of the game will be applied.

May be taken for a maximum of 4 times. Formerly PE 71. Transfer credit: CSU; UC; credit limitations - see counselor.

INTERCOLLEGIATE ATHLETICS**PE V76 - INTERCOLLEGIATE BASEBALL - 1-3 Units**

Hours: .5-1 lecture, 2.5-9 laboratory weekly

Theory and practice of baseball. This course is designed to provide training for competition in intercollegiate baseball.

Fees may be required. Field trips may be required. May be taken for a maximum of 3 times. Formerly PE 76. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V78 - INTERCOLLEGIATE BASKETBALL: MEN - 1-3 Units

Hours: .5-1 lecture, 2.5-9 laboratory weekly

Theory and practice of basketball. This course is designed to provide training for competition in intercollegiate basketball.

Fees may be required. Field trips may be required. May be taken for a maximum of 3 times. Formerly PE 78. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V79 - INTERCOLLEGIATE BASKETBALL: WOMEN - 1-3 Units

Hours: .5-1 lecture, 2.5-9 laboratory weekly

Theory and practice of basketball. This course is designed to provide training for competition in intercollegiate basketball.

Fees may be required. Field trips may be required. May be taken for a maximum of 3 times. Formerly PE 79. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V80 - INTERCOLLEGIATE CROSS-COUNTRY: MEN - 1-3 Units

Hours: .5-1 lecture, 2.5-9 laboratory weekly

Theory and practice of cross-country running. This course is designed to provide training for competition in intercollegiate cross-country.

Fees may be required. Field trips may be required. May be taken for a maximum of 3 times. Formerly PE 80. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V81 - INTERCOLLEGIATE CROSS-COUNTRY: WOMEN - 1-3 Units

Hours: .5-1 lecture, 2.5-9 laboratory weekly

Theory and practice of cross-country running. This course is designed to provide training for competition in intercollegiate cross-country.

Fees may be required. Field trips may be required. May be taken for a maximum of 3 times. Formerly PE 81. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V82 - INTERCOLLEGIATE FOOTBALL - 1-3 Units

Hours: .5-1 lecture, 2.5-9 laboratory weekly

Theory and practice of football. This course is designed to provide training for competition in intercollegiate football.

Fees may be required. Field trips may be required. May be taken for a maximum of 3 times. Formerly PE 82. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V83 - INTERCOLLEGIATE SWIMMING AND DIVING: MEN - 1-3 Units

Recommended preparation: PE V02 or equivalent skills

Hours: .5-1 lecture, 2.5-9 laboratory weekly

Theory and practice of swimming and diving. This course is designed to provide training for competition in intercollegiate swimming.

Fees may be required. Field trips may be required. May be taken for a maximum of 3 times. Formerly PE V88. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V84 - INTERCOLLEGIATE GOLF - 1-3 Units

Hours: .5-1 lecture, 2.5-9 laboratory weekly

Theory and practice of golf. This course is designed to provide training for competition in intercollegiate golf.

Fees may be required. Field trips may be required. May be taken for a maximum of 3 times. Formerly PE 84. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V85 - INTERCOLLEGIATE SOCCER: WOMEN - 1-3 Units

Hours: .5-1 lecture, 2.5-9 laboratory weekly

Theory and practice of soccer. This course is designed to provide training for competition in intercollegiate women's soccer.

Fees may be required. Field trips may be required. May be taken for a maximum of 3 times. Formerly PE 85. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V86 - INTERCOLLEGIATE TRACK AND FIELD: WOMEN - 1-3 Units

Hours: .5-1 lecture, 2.5-9 laboratory weekly

Theory and practice of track and field. This course is designed to provide training for competition in intercollegiate track and field.

Fees may be required. Field trips may be required. May be taken for a maximum of 3 times. Formerly PE V95. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V87 - INTERCOLLEGIATE SOFTBALL: WOMEN - 1-3 Units

Hours: .5-1 lecture, 2.5-9 laboratory weekly

Theory and practice of fast pitch softball. This course is designed to provide training for competition in intercollegiate women's softball.

Fees may be required. Field trips may be required. May be taken for a maximum of 3 times. Formerly PE 87. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V91 - INTERCOLLEGIATE SWIMMING AND DIVING: WOMEN - 1-3 Units

Recommended preparation: PE V02 or equivalent skills

Hours: .5-1 lecture, 2.5-9 laboratory weekly

Theory and practice of swimming and diving. This course is designed to provide training for competition in intercollegiate swimming.

Fees may be required. Field trips may be required. May be taken for a maximum of 3 times. Formerly PE 91. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V92 - INTERCOLLEGIATE TENNIS: MEN -1-3 Units

Hours: .5-1 lecture, 2.5-9 laboratory weekly

Theory and practice of men's tennis. This course is designed to provide training for competition in intercollegiate men's tennis.

Fees may be required. Field trips may be required. May be taken for a maximum of 3 times. Formerly PE 92. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V93 - INTERCOLLEGIATE TENNIS: WOMEN - 1-3 Units

Hours: .5-1 lecture, 2.5-9 laboratory weekly

Theory and practice of women's tennis. This course is designed to provide training for competition in intercollegiate tennis.

Fees may be required. Field trips may be required. May be taken for a maximum of 3 times. Formerly PE 93. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V94 - INTERCOLLEGIATE TRACK AND FIELD: MEN - 1-3 Units

Hours: .5-1 lecture, 2.5-9 laboratory weekly

Theory and practice of track and field for men. This course is designed to provide training for competition in intercollegiate men's track and field.

Fees may be required. Field trips may be required. May be taken for a maximum of 3 times. Formerly PE 94. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V97 - INTERCOLLEGIATE VOLLEYBALL: WOMEN - 1-3 Units

Hours: .5-1 lecture, 2.5-9 laboratory weekly

Theory and practice of volleyball. This course is designed to provide training for competition in intercollegiate volleyball.

Fees may be required. Field trips may be required. May be taken for a maximum of 3 times. Formerly PE 97. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V98 - INTERCOLLEGIATE WATER POLO: MEN - 1-3 Units

Prerequisite: PE V02 or equivalent skills

Hours: .5-1 lecture, 2.5-9 laboratory weekly

Theory and practice of water polo. This course is designed to provide training for competition in intercollegiate water polo.

Fees may be required. Field trips may be required. May be taken for a maximum of 3 times. Formerly PE 98. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V99 - INTERCOLLEGIATE WATER POLO: WOMEN -1-3 Units

Prerequisite: PE V02 or equivalent skills

Hours: .5-1 lecture, 2.5-9 laboratory weekly

Theory and practice in water polo. This course is designed to provide training for competition in intercollegiate water polo.

Fees may be required. Field trips may be required. May be taken for a maximum of 3 times. Formerly PE 99. Transfer credit: CSU; UC; credit limitations - see counselor.

SPECIALIZED**PE V88 - PHYSICAL EDUCATION WORKSHOPS - .5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

PE V89 - WORKSHOPS IN PHYSICAL EDUCATION - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet the specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly PE 89. Transfer credit: CSU; for UC, determined after admission.

PE V90 - DIRECTED STUDIES IN PHYSICAL EDUCATION - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course is designed for students who are interested in furthering their skills and knowledge in physical education on an independent study basis. Assignments may include: performance, library, laboratory, and field work. Students are accepted only by a written project proposal approved by the discipline prior to enrollment.

Field trips may be required. May be taken for a maximum of 4 times not to exceed 6 units. Formerly PE 90. Transfer credit: CSU; for UC, determined after admission.

PE V95 - PHYSICAL EDUCATION INTERNSHIP I - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship

Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 60 per unit

This physical education internship course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: for CSU, credit limitations - see counselor; for UC, determined after admission.

PE V96 - PHYSICAL EDUCATION INTERNSHIP II - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 75 per unit

This physical education internship course offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: for CSU, credit limitations - see counselor; for UC, determined after admission.

PHYSICAL SCIENCE

PHSC V01 - CONCEPTS IN PHYSICAL SCIENCE - 4 Units

Prerequisite: MATH V02 or 1 year high school geometry with grade of C or better; and MATH V03 or 1 year of high school intermediate algebra (Algebra II) with grade of C or better

Hours: 3 lecture, 3 laboratory weekly

This is an introductory course in physical science. It will focus on principles, laws and concepts in physical science related to physics and chemistry. Students will experience hands-on science, focusing their efforts on modeling the processes involved in scientific reasoning and experimentation—questioning; forming a hypothesis; testing a hypothesis through experimentation. The course will reflect current knowledge about science teaching and concept development. The laboratory includes an introduction to microcomputer-based data acquisition using probes and sensors connected to physics and chemistry apparatus. These activities are closely sequenced with the coursework. Students will investigate motion, forces, energy, heat and temperature, momentum, electricity, magnetism, light and spectra, acids and alkalis, reactions and rate, and radioactivity.

Formerly PhySci 1. Transfer credit: CSU; UC; credit limitations - see counselor.

PHYSICS

PHYS V01 - ELEMENTARY PHYSICS - 5 Units

Prerequisite: MATH V01 or MATH V11B or 1 year of high school beginning algebra; and MATH V02 or 1 year of high school geometry with grades of C or better

Recommended preparation: MATH V05

Hours: 4 lecture, 3 laboratory weekly

This course is the study of mechanics, heat, sound, electricity, modern physics, and light. The laboratory portion of the course involves experiments in mechanics, wave motion, sound, electricity, magnetism, optics, and radioactivity.

Field trips may be required. Formerly Phys 1-1L. Transfer credit: CSU; UC; credit limitations - see counselor.

PHYS V02A - GENERAL PHYSICS I - 4 Units

Prerequisite: MATH V05 or the fourth year of high school mathematics (advanced mathematics) with grade of C or better

Corequisite: PHYS V02AL

Recommended preparation: MATH V20; and PHSC V01 or PHYS V01 or high school physics

Hours: 4 lecture weekly

This course includes demonstration lectures, daily assignment of problems in the areas of mechanics and properties of matter, wave motion and sound, fluids, and heat and temperature.

Formerly Phys 2A. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN PHYS 2 [with PHYS V02AL] or CAN PHYS SEQ A [with PHYS V02AL+V02B+V02BL].**

PHYS V02AL - GENERAL PHYSICS I LABORATORY - 1 Unit

Corequisite: PHYS V02A

Hours: 3 laboratory weekly

This is a laboratory course in mechanics, wave motion, properties of matter, heat, and temperature. Students will be introduced to state-of-the-art computer-based data gathering and processing techniques including spreadsheet analysis.

Formerly Phys 2AL. Transfer credit: CSU; UC. **CAN PHYS 2 [with PHYS V02A] or CAN PHYS SEQ A [with PHYS V02A+V02B+V02BL].**

PHYS V02B - GENERAL PHYSICS II - 4 Units

Prerequisite: PHYS V02A-V02AL with grades of C or better

Corequisite: PHYS V02BL

Hours: 4 lecture weekly

This course includes demonstration lectures and daily assignment of problems in the areas of electricity and magnetism, light, and modern physics.

Formerly Phys 2B. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN PHYS 4 [with PHYS V02BL] or CAN PHYS SEQ A [with PHYS V02A+V02AL+V02BL].**

PHYS V02BL - GENERAL PHYSICS II LABORATORY - 1 Unit

Corequisite: PHYS V02B

Hours: 3 laboratory weekly

This is a laboratory course in electricity, magnetism, optics, atomic and nuclear physics.

Formerly Phys 2BL. Transfer credit: CSU; UC. **CAN PHYS 4 [with PHYS V02B] or CAN PHYS SEQ A [with PHYS V02A+V02AL+V02BL].**

PHYS V03A - GENERAL PHYSICS I:

CALCULUS-BASED - 4 Units

Prerequisite: MATH V21A or MATH V46A with grade of C or better or concurrent enrollment

Corequisite: PHYS V03AL

Hours: 4 lecture weekly

This course includes assignments of problems in the areas of mechanics and properties of matter, wave motion and sound, and heat and temperature.

Formerly Phys 3A. Transfer credit: CSU; UC; credit limitations - see counselor.

PHYS V03AL - GENERAL PHYSICS I LABORATORY:

CALCULUS-BASED - 1 Unit

Corequisite: PHYS V03A

Hours: 3 laboratory weekly

This is a laboratory course in mechanics, wave motion and sound, properties of matter, heat, and temperature.

Formerly Phys 3AL. Transfer credit: CSU; UC.

PHYS V03B - GENERAL PHYSICS II:

CALCULUS-BASED - 4 Units

Prerequisite: PHYS V03A-V03AL with grades of C or better

Corequisite: PHYS V03BL

Hours: 4 lecture weekly

This course includes demonstration lectures and daily assignments of problems in the areas of electricity, magnetism, optics, atomic and nuclear physics and modern physics.

Formerly Phys 3B. Transfer credit: CSU; UC; credit limitations - see counselor.

PHYS V03BL - GENERAL PHYSICS II LABORATORY:

CALCULUS-BASED - 1 Unit

Corequisite: PHYS V03B

Hours: 3 laboratory weekly

This is a laboratory course in electricity, magnetism, optics, atomic and nuclear physics, and modern physics.

Formerly Phys 3BL. Transfer credit: CSU; UC.

PHYS V04 - MECHANICS - 4 Units

Prerequisite: PHYS V01 or high school physics with grade of C or better; and MATH V21A with grade of C or better

Corequisite: PHYS V04L

Hours: 4 lecture weekly

This course includes demonstration lectures and problems in the fundamentals of mechanics and properties of matter, with problems in forces, motion and energy.

Field trips may be required. Formerly Phys 4. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN PHYS 8 [with PHYS V04L] or CAN PHYS SEQ B [with PHYS V04L+V05+V05L+V06+V06L].**

PHYS V04L - MECHANICS LABORATORY - 1 Unit

Corequisite: PHYS V04

Hours: 3 laboratory weekly

A computer-based course of laboratory experiments in mechanics. Computers are interfaced with equipment for rapid data gathering and processing. Spreadsheets are used for data analysis.

Formerly Phys 4L. Transfer credit: CSU; UC. **CAN PHYS 8 [with PHYS V04L] or CAN PHYS SEQ B [with PHYS V04L+V05+V05L+V06+V06L].**

PHYS V05 - ELECTRICITY AND MAGNETISM - 4 Units

Prerequisite: PHYS V04-V04L with grades of C or better; and MATH V21B with grade of C or better
 Corequisite: PHYS V05L

Hours: 4 lecture weekly

In this course there will be demonstration lectures and problems in the fundamentals of electricity, including fields, circuits, magnetism and waves.

Field trips may be required. Formerly Phys 5. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN PHYS 12 [with PHYS V05L] or CAN PHYS SEQ B [with PHYS V04+V04L+ V05L+ V06+V06L].**

PHYS V05L - ELECTRICITY AND MAGNETISM LABORATORY - 1 Unit

Corequisite: PHYS V05

Hours: 3 laboratory weekly

This course includes laboratory investigations in electricity, analog and digital circuits, and electromagnetism. It also includes computer-based simulations and spreadsheet analysis.

Formerly Phys 5L. Transfer credit: CSU; UC. **CAN PHYS 12 [with PHYS V05] or CAN PHYS SEQ B [with PHYS V04+V04L+V05+ V06+V06L].**

PHYS V06 - OPTICS, HEAT AND MODERN PHYSICS - 4 Units

Prerequisite: PHYS V04-V04L with grades of C or better; and MATH V21C with grade of C or better or concurrent enrollment

Corequisite: PHYS V06L

Recommended preparation: PHYS V05-V05L

Hours: 4 lecture weekly

This course includes demonstration lectures and problems in the fundamentals of physical optics, heat, atomic and nuclear physics, relativity and quantum mechanics, with problems in flow and wave phenomena.

Formerly Phys 6. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN PHYS 14 [with PHYS V06L] or CAN PHYS SEQ B [with PHYS V04+V04L+V05+V05L+V06L].**

PHYS V06L - OPTICS, HEAT AND MODERN PHYSICS LABORATORY - 1 Unit

Corequisite: PHYS V06

Hours: 3 laboratory weekly

This course includes laboratory experiments in laser optics, heat, spectroscopy, atomic and nuclear physics.

Formerly Phys 6L. Transfer credit: CSU; UC. **CAN PHYS 14 [with PHYS V06] or CAN PHYS SEQ B [with PHYS V04+V04L+V05+ V05L+V06].**

PHYS V88 - PHYSICS WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

PHYS V89 - WORKSHOPS IN PHYSICS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and/or requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Phys 89. Transfer credit: CSU; for UC, determined after admission.

PHYS V90 - DIRECTED STUDIES IN PHYSICS - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly Phys 90. Transfer credit: CSU; for UC, determined after admission.

PHYSIOLOGY

PHSO V01 - INTRODUCTION TO HUMAN

PHYSIOLOGY - 5 Units

Prerequisite: CHEM V20-V20L or 1 year of high school chemistry with grades of C or better

Recommended preparation: ANAT V01; BIOL V01-V01L or BIOL V04; and CHEM V01A-V01AL or CHEM V21-V21L

Hours: 3 lecture, 6 laboratory weekly

This course presents a survey of the functional relationships between major organ systems, tissues and cells within the human body. A heavy emphasis on the biochemistry of major physiological mechanisms will lead to an understanding of the interactions between tissues which contribute to overall homeostasis in the human body. Laboratory exercises emphasize the development of both laboratory skills pertinent to physiology as well as an understanding of the nature and significance of a variety of physiological parameters which will be measured in the lab (including EKG, respiratory measurements, electromyogram, pH and buffers, enzyme activity, and others). ANSI Z87.1 safety glasses and gloves are required.

Formerly Physio 1. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN BIOL 12 or CAN BIOL SEQ B [with ANAT V01].**

PHSO V01S - HUMAN PHYSIOLOGY STUDY

SESSION - .5-1 Units

Corequisite: PHSO V01

Hours: .5-1 lecture weekly

This course will give students opportunities to discuss and ask questions about material covered in the lecture and laboratory. Methods of taking notes and studying will be considered. The course will enable students to better comprehend course material and thus improve performance in the course.

Offered on a credit/no credit basis only. Not applicable for degree credit.

POLITICAL SCIENCE

POLS V01 - AMERICAN GOVERNMENT - 3 Units

Hours: 3 lecture weekly

This course surveys the main characteristics, principles, structures, processes, and procedures, and the historical background of the American system of government at the national, California state, and local levels.

Formerly PolSci 1. Transfer credit: CSU; UC. **CAN GOVT 2.**

POLS V01S - AMERICAN GOVERNMENT STUDY SESSION - 1 Unit

Corequisite: POLS V01

Hours: 1 lecture weekly

This course is designed to supplement and is to be taken concurrently with American Government. The course will give students an opportunity to review and discuss material covered in lecture and in reading assignments and will assist students in developing learning skills in note taking, reading, paper writing, and use of the library and other learning resources. The course will enable students to better comprehend and respond to the course material and thus improve performance.

Field trips may be required. Formerly PolSci 1S. Offered on a credit/no credit basis only. Not applicable for degree credit.

POLS V02 - COMPARATIVE GOVERNMENT - 3 Units

Hours: 3 lecture weekly

This course compares the origins and development of selected governments of the world, including their constitutional principles, political ideologies, institutions, parties, and social policies.

Formerly PolSci 2. Transfer credit: CSU; UC.

POLS V03 - INTRODUCTION TO POLITICAL SCIENCE - 3 Units

Hours: 3 lecture weekly

This course introduces students to the field of political science, focusing on the interaction between political ideologies, international relations and American history and institutions. Constitutional principles--especially the evolution of relations between national, state, and local governments--will be analyzed as they have developed historically and with reference to America's changing role in world affairs. Concepts of law, justice, democracy, liberty, social welfare, and national security will be discussed as they relate to American history and institutions. The course includes a study of the California constitution and California institutions in a changing global environment.

Transfer credit: CSU; UC.

POLS V04 - INTRODUCTION TO POLITICAL THEORY - 3 Units

Hours: 3 lecture weekly

This course traces the development of key concepts in political theory, such as justice, democracy, liberty, equality and order over the course of Western history. Beginning with Plato and Aristotle, the course traces the evolution of key political concepts through a series of thinkers, including Machiavelli, Hobbes, Locke, Rousseau and Madison. The course also introduces students to some contemporary authors, including feminist and environmental thinkers.

Field trips may be required. Formerly PolSci 6. Transfer credit: CSU; UC.

POLS V05 - INTRODUCTION TO INTERNATIONAL RELATIONS - 3 Units

Hours: 3 lecture weekly

This course presents an inquiry into the field of international relations where nations interact officially and unofficially in a condition of war, peace and change. Emphasis will be placed on the universal competition for power, crisis management, war, peace, arms control, disarmament and the various endeavors intended to bring about world peace and cooperation.

Formerly PolSci 5. Transfer credit: CSU; UC.

POLS V08 - PUBLIC ADMINISTRATION - 3 Units

Recommended preparation: POLS V01

Hours: 3 lecture weekly

The purpose of this course is to introduce the student to the principles and trends in public administration. The course will cover the decision making process in public sector organizations. Several recent public policy decisions will also be analyzed.

Field trips may be required. Formerly PolSci 8. Transfer credit: CSU; UC.

POLS V09 - UNITED STATES - MEXICO RELATIONS - 3 Units

Hours: 3 lecture weekly

This course examines a series of bilateral issues relating to the United States and Mexico, including economic integration (especially NAFTA), immigration, naturalization, the environment, human rights, crime and drugs. Diverse approaches to solve these problems are explored, including domestic policy changes in the two countries as well as bilateral cooperation in resolving trade, environmental, labor, and other issues. The implications of these issues for the political systems of both countries will also be explored.

Field trips may be required. Transfer credit: CSU.

POLS V10 - THE UNITED NATIONS AND WORLD AFFAIRS - 4 Units

Recommended preparation: POLS V01

Hours: 3 lecture, 3 laboratory weekly

This course analyzes the role of international organizations and their role in world affairs. Focusing on the role of the United Nations, the course examines the history of attempts by international organizations to mediate conflicts between nation-states. The role of the United Nations as a standard-setter for international human rights and collective security is examined in detail. Theoretical models of international relations, such as liberalism and realism, are examined as a way to interpret how international organizations actually operate in world affairs. Students will participate in Model United Nations conferences as part of the laboratory section of this course.

Field trips will be required. Formerly POLS V06 & V07. Transfer credit: CSU.

POLS V11 - GOVERNMENT AND POLITICS OF MEXICO - 3 Units

Hours: 3 lecture weekly

This course examines contemporary Mexican politics within an historical context. Different interpretations are contrasted to explain Mexico's historical and political development, especially the Mexican revolution and its aftermath. The nature of Mexican political institutions, economic policies, and current U.S.-Mexico relations will be examined from different perspectives.

Transfer credit: CSU; UC.

POLS V14 - GLOBAL STUDIES - 3 Units

Hours: 3 lecture weekly

This course will examine the contemporary political, economic, social and environmental conditions in the world from a global perspective. The course will start by reviewing the present threats to human posterity and/or prosperity resulting from nuclear, biological, chemical and conventional weapons as well as ecological, social and economic conditions and ongoing changes. After discussing and appraising the present systems of world order and globalization of the economy, the course will explore possible approaches through which such problems can be addressed. The course will conclude by appraising the relevance of different levels of analysis for handling these problems.

Transfer credit: CSU; UC.

POLS V15 - REVOLUTION IN THE THIRD WORLD - 3 Units

Recommended preparation: POLS V05

Hours: 3 lecture weekly

Although their special circumstances make Third World countries especially prone to revolutionary change, such change usually affects much more than the internal composition of forces in the revolutionary state. As especially demonstrated by the Russian, Chinese and Iranian revolutions during the twentieth century, international and regional balances of power may be challenged and international peace and security may also be seriously affected, as a result. Consequently, an in-depth understanding of the phenomenon of revolution becomes inevitable for policymakers in underdeveloped and developed countries alike.

Formerly POLS V60A. Transfer credit: CSU; UC.

POLS V16 - GOVERNMENT AND THE ECONOMY - 3 Units

Recommended preparation: ECON V01A and POLS V01

Hours: 3 lecture weekly

This course introduces the student to major theories explaining the rationale for government involvement in the economy, as well as an appraisal of these theories. The course begins with an analysis of conceptual and historical perspectives of government involvement followed by constitutional, legal, normative, ideological, and analytical perspectives. Subsequently, the course explores and evaluates the different approaches through which the government attempts to affect the economy.

Formerly POLS V60B. Transfer credit: CSU; UC.

POLS V60A-Z - TOPICS IN POLITICAL SCIENCE - .5-3 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course considers topics not covered in detail by the other political science offerings. Examples of topics to be offered from time to time include: United Nations, third world politics, public administration.

Field trips may be required. Formerly PolSci 60A-Z. Transfer credit: determined by transfer institution.

POLS V60C - LECTURES IN INTERNATIONAL AND GLOBAL STUDIES - .5 Unit

Hours: .5 lecture weekly

The purpose of this course is to introduce the student to state-of-the-art knowledge in many disciplines related to international and global studies by attending lectures presented by top level experts on these subjects.

Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

POLS V88 - POLITICAL SCIENCE**WORKSHOPS - .5-10 Units**

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

POLS V89 - WORKSHOPS IN POLITICAL SCIENCE - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly PolSci 89. Transfer credit: CSU; for UC, determined after admission.

POLS V90 - DIRECTED STUDIES IN POLITICAL SCIENCE - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly PolSci 90. Transfer credit: CSU; for UC, determined after admission.

POLS V95 - POLITICAL SCIENCE INTERNSHIP I - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship

Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 60 per unit

This political science internship offers students who are volunteers (unpaid) an opportunity to obtain work experience in their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Formerly PolSci 95. Transfer credit: for CSU, credit limitations - see counselor; for UC, determined after admission.

POLS V96 - POLITICAL SCIENCE INTERNSHIP II - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship

Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 75 per unit

This political science internship offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Transfer credit: for CSU, credit limitations - see counselor; for UC, determined after admission.

PSYCHOLOGY

PSY V01 - INTRODUCTION TO PSYCHOLOGY - 3 Units

Hours: 3 lecture weekly

This course provides an overview of current theories and research in the areas of heredity and environment, learning, sensation and perception, intellect and cognition, language, memory, personality, sexuality, human development, abnormal psychology and therapy. Emphasis will be placed on studying behavior within a scientific framework.

Formerly Psych 1. Transfer credit: CSU; UC. **CAN PSY 2.**

PSY V02 - PERSONAL GROWTH AND SOCIAL AWARENESS - 3 Units

Hours: 3 lecture weekly

This course provides an introduction to theory, research, and practical application relevant to personal fulfillment, human relationships, and social functioning. Topics which will be studied are personality development; traditional and changing sex roles; intimate relationships; stress and stress management; personal and social achievement; and normal and abnormal reactions to modern society. Emphasis will be placed on recognizing typical patterns of personality development, with some attention given to fostering self-actualization and social contributions, while preventing deviant patterns.

Field trips may be required. Formerly Psych 2. Transfer credit: CSU; UC.

PSY V03 - INTRODUCTION TO PHYSIOLOGICAL PSYCHOLOGY - 3 Units

Hours: 3 lecture weekly

This course provides an overview of basic psychological concepts from the perspective of brain-behavior research. The course emphasizes the anatomy and physiology of the central nervous system, and their relationship to states of consciousness, drug use, biological drives, emotions, sexuality, memory, speech and language, brain pathology and mental disorders.

Formerly Psych 3. Transfer credit: CSU; UC. **CAN PSY 10.**

PSY V04 - INTRODUCTORY STATISTICS FOR THE SOCIAL AND BEHAVIORAL SCIENCES - 4 Units

Prerequisite: MATH V03 or 1 year of high school intermediate algebra (Algebra II) with grade of C or better

Recommended preparation: ENGL V01A

Hours: 4 lecture weekly

An introduction to the basic concepts of descriptive and inferential statistics which provides conceptual understanding of the applications of statistics in research, as well as in the social sciences and the related fields of business, education and health care. Areas of study include: descriptive procedures; probability and binomial distributions; correlation and regression; normal distribution; sampling distribution; central limit theorem; sample size calculations; hypothesis testing using interval estimation, z-test, significance testing of correlations, one- and two-sample t-tests, ANOVA, chi-square and other nonparametric techniques; and critical analyses of research designs. This course also provides supervised computer practice designed to assist students in data preparation including tables and graphical representations, statistical computations, and data analysis. No prior computer experience is necessary. Students will interpret computerized results and apply them in generating conclusions, to be submitted in the form of written reports.

Formerly Psych 4. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN PSY 6.**

PSY V04S - INTRODUCTORY STATISTICS FOR THE SOCIAL AND BEHAVIORAL SCIENCES DISCUSSION

SESSION - 1 Unit

Corequisite: PSY V04

Hours: 1 lecture weekly

This course is a discussion session to be taken concurrently with introductory statistics for the social and behavioral sciences. It provides an opportunity for better understanding of concepts learned in introductory statistics through additional practice and discussion of statistical procedures and their applications to research and hypothesis testing.

Formerly Psych 4S. Offered on a credit/no credit basis only. Not applicable for degree credit.

PSY V05 - INTRODUCTION TO DEVELOPMENTAL PSYCHOLOGY - 3 Units

Hours: 3 lecture weekly

This course provides an overview of human development throughout the entire lifespan. Current theories and research in the areas of heredity and environment, emotion, intellect and cognition, language, socialization, personality, sexuality, maturation, and gerontology will be studied. Emphasis will be placed on identifying and encouraging normal development, with some attention given to recognizing and preventing deviant patterns.

Field trips may be required. Formerly Psych 5. Transfer credit: CSU; UC.

PSY V07 - INTRODUCTION TO EXPERIMENTAL PSYCHOLOGY - 3 Units

Prerequisite: PSY V01 and PSY V04

Corequisite: PSY V07L

Recommended preparation: ENGL V01A

Hours: 3 lecture weekly

This course introduces basic concepts, issues, and principles of scientific research as they apply to behavior and psychological processes. Strategies involved in searching the psychological literature will be presented to assist students in developing a research hypothesis. Ethical issues relevant to conducting research in psychology will also be discussed. Students will design an experiment using appropriate research methodology, with emphasis on the scientific method, rather than correlational or observational studies. Experimental data will be analyzed using appropriate parametric or nonparametric statistical tests to guide in making decisions regarding the experimental hypothesis. Students will write a research report following APA guidelines and format.

Formerly Psych 7. Transfer credit: CSU; UC. **CAN PSY 8 [with PSY V07L].**

PSY V07L - INTRODUCTION TO EXPERIMENTAL PSYCHOLOGY LABORATORY - 1 Unit

Corequisite: PSY V07

Hours: 3 laboratory weekly

This course provides a laboratory adjunct to experimental psychology. Class experiments will be performed to provide students with practice and demonstration of scientific methodology and controlled procedure through the use of appropriate instrumentation. Class experiments will be selected from the following topics: psychophysics, sensation, perception, cognition, learning, memory, psycholinguistics, levels of consciousness, social psychology, human factor psychology, and other behaviors that can be investigated through scientific inquiry. As a final project, students will design and conduct an experiment, statistically analyze data through the use of computers, and generate appropriate conclusions. Students will write a research report following APA guidelines and will present the results of the experiment to the class in the form of an oral presentation.

Formerly Psych 7L. Transfer credit: CSU; UC. **CAN PSY 8 [with PSY V07].**

PSY V15 - INTRODUCTION TO ABNORMAL PSYCHOLOGY - 3 Units

Hours: 3 lecture weekly

This course focuses on the major forms and causes of behavior defined as deviant or abnormal. Diagnostic and therapeutic treatment strategies are examined, as well as the various theories currently used to explain abnormal behavior and mental illness.

Field trips may be required. Formerly Psych 15. Transfer credit: CSU; UC.

PSY V25 - PSYCHOLOGY OF HUMAN SEXUALITY - 3 Units

Hours: 3 lecture weekly

This course will emphasize both the psychobiological and sociological aspects of human sexual behavior. The role of sex within a relationship will be explored, as well as sexual attitudes, lifestyles, and changing social roles. Course material will be presented in an explicit, open, scientific, and thoughtful manner.

Formerly Psych 25. Transfer credit: CSU; UC.

PSY V29 - INTRODUCTION TO PERSONALITY PSYCHOLOGY - 3 Units

Hours: 3 lecture weekly

This course is a comprehensive study of the concept of personality. The nature and development of personality is examined.

Emphasis is placed on the current research, techniques of assessment, theories, and theorists of personality, including Freud, Jung, Rogers and Maslow.

Field trips may be required. Formerly Psych 29. Transfer credit: CSU; UC.

PSY V30 - MULTICULTURAL PSYCHOLOGY - 3 Units

Hours: 3 lecture weekly

This course focuses on multicultural issues and their influence on individual and group behavior. It explores how traditions and social customs shape the development of the individual's behavior, cognition, motivation, emotion, gender roles, personality, and moral judgments across the lifespan. It examines how family, work, religion, language, artistic expression, rituals, and clothing function as symbols of cultural identity. Cross-cultural comparisons of various psychological phenomena are reviewed, documenting similarities and differences across cultures in human behavior in an attempt to search for mediators of these differences. Topics of discussion include diversity in an increasingly pluralistic society and intercultural relations among African Americans, Hispanics, Asian Americans, Native Americans and other cultural groups, with the option of focusing on a particular culture in any given semester.

Field trips may be required. Formerly Psych 30. Transfer credit: CSU; UC.

PSY V31 - INTRODUCTION TO SOCIAL PSYCHOLOGY - 3 Units

Hours: 3 lecture weekly

This course is concerned with the scientific study of social psychology and related theories. The course focuses on how the individual affects and is affected by other people in society, and how society influences human behavior as well as the individual's psychological process (i.e. attitudes, beliefs, self-concept).

Field trips may be required. Formerly Psych 31. Same as SOC V31. Transfer credit: CSU; UC; credit limitations - see counselor.

PSY V88 - PSYCHOLOGY WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

PSY V89 - WORKSHOPS IN PSYCHOLOGY - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Psych 89. Transfer credit: CSU; for UC, determined after admission.

PSY V90 - DIRECTED STUDIES IN PSYCHOLOGY - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

Field trips may be required. May be taken for a maximum of 4 times not to exceed 6 units. Formerly Psych 90. Transfer credit: CSU; for UC, determined after admission.

READING

READ V01 - COLLEGE-LEVEL READING FOR CRITICAL ANALYSIS - 3.5 Units

Recommended preparation: READ V02A or appropriate reading skills as measured by the college assessment process

Hours: 3 lecture, 1.5 laboratory weekly

This course is a college-level reading course designed to help students improve their reading comprehension and ability to do critical analysis. They will develop advanced vocabulary skills and improve their reading speed and comprehension in assignments involving lengthy and difficult college-level texts and scholarly articles.

Formerly Read 1. Transfer credit: CSU.

READ V02A - ACADEMIC READING - 3.5 Units

Recommended preparation: ESL V33 or READ V03 or appropriate reading skills as measured by the college assessment process

Hours: 3 lecture, 1.5 laboratory weekly

This is a college-level reading course which is designed to help students improve their reading comprehension across the disciplines. They will develop content area and individualized vocabulary and learn to identify and distinguish between literal and implied thesis statements and supporting details in complex articles and expository essays of medium length. They will also read, summarize, paraphrase and analyze such expository passages.

May be taken for a maximum of 2 times. Formerly READ V02.

READ V02B - READING MULTICULTURAL LITERATURE - 3 Units

Recommended preparation: ESL V33 or READ V03 or appropriate reading skills as measured by the college assessment process

Hours: 3 lecture weekly

This is a survey of multicultural literature which focuses on reading, understanding and writing about the genres of poetry, short fiction and drama. This course is designed to help students improve their understanding of the elements of each of the genres and the social and historical and cultural contexts which contribute to the works. Students will learn to read, summarize, and analyze literary works from a variety of cultural groups. They will also learn to do literary research.

Same as AES V30 & ENGL V02B.

READ V03 - INTERMEDIATE READING COMPREHENSION AND LANGUAGE ACQUISITION - 3.5 Units

Recommended preparation: ESL V34 or READ V04 or appropriate reading skills as measured by the college assessment process

Hours: 3 lecture, 1.5 laboratory weekly

This is an intermediate-level reading course which is designed to help students improve their reading comprehension at the level of the short essay. They will individually develop their vocabularies and learn to identify literal and implied main ideas and supporting details at the level of the short essay. They will also read, summarize, paraphrase and analyze short simple expository passages.

May be taken for a maximum of 2 times. Same as ESL V33. Not applicable for degree credit.

READ V04 - BEGINNING READING COMPREHENSION - 3.5 Units

Recommended preparation: appropriate reading skills as measured by the college assessment process

Hours: 3 lecture, 1.5 laboratory weekly

This is a beginning-level reading comprehension course intended as a bridge for students from English as a Second Language, the Educational Assistance Center, or into the college. It is designed to help students develop reading comprehension at the paragraph level and to develop a functional academic vocabulary.

READ V04/ESL V34 may be taken in any combination for a maximum of 2 times. Formerly Read 4. Same as ESL V34. Not applicable for degree credit.

READ V10 - INDIVIDUALIZED READING - 1 Unit

Hours: .75 lecture, .75 laboratory weekly

This course is designed for students who want to improve their reading in areas such as reading speed, comprehension, spelling, vocabulary, and study skills. After appropriate diagnosis and discussion with the instructor, student will begin work in specific skill areas.

May be taken for a maximum of 4 times. Formerly Read 10.

Offered on a credit/no credit basis only.

READ V88 - READING WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet the specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly READ V89.

REAL ESTATE

RE V01 - REAL ESTATE PRINCIPLES - 3 Units

Hours: 3 lecture weekly

This is a practical study of the economic aspects and the fundamental laws and principles of real estate, designed to acquaint the student with the basic premises needed for a real estate license or for better management of the student's personal investments. It is especially intended as a background course and a prerequisite for specialized real estate courses. Licensed real estate salespersons will be exempt.

Formerly RE 1. Transfer credit: CSU.

RE V88 - REAL ESTATE WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly RE V89.

RECREATION

REC V40 - INTRODUCTION TO COMMUNITY RECREATION - 3 Units

Hours: 3 lecture weekly

Introduction to community recreation to include development, evolution of leisure and recreation; organization of recreation, forces affecting recreation, and administration, financing and facilities in recreation. Particular emphasis on the significance of interrelationships of agencies and institutions serving the community recreation needs, and differences in philosophical approaches.

Formerly Rec 40. Transfer credit: CSU. **CAN REC 2.**

REC V41 - INTRODUCTION TO THE BACKCOUNTRY - 3 Units

Hours: 2 lecture, 3 laboratory weekly

Introduction to safe backcountry camping and travel, including but not limited to leave-no-trace ethics, equipment choices and use, first aid and safety, clothing, meal preparation and planning, emergency preparation and prevention, site selection, map and compass skills, trip planning, survival skills, leadership and rescue skills, environmental awareness and management skills.

Field trips will be required. May be taken for a maximum of 4 times. Formerly Rec 41. Transfer credit: CSU. **CAN REC 6.**

REC V42 - RECREATIONAL PROGRAMS AND LEADERSHIP - 3 Units

Hours: 3 lecture weekly

Principles and practice of effective leadership techniques for various recreation groups. A study of the philosophies, organization, promotion and leadership of various types of recreation programs, agencies, organizations with emphasis on program services familiarization.

Formerly Rec 42. Transfer credit: CSU. **CAN REC 4.**

SIGN LANGUAGE

SL V10A - AMERICAN SIGN LANGUAGE: BEGINNING - 3 Units

Hours: 3 lecture weekly

An introductory course to American Sign Language, the native language of the deaf. This course includes instruction in the basic language structure, manual signs, fingerspelling, grammar and culture required for simple manual communication with members of the deaf community.

Field trips may be required. Formerly SL 10A. Transfer credit: CSU; UC.

SL V10B - AMERICAN SIGN LANGUAGE: INTERMEDIATE - 3 Units

Prerequisite: SL V10A or 2 years of high school ASL or equivalent

Hours: 3 lecture weekly

This course in American Sign Language includes instruction in the language structure, manual signs, fingerspelling, vocabulary, syntax, grammar and culture required for more complex manual communication with members of the deaf community.

Field trips may be required. Formerly SL 10B. Transfer credit: CSU; UC.

SL V10C - AMERICAN SIGN LANGUAGE: ADVANCED - 3 Units

Prerequisite: SL V10B or 3 years of high school ASL or equivalent

Hours: 3 lecture weekly

This course in American Sign Language emphasizes conversational fluency in ASL through intensive work on comprehensive skills, grammatical structure, conceptual accuracy and translation of English idioms to American Sign Language. Students will discuss various aspects of deaf culture and the dynamics of the deaf community.

Field trips may be required. Formerly SL 10C. Transfer credit: CSU; UC.

SL V88 - SIGN LANGUAGE WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

SL V89 - WORKSHOPS IN SIGN LANGUAGE - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and/or requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly SL 89. Transfer credit: CSU.

SOCIOLOGY

SOC V01 - INTRODUCTION TO SOCIOLOGY - 3 Units

Hours: 3 lecture weekly

This course examines human social behavior in groups in relation to the wider social forces which influence that behavior, such as: socioeconomic status, gender, race/ethnicity, and age. Theoretical perspectives as well as scientific methodology are utilized to explore culture, social interaction, social organizations, socialization, social institutions, population dynamics and social change.

Formerly Soc 1. Transfer credit: CSU; UC. **CAN SOC 2.**

SOC V02 - SOCIAL PROBLEMS - 3 Units

Hours: 3 lecture weekly

This course will examine current American social problems, such as: health care; crime; substance abuse; domestic violence; AIDS; the environment; and the inequalities of race, sex, age, education and social class. Analysis of factors leading to their emergence, their consequences and proposals for solving these problems will be discussed. Students will be offered the opportunity to do volunteer work with public and private agencies working in the covered problem areas.

Field trips may be required. Formerly Soc 2. Transfer credit: CSU; UC. **CAN SOC 4.**

SOC V03 - RACIAL AND ETHNIC GROUP RELATIONS - 3 Units

Hours: 3 lecture weekly

This course analyzes the patterns of prejudice and discrimination in the United States including their nature, sources, and consequences, and reviews strategies for their reduction. Majority/minority relations among the major social and cultural groups will be given specific examination.

Formerly Soc 3. Same as AES V11. Transfer credit: CSU; UC; credit limitations - see counselor.

SOC V04 - SOCIOLOGY OF GENDER ROLES - 3 Units

Hours: 3 lecture weekly

This course offers an examination of gender role socialization through the life course. Various theories will be utilized in an effort to explain the influence of the major agents of socialization (parents, peers, education and the media) on the formation of gender roles. The effect gender has in the family, education and the work environment will be examined through both a multicultural and global perspective.

Formerly Soc 4. Transfer credit: CSU; UC.

SOC V05 - THE CHANGING FAMILY - 3 Units

Hours: 3 lecture weekly

This course examines the changing definitions of what comprises a family within a multicultural American society. The course analyzes the concepts of commitment, love, and intimacy found in human relationships, and explains their importance to forming lasting partnerships. Controversial issues involving marriage, divorce, singlehood, dating and parenting are discussed. Diversity of function and form is central to understanding the contemporary family from a sociological perspective.

Field trips may be required. Transfer credit: CSU; UC.

SOC V07 - SOCIOLOGICAL ANALYSIS - 3 Units

Recommended preparation: SOC V01 or SOC V02

Hours: 3 lecture weekly

This course offers an overview of how sociologists make systematic observations of the social world. The methods used in conducting social science research, from hypothesis development to analysis of collected data, will be presented. Students will actively participate in conducting studies which focus on current social issues.

Formerly Soc 7. Transfer credit: CSU; UC. **CAN SOC 8.**

SOC V10A - INTRODUCTION TO CRIMINOLOGY - 3 Units

Hours: 3 lecture weekly

This course deals with the study of crime in all of its various aspects - origins, theories, types of crimes, and individual and group criminal acts. Societal reactions to crime - the police, courts, penal systems, and the role of public policy - are also surveyed. Emphasis is placed upon the motivational and behavioral factors in the criminal act, values and life-style.

Formerly SOC V60A. Transfer credit: CSU.

SOC V10B - SOCIOLOGY OF CRIMINAL CASE STUDIES - 3 Units

Hours: 3 lecture weekly

This course focuses on specific, selected aspects of crime, criminal motivation and behavior, and societal reaction to crime. Topics covered include organized crime, environmental crime, serial killers, sexual criminals, street gangs, vigilantism, and landmark legal cases.

Formerly SOC V60B. Transfer credit: CSU.

SOC V24 - SOCIOLOGY OF THE CHICANO COMMUNITY - 3 Units

Recommended preparation: AES V20 or CHST V01 or SOC V01

Hours: 3 lecture weekly

This course will examine various theoretical perspectives from a sociological framework in relation to the Chicano community. Race, class, gender and culture in the historical development of Chicano people will be explored as we discuss culture, ethnic identity, the institutions of education, economics, family and government. This will include an overview of past and current social movements (i.e. the Chicano, Chicana Feminism, labor movements and other topics). The course will analyze prevailing myths and stereotypes and investigate the ways Chicanos have contributed and participated in social and political change. Also, specific instances of Chicano structural resistance to Anglo encroachment and domination will be discussed. Particular attention will also be given to language development among Chicanos and the historical role of youth.

Field trips may be required. Same as AES V24 & CHST V24. Transfer credit: CSU; UC; credit limitations - see counselor.

SOC V31 - INTRODUCTION TO SOCIAL PSYCHOLOGY - 3 Units

Hours: 3 lecture weekly

This course is concerned with the scientific study of social psychology and related theories. The course focuses on how the individual affects and is affected by other people in society, and how society influences human behavior as well as the individual's psychological process (i.e. attitudes, beliefs, self-concepts).

Field trips may be required. Formerly Soc 31. Same as PSY V31. Transfer credit: CSU; UC; credit limitations - see counselor.

SOC V50 - INTRODUCTION TO SOCIAL WORK: SOCIAL WELFARE INSTITUTIONS - 3 Units

Recommended preparation: SOC V02
Hours: 3 lecture weekly

Provides a general understanding of social work and social welfare practice. Provides analysis of current functions and purposes of social welfare as an institution. Examines historical and philosophical perspectives of social work practice within the context of cultural, political, economic, psychological and social forces.

Field trips may be required. Transfer credit: CSU.

SOC V51 - BASIC SKILLS IN SOCIAL WORK METHODS I - 3 Units

Recommended preparation: SOC V50
Hours: 3 lecture weekly

Introduces students to theoretical perspectives of social work practices, ethics and skills. Includes application of knowledge related to gender, race, culture, ethnicity, sexual orientation, class and ability. Students learn basic theories and methodologies in interviewing, counseling and case management skills.

Field trips may be required. Transfer credit: CSU.

SOC V52 - BASIC SKILLS IN SOCIAL WORK METHODS II - 3 Units

Recommended preparation: SOC V50
Hours: 3 lecture weekly

Explores in depth the beginning dimensions of social work practices from a systems perspective. The role of values, ethics and ethical decision making are examined as students learn theories and methodologies involved in group dynamics, problem solving and crisis intervention.

Field trips may be required. Transfer credit: CSU.

SOC V60A-Z - TOPICS IN SOCIOLOGY - 1-3 Units

Prerequisite: varies with topic
Hours: lecture and/or laboratory as required by unit formula

This course considers topics not covered in detail by the other sociology offerings. Examples of topics to be offered from time to time include: social movements, society and changing values; American television.

Formerly Soc 60A-Z. Transfer credit: determined by transfer institution.

SOC V88 - SOCIOLOGY WORKSHOPS - .5-10 Units

Prerequisite: varies with topic
Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

SOC V89 - WORKSHOPS IN SOCIOLOGY - .5-10 Units

Prerequisite: varies with topic
Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Soc 89. Transfer credit: CSU; for UC, determined after admission.

SOC V90 - DIRECTED STUDIES IN SOCIOLOGY - 1-6 Units

Prerequisite: varies with topic
Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly Soc 90. Transfer credit: CSU; for UC, determined after admission.

SOC V95 - SOCIOLOGY VOLUNTEER INTERNSHIP - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 60 per unit

This sociology internship offers the students who are volunteers (unpaid) an opportunity to obtain work experience in their field of study. Students are accepted as a result of consultation with a designed faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: for CSU, credit limitations - see counselor; for UC, determined after admission.

SOC V96 - SOCIOLOGY WORK EXPERIENCE INTERNSHIP - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 75 per unit

This sociology internship course offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: for CSU, credit limitations - see counselor; for UC, determined after admission.

SPANISH

SPAN V01 - ELEMENTARY SPANISH I - 5 Units

Hours: 5 lecture, 1 laboratory weekly

This course is part of a sequence designed to provide introductory experiences in pronunciation, aural comprehension, oral and written communication, word usage and vocabulary, reading of prose and elementary principles of grammar. Special emphasis is given to development of oral and aural skills by use of the language laboratory. Cultural material is presented to develop interest, understanding and appreciation for the lifestyle of the Hispanic people. A student receiving credit in SPAN V01 will not receive credit in SPAN V10A-V10B.

Field trips may be required. Formerly Span 1. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN SPAN 2 or CAN SPAN SEQ A [with SPAN V02].**

SPAN V02 - ELEMENTARY SPANISH II - 5 Units

Prerequisite: SPAN V01 or SPAN V10B or 2 years of high school Spanish or equivalent

Hours: 5 lecture, 1 laboratory weekly

This course is designed to provide the student with further skill development in pronunciation, aural comprehension, oral and written communication, word usage and vocabulary, reading of prose and elementary principles of grammar. Use of language laboratory is required in order to continue the development of oral and aural skills in the language. More advanced cultural material is presented to further develop the interest, knowledge and appreciation for the peoples of the Spanish-speaking world.

Field trips may be required. Formerly Span 2. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN SPAN 4 or CAN SPAN SEQ A [with SPAN V01].**

SPAN V03 - INTERMEDIATE SPANISH I - 5 Units

Prerequisite: SPAN V02 or 3 years of high school Spanish or equivalent

Hours: 5 lecture, 1 laboratory weekly

This course will include a complete review of Spanish grammar and syntax, training in oral and written expression with reading and discussion of selected pieces from literature and other sources. A student receiving credit in SPAN V03 will not receive credit in SPAN V03S.

Field trips may be required. Formerly Span 3. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN SPAN 8 or CAN SPAN SEQ B [with SPAN V04].**

SPAN V03S - SPANISH HERITAGE LANGUAGE I - 5 Units

Recommended preparation: SPAN V02 or 3 years of high school Spanish or equivalent

Hours: 5 lecture, 1 laboratory weekly

This course is designed to refine Spanish language skills in pronunciation, comprehension, oral and written communication, word usage and vocabulary, reading and principles of grammar. Special emphasis is given to the development of literacy skills (reading and writing) through reading and discussing Spanish prose and poetry and through critical and creative writing activities. Use of the language laboratory is required to continue the development of comprehension and production skills in Spanish. Comparative linguistic and cultural materials and activities are provided to develop understanding and appreciation for the linguistic and cultural diversity of Spanish speakers. A student receiving credit in SPAN V03S will not receive credit in SPAN V03.

Field trips may be required. Formerly SPAN V05S. Transfer credit: CSU; UC; credit limitations - see counselor.

SPAN V04 - INTERMEDIATE SPANISH II - 5 Units

Prerequisite: SPAN V03 or equivalent

Hours: 5 lecture, 1 laboratory weekly

This course includes further study of grammatical principles with special emphasis on building communicative skills in Spanish. Reading and discussion of essays, periodicals, short stories, drama and poetry used to increase vocabulary, fluency and cultural understanding. A student receiving credit in SPAN V04 will not receive credit in SPAN V04S

Field trips may be required. Formerly Span 4. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN SPAN 10 or CAN SPAN SEQ B [with SPAN V03].**

SPAN V04S - SPANISH HERITAGE LANGUAGE II - 5 Units

Prerequisite: SPAN V03S or equivalent

Hours: 5 lecture, 1 laboratory weekly

This course is designed to refine the development of Spanish language skills in comprehension, oral and written expression, word usage and vocabulary development through reading, writing, review and application of essential principles of grammar. Special emphasis is given to the development of literacy skills (reading and writing) by reading and discussing Spanish prose and poetry and through critical and creative writing activities. Use of the language laboratory is required to continue the development of comprehension and production skills in Spanish. Comparative linguistic and cultural materials and activities are provided to develop understanding and appreciation for the linguistic and cultural diversity of Spanish speakers. A student receiving credit in SPAN V04S will not receive credit in SPAN V04.

Field trips may be required. Formerly SPAN V06S. Transfer credit: CSU; UC; credit limitations - see counselor.

SPAN V10A - FUNDAMENTALS OF SPANISH IA - 3 Units

Hours: 3 lecture weekly

This course is the first part of a two-semester sequence designed to develop reception and production skills in "everyday" Spanish. Special emphasis is given to enhancing the student's skill to comprehend Spanish as spoken by native speakers through class activities and through the use of the language laboratory and other media. Cultural information is presented in meaningful "real-life" contexts to develop understanding and appreciation for the lifestyle of Hispanic people. Students who receive credit in both SPAN V10A and V10B will not receive credit in SPAN V01.

Field trips may be required. Formerly Span 10A. Transfer credit: CSU; UC; credit limitations - see counselor.

SPAN V10B - FUNDAMENTALS OF SPANISH IB - 3 Units

Prerequisite: SPAN V10A or 1 year of high school Spanish or equivalent

Hours: 3 lecture weekly

This course is the second part of a two-semester sequence designed to continue the development of reception and production skills in "everyday" Spanish. Special emphasis is given to continue the enhancement of the student's ability to comprehend Spanish as spoken by native speakers through class activities and the use of the language laboratory and other media. Cultural information is presented in meaningful "real-life" contexts through readings in Spanish to develop understanding and appreciation of the lifestyles of Hispanic people. Students who receive credit in both SPAN V10A and V10B will not receive credit in SPAN V01.

Field trips may be required. Formerly Span 10B. Transfer credit: CSU; UC; credit limitations - see counselor.

SPAN V20 - HISPANIC LITERATURE IN TRANSLATION - 3 Units

Prerequisite: ENGL V01A
Hours: 3 lecture weekly

This course is designed to introduce the student to important novels, short stories, drama, poetry and essays from Latin America translated into English. Special emphasis will be given to contemporary authors. Discussion will concentrate on developing an understanding and appreciation for the essential qualities of the selected authors and their literary work; the literary trends and stylistic tendencies reflected in their work; and the manner and extent to which their literary work reflects the Latin American ethos.

Field trips may be required. Formerly Span 20. Same as AES V31. Transfer credit: CSU; UC; credit limitations - see counselor.

SPAN V51A - SITUATIONAL CONVERSATION IN SPANISH I - 3 Units

Prerequisite: SPAN V01 or SPAN V10B or 2 years of high school Spanish or equivalent
Hours: 3 lecture weekly

A course designed to give the student with some knowledge of Spanish further opportunity to practice the language through conversation, role-playing and other activities in Spanish. The course will be conducted entirely in Spanish.

Field trips may be required. Formerly Span 51A. Transfer credit: CSU.

SPAN V51B - SITUATIONAL CONVERSATION IN SPANISH II - 3 Units

Prerequisite: SPAN V02 or SPAN V51A or 3 years of high school Spanish or equivalent
Hours: 3 lecture weekly

A course designed to give the student with some knowledge of Spanish additional oral practice in the language through conversation, discussion groups, role-playing, and other activities in Spanish. The course will be conducted entirely in Spanish.

Field trips may be required. Formerly Span 51B. Transfer credit: CSU.

SPAN V70 - SPANISH FOR MEDICAL PERSONNEL - 3 Units

Prerequisite: SPAN V01 or SPAN V10B or 2 years of high school Spanish or equivalent
Hours: 3 lecture weekly

Designed to meet specific needs of those in the medical field. Students will gain conversational fluency based on themes relating to patient illness, interviews, individual job requirements.

Field trips may be required. May be taken for a maximum of 2 times. Formerly Span 70. Transfer credit: CSU.

SPAN V71 - HISPANIC CULTURE AND HISTORY IN FILM - 3 Units

Hours: 3 lecture weekly

This course is a survey of Spanish, Latin American and U.S. Latino films that depict the culture and history of Spain, Latin America and Hispanic communities in the U.S. All films are in Spanish with English subtitles. Prior to viewing each film, students will study the historical, geographical and cultural elements that define the setting, plot and characterization of each work. The political and artistic tendencies of Latin America, Spanish and Hispanic American producers will also be discussed in relation to their films.

Field trips may be required. Transfer credit: CSU; UC.

SPAN V75 - SPANISH FOR LAW ENFORCEMENT - 3 Units

Prerequisite: SPAN V01 or SPAN V10B or 2 years high school Spanish or equivalent
Hours: 3 lecture weekly

Designed to meet specific needs of those in law enforcement. Students will gain conversational fluency based on themes relating to report-taking, arrest procedures, individual job requirements.

Field trips may be required. May be taken for a maximum of 2 times. Formerly Span 75. Transfer credit: CSU.

SPAN V79 - SPANISH FOR TEACHING PERSONNEL - 3 Units

Hours: 3 lecture weekly

This course is designed to assist K-12 classroom teachers to communicate with Spanish-speaking students and parents. Through classroom activities, readings and role-playing, students will learn appropriate vocabulary, expressions and communication skills in order to more effectively relate to limited and non-English speaking students and parents. In addition, cultural attitudes and customs will be discussed as they relate to the education of Hispanic children.

Field trips may be required. Formerly Span 79. Transfer credit: CSU.

SPAN V80 - CONVERSATIONAL SPANISH - 3 Units

Hours: 3 lecture weekly

An introduction to oral communication in Spanish. Emphasis is on listening, comprehension and speaking through vocabulary development and formulaic expressions such as greetings, introductions, describing family members and daily activities. Role-playing and other communicative tasks will be used to facilitate language learning.

SPAN V88 - SPANISH WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

SPAN V89 - WORKSHOPS IN SPANISH - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Span 89. Transfer credit: CSU; for UC, determined after admission.

SPAN V90 - DIRECTED STUDIES IN SPANISH - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly Span 90. Transfer credit: CSU; for UC, determined after admission.

SPEECH

SPCH V01 - INTRODUCTION TO SPEECH COMMUNICATION - 3 Units

Prerequisite: ENGL V01A

Hours: 3 lecture weekly

Training and practice in effective oral communication through participation in public speaking, group discussion, and oral reading; emphasis on research, organization, language usage, efficient listening and constructive evaluation in both class and field experience.

Field trips may be required. Formerly Spch 1. Transfer credit: CSU; UC. **CAN SPCH 4.**

SPCH V03 - GROUP COMMUNICATION - 3 Units

Hours: 3 lecture weekly

Training and practice in the theory and principle of effective group discussion technique. Emphasis will be on the examination of group behavioral theory and the testing of that theory with practical application.

Field trips will be required. Formerly Spch 3. Transfer credit: CSU; UC. **CAN SPCH 10.**

SPCH V04 - VOICE AND DICTION - 3 Units

Hours: 3 lecture weekly

This course is designed to provide the student with a basic knowledge of voice production and the specific sounds of general American speech. Work will be done to improve breathing, projection, volume, tone, resonance, rate, and expressiveness. Each sound of general American speech will be covered through the Phonetic Alphabet so that students can perfect their pronunciation of American English. Recommended for those majoring in speech-communication, speech pathology, theatre arts, linguistics, and early childhood education. Also very helpful for ESL students.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Spch 4. Transfer credit: CSU; UC; credit limitations - see counselor.

SPCH V05 - ORAL INTERPRETATION AND COMMUNICATION OF LITERATURE - 3 Units

Recommended preparation: ENGL V01A

Hours: 3 lecture weekly

Principles and techniques of oral reading of all genres of literature, with emphasis on vocal skill, following understanding and appreciation of the literary works selected for readings.

Field trips may be required. May be taken for a maximum of 2 times. Formerly Spch 5. Transfer credit: CSU; UC.

SPCH V10 - CRITICAL THINKING IN ORAL COMMUNICATION: ARGUMENTATION AND DEBATE - 3 Units

Recommended preparation: ENGL V01A

Hours: 3 lecture weekly

Study and practice of critical thinking - both inductive and deductive - necessary for structuring arguments, stating and supporting opinions, and clarifying ideas. Training in listening for analysis of the reasoning of other speakers and in identifying their evidence. Curricular and co-curricular debate is the testing ground for the validity of reasoning.

Field trips may be required. Formerly Spch 10. Transfer credit: CSU; UC. **CAN SPCH 6.**

SPCH V13 - FORENSICS - 2 Units

Prerequisite: SPCH V01

Recommended preparation: ENGL V01A

Hours: 1 lecture, 3 laboratory weekly

This course provides training, rehearsal, performance and practicum necessary to a competitive speech team. It provides training in argumentation and debate, informative and persuasive speaking, impromptu and extemporaneous speaking. Special attention is given to oral interpretation of literature. This course provides one-on-one training between student and instructor. Students are expected to participate in either interscholastic competition and/or speakers bureaus for various requesting community groups.

Field trips will be required. Formerly Spch 13. Transfer credit: CSU.

SPCH V15 - INTERPERSONAL COMMUNICATION - 3 Units

Hours: 3 lecture weekly

Examines interpersonal communication theory and processes including verbal and nonverbal channels, the role of self-concept in communication, assertiveness, listening styles and conflict management. Provides skills practice in handling personal and professional communication situations. Individual and small group activities.

Field trips may be required. Formerly Spch 15. Transfer credit: CSU; UC. **CAN SPCH 8.**

SPCH V60A-Z - TOPICS IN SPEECH - 1-3 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course considers topics not covered in detail by the other speech offerings.

Formerly Spch 60A-Z. Transfer credit: determined by transfer institution.

SPCH V88 - SPEECH WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

SPCH V89 - WORKSHOPS IN SPEECH - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet the specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly Spch 89. Transfer credit: CSU; for UC, determined after admission.

SPCH V90 - DIRECTED STUDIES IN SPEECH - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly Spch 90. Transfer credit: CSU; for UC, determined after admission.

STUDY SKILLS

SS V01 - STUDY SKILLS: APPLICATIONS TO COLLEGE-LEVEL COURSEWORK - 1.5-3.5 Units

Recommended preparation: IDS V12 or SS V02 or appropriate skills

Hours: 1-3 lecture, 1.5 laboratory weekly

This course could save your academic life. It is an advanced study skills course designed for students who are currently taking academic or vocational classes and would like to refine their study skills and apply them to their coursework. It includes advanced note-taking applications, library research, time management, taking in-class essay exams, practice in taking timed standardized tests, and designing reading study guides.

Formerly SS 1. Same as IDS V11. Not applicable for degree credit.

SS V02 - STUDY SKILLS: PREPARATION FOR TAKING ACADEMIC AND VOCATIONAL COURSES - 1-3.5 Units

Recommended preparation: ESL V34 or READ V04 or appropriate reading skills as measured by the college assessment process

Hours: .5-3 lecture, 1.5 laboratory weekly

This course could save your academic life. It is designed for students who are currently taking or are preparing to take academic or vocational courses. It covers note-taking and listening skills, introduction to outlining, reading and study techniques, library skills, time management and priority determination, memory and test-taking strategies, and campus and community resources. Students will learn through lectures, group discussions, campus tours, videos and assignments.

Formerly SS 2. Same as IDS V12. Not applicable for degree credit.

SS V88 - STUDY SKILLS WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly SS V89.

SUPERVISION

SUP V81 - BUSINESS ENGLISH - 3 Units

Hours: 3 lecture weekly

This course offers practical application of college-level business communication skills, which include writing, speaking and listening, with comprehensive coverage of language structure, punctuation, spelling, usage, proofreading, and editing.

Formerly Sup 81. Same as BUS V44. Transfer credit: CSU; credit limitations - see counselor.

SUP V88 - SUPERVISION WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly SUP V89.

SUP V90 - ELEMENTS OF SUPERVISION - 3 Units

Hours: 3 lecture weekly

A basic introductory course covering in general terms the total responsibilities of a supervisor, such as organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality and quantity control, management and employee relations, safety, etc.

Field trips may be required. Formerly Sup 90. Transfer credit: CSU.

SUP V93 - HUMAN RESOURCE MANAGEMENT - 3 Units

Hours: 3 lecture weekly

This course is a study of personnel management functions, employer-employee relationships, recruiting, selection, training, and development, discipline programs, wage and salary administration, job evaluation, and benefits administration.

Formerly Sup 93. Same as BUS V32. Transfer credit: CSU; credit limitations - see counselor.

SUP V94 - ORGANIZATION AND MANAGEMENT - 3 Units

Hours: 3 lecture weekly

This course is designed to acquaint students with concepts of planning, organizing, motivating, communicating, directing, and controlling functions necessary for effective management to accomplish organizational objectives.

Formerly Sup 94. Same as BUS V31. Transfer credit: CSU; credit limitations - see counselor.

SUP V96 - ORGANIZATIONAL BEHAVIOR - 3 Units

Hours: 3 lecture weekly

This is a course in the understanding of individual and group behavior as it affects the organization; emphasis is on developing organizational skills and application of principles to interpersonal and organizational relationships

Formerly Sup 96. Transfer credit: CSU; credit limitations - see counselor.

THEATRE ARTS

THA V01 - THEATRE ARTS APPRECIATION - 3 Units

Hours: 3 lecture weekly

Appreciation and understanding of the arts of theatre; development of standards for critical evaluation of contemporary theatre including, stage, screen and television; lecture, discussion, field trips and written critiques. The emphasis is on developing the students' appreciation of theatre and drama as important art forms.

Field trips may be required. Formerly ThA 1. Transfer credit: CSU; UC. **CAN DRAM 18.**

THA V02A - FUNDAMENTALS OF ACTING - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This course examines the fundamentals of modern acting for the stage. The course provides practical experience in the skills of physical movement, voice, characterization, script analysis, and audition technique, as well as rehearsal and performance.

Field trips may be required. Formerly ThA 2A. Transfer credit: CSU; UC. **CAN DRAM 8.**

THA V02B - ADVANCED ACTING - 3 Units

Prerequisite: THA V02A

Hours: 2 lecture, 3 laboratory weekly

In-depth application of the techniques explored in fundamentals of acting with emphasis on characterization and scene study.

Field trips may be required. May be taken for a maximum of 3 times. Formerly ThA 2B. Transfer credit: CSU; UC. **CAN DRAM 22.**

THA V03 - SPEECH FOR THE STAGE - 3 Units

Hours: 3 lecture weekly

Voice physiology, phonetics, breath control, tone production, projection, articulation, pronunciation; theory and practice in developing vocal skills for performance.

Field trips may be required. Formerly ThA 3. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN DRAM 6.**

THA V05 - STAGECRAFT - 3 Units

Hours: 6 lecture-laboratory weekly

This course includes an introduction to the theory and practice in the design and construction of stage scenery; and familiarization with the tools and materials employed by the stage designer, stage carpenter, costume designer, sound engineer, and lighting technician. The course includes application of design and construction principles in connection with drama department productions.

Field trips may be required. May be taken for a maximum of 2 times. Formerly ThA 5. Transfer credit: CSU; UC. **CAN DRAM 12.**

THA V06 - STAGE MAKE-UP - 3 Units

Hours: 6 lecture-laboratory weekly

Theory, demonstration and practice in applying make-up for theatre, film and television. Familiarization with make-up supplies, materials and techniques. Design and application of character make-up for theatre productions.

Field trips may be required. May be taken for a maximum of 4 times. Formerly ThA 6. Transfer credit: CSU; UC. **CAN DRAM 14.**

THA V07 - STAGE LIGHTING - 3 Units

Hours: 6 lecture-laboratory weekly

Theory and practical application of lighting design for stage productions; familiarization with stage lighting equipment, color and techniques for proscenium, thrust and arena stages.

Field trips may be required. May be taken for a maximum of 2 times. Formerly ThA 7. Transfer credit: CSU; UC. **CAN DRAM 10.**

THA V10 - PRODUCTION AND PERFORMANCE - 1-3 Units

Hours: 2-6 lecture-laboratory weekly

Supervised practical experience in the preparation and performance of theatre productions.

Field trips may be required. May be taken for a maximum of 4 times. Formerly ThA 10. Transfer credit: CSU; UC. **CAN DRAM 16.**

THA V12 - STUDENT ONE-ACT PLAY FESTIVAL - 1-3 Units

Hours: 2-6 lecture-laboratory weekly

Supervised theatre production of student directed, produced and/or written one-act plays. Each student will be part of a one-act production. Each team will cast, rehearse and produce a one-act play in a college sponsored production to be presented in the Circus and/or Main Campus Theatre.

Field trips may be required. May be taken for a maximum of 4 times. Formerly ThA 12.

THA V14 - MOVEMENT FOR THE THEATRE - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course teaches the fundamentals of movement for the stage. Physical activity is included. Theory and practice of stage movement developing the body as an expressive instrument acquiring flexibility, relaxation, control and creative expression.

Field trips may be required. THA V14 /DANC V14 may be taken in any combination for a maximum of 4 times. Formerly ThA 14. Same as DANC V14. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN DRAM 20.**

THA V20 - COSTUME DESIGN AND HISTORY - 3 Units

Hours: 3 lecture weekly

This course explores the many aspects of costume design, including the breakdown of a script, artistic rendering of the literature, development of themes and design concepts, research sources, examination of the social and economic mores that govern dress, and the history of dress. Students will analyze research, and design two plays and present this to the class. The course will include film and theatre industry standards in the area of costume design. Students will apply skills learned in class through work on theatrical productions.

Field trips will be required. Transfer credit: CSU; UC.

THA V21 - THEATRE PRODUCTION LABORATORY - 1.5 Unit

Hours: 4.5 laboratory weekly

Practical experience through participation in theatrical productions; experience in scene design and construction, lighting and costume design and construction.

Field trips may be required. May be taken for a maximum of 4 times. Formerly ThA 21. Transfer credit: CSU; UC.

THA V22 - FUNDAMENTALS OF STAGE COSTUMING - 3 Units

Hours: 6 lecture-laboratory weekly

Fundamentals of stage costuming: basic skills in pattern drafting; construction of stage costumes and accessories; organization and care of costume wardrobes; principles of historical costume research.

Field trips may be required. May be taken for a maximum of 2 times. Formerly ThA 22. Transfer credit: CSU; UC.

THA V23 - INTRODUCTION TO DRAMATIC LITERATURE - 3 Units

Prerequisite: ENGL V01A
Hours: 3 lecture weekly

This course is a beginning study of dramatic theory. Plays from various time periods will be studied and analyzed as literary works in the historical context, traced through their production history, considered for their relevance and importance for today's artists and audiences, and analyzed for their production possibilities.

Field trips may be required. Formerly ThA 23. Same as ENGL V23. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN ENGL 22.**

THA V29 - HISTORY OF MOTION PICTURES - 3 Units

Hours: 3 lecture weekly

A historical and critical survey of motion pictures with an emphasis on the contributions of early and modern filmmakers to the filmmaking process. Lectures illustrated by screened examples of films, examine filmmaking back to the nineteenth century.

Field trips may be required. Formerly ThA 29. Transfer credit: CSU; UC.

THA V30A - FUNDAMENTALS OF SCREENWRITING - 3 Units

Recommended preparation: ENGL V01A
Hours: 3 lecture weekly

Examines the craft and business of screenwriting from all perspectives, including the creative process, structure, proper formatting, pitching, marketing, business and legal aspects. A series of in-class and out-of-class writing exercises culminates in students writing the opening sequence of a two-hour screenplay or a complete short-subject screenplay.

Transfer credit: CSU.

THA V30B - INTERMEDIATE SCREENWRITING - 3 Units

Prerequisite: THA V30A
Hours: 3 lecture weekly

Examines the craft and business of screenwriting from all perspectives, including the creative process, structure, proper formatting, pitching, marketing, business and legal aspects. Includes advanced analysis and applications of story structure through a series of in-class and out-of-class writing exercises and script analyses.

Transfer credit: CSU.

THA V31 - ACTING FOR FILM - 3 Units

Prerequisite: THA V02A
Hours: 2 lecture, 3 laboratory weekly

This course will analyze the filmmaking process and the consequences the technical and creative processes of the film media have on the craft and business of film acting. The course will evolve through a series of practical scene-study exercises that duplicate the actual experience of acting for film.

Film trips may be required. Transfer credit: CSU; UC.

THA V88 - THEATRE ARTS WORKSHOPS - .5-10 Units

Prerequisite: varies with topic
Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

THA V89 - WORKSHOPS IN THEATRE ARTS - .5-10 Units

Prerequisite: varies with topic
Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and/or requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Field trips may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly ThA 89. Transfer credit: CSU; for UC, determined after admission.

THA V90 - DIRECTED STUDIES IN THEATRE ARTS - 1-6 Units

Prerequisite: varies with topic
Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

Field trips may be required. May be taken for a maximum of 4 times not to exceed 6 units. Formerly ThA 90. Transfer credit: CSU; for UC, determined after admission.

THA V95 - THEATRE ARTS INTERNSHIP I - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline
Hours: 60 per unit

This theatre arts internship course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: for CSU, credit limitations - see counselor; for UC, determined after admission.

THA V96 - THEATRE ARTS INTERNSHIP II - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline
Hours: 75 per unit

This theatre arts internship course offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only. Transfer credit: for CSU, credit limitations - see counselor; for UC, determined after admission.

WATER SCIENCE

WS V10 - BASIC WATER AND WASTEWATER SYSTEMS - 3 Units

Hours: 3 lecture weekly

A survey of water and wastewater utility operations and maintenance. An introduction to open channel flow, pressure pipe systems, and problems involved in their operation; installation and maintenance of basic elements of water and wastewater systems including pipes, pumps, valves, meters and related hydraulic units. Operation and maintenance safety consideration.

Formerly WS 10.

WS V11 - WATER TREATMENT - 3 Units

Hours: 3 lecture weekly

Water supply treatment covering historical development of water quality control practices; water sources; public health aspects of water supply; water chemistry, water treatment arithmetic; chemical treatment, filtration; softening; corrosion, disinfection; taste and odors in water; water bacteriology; pump operation and maintenance; valves and meters.

Field trips may be required. Formerly WS 11.

WS V12 - WASTEWATER TREATMENT - 3 Units

Hours: 3 lecture weekly

This course provides a general knowledge of commonly used waste treatment processes. Discussion of principles involved in physical and biological processes such as sedimentation, biofiltration, activated sludge, sludge digestion and chlorination is provided. Calculations necessary to control the processes are studied and emphasized.

Field trips may be required. Formerly WS 12.

WS V13 - WASTEWATER COLLECTION - 3 Units

Recommended preparation: WS V10 or equivalent

Hours: 3 lecture weekly

This is a course designed for wastewater collection systems maintenance personnel. Material to be covered includes sewer construction, cleaning methods, safety, elementary hydraulics, pipeline and manhole repair, equipment maintenance, public relations, communications and record keeping.

Field trips may be required. Formerly WS 13.

WS V14 - WATER DISTRIBUTION - 3 Units

Hours: 3 lecture weekly

A course designed for water distribution systems operators. Material to be covered includes water production, types of reservoirs, water lines, pumps and appurtenances. The actual method of installation and repair of such facilities will be covered, as well as some of the administrative functions behind the distribution system.

Field trips may be required. Formerly WS 14.

WS V15 - WATER SYSTEMS INSTRUMENTATION AND CONTROLS - 3 Units

Hours: 3 lecture weekly

Provides introduction to principles and operation of instrumentation and control devices related to water and wastewater systems. Includes open and closed channel flow measurement, differential pressure measurement, level transmitters, data transmission and recording devices, and electrical control circuits. Basic electrical theory is provided to the extent necessary for understanding principles of operation.

Formerly WS 15.

WS V16 - WATER QUALITY PROTECTION AND CROSS-CONNECTION CONTROL - 3 Units

Recommended preparation: WS V10 or equivalent

Hours: 3 lecture weekly

Introduction to cross-connection control; cross-connection control hazards; backflow prevention devices and their installation, testing and maintenance, plumbing ordinances.

Formerly WS 16.

WS V17 - WATER AND WASTEWATER HYDRAULICS - 3 Units

Recommended preparation: WS V10 or equivalent

Hours: 3 lecture weekly

A study of the hydraulics necessary in the operation of water or wastewater plants and systems. Open channel and closed channel flow, metering devices, valve design and functions and the hydraulics of common control systems will be considered. The course will be keyed to the hydraulic problems most often encountered in operational experience.

Formerly WS 17.

WS V18 - MOTORS AND PUMPS MAINTENANCE AND OPERATION - 3 Units

Hours: 3 lecture weekly

This course is designed to give a working knowledge of the problems encountered in motors and pumps operation and maintenance. The course will provide the maintenance mechanic with insight into reasons for selection as well as causes of failure and breakdown of motors and pumps. The need for a thorough maintenance program will be explained. All types of pumps and pump curves will be covered.

Formerly WS 18.

WS V21 - WATER CHEMISTRY AND BACTERIOLOGY - 4 Units

Recommended preparation: WS V11 or WS V12

Hours: 3 lecture, 3 laboratory weekly

This course covers the elements of water chemistry and water bacteriology as they apply to water treatment processes, water conditioning and the protection of water quality. The course includes laboratory demonstrations in the techniques of physical, chemical and bacteriological examination of water.

Formerly WS 21.

WS V25 - WATER AND WASTEWATER MANAGEMENT - 3 Units

Hours: 3 lecture weekly

The supervisor's responsibilities such as organizing, directing, coordinating, human relations, psychological aspects, attitudes, grievances, training, rating, promotion, safety. Administrative aspects of public utilities.

Formerly WS 25.

WS V95 - WATER SCIENCE INTERNSHIP I - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship

Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 60 per unit

This water science internship course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only.

WS V96 - WATER SCIENCE INTERNSHIP II - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 75 per unit

This water science internship course offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only.

WELDING

WEL V01 - INTRODUCTION TO WELDING - 2 Units

Hours: 1 lecture, 3 laboratory weekly

This course is intended for major and non-major students interested in an introduction to welding fabrication. Students will learn welding processes, vocabulary, job layout, basic metallurgy and industrial safety. Students will gain introductory skill in Oxyacetylene Welding (OAW), Arc/Shielded Metal Arch Welding (SMAW) and Oxyfuel Gas Cutting (OFC).

Fees will be required. Formerly WEL V01A. Transfer credit: CSU.

WEL V02 - BLUEPRINT READING: MANUFACTURING - 3 Units

Hours: 3 lecture weekly

This course covers the interpretation of mechanical drawings typical of the metal working field; theory of common types of projections, dimensioning principles, machine standards, application of creative sketching and interpretation of blueprints.

Formerly Wel 2. Same as DRFT V02A & MS V02. Transfer credit: CSU; credit limitations - see counselor.

WEL V03 - ARC AND MIG WELDING - 8 Units

Recommended preparation: WEL V01 or equivalent

Hours: 16 lecture-laboratory weekly

This course offers theory and intermediate vocational skills in Arc/Shielded Metal Arc Welding (SMAW) and Metal Inert Gas/Gas Metal Arc Welding (MIG/GMAW) processes. Students will develop technical ability in welding methodology, project layout, metallurgy, industrial safety and related technical mathematics. Students can prepare for industry certification testing. Students receiving credit in WEL V03 will not receive credit in WEL V13A-WEL V13B.

Fees will be required. Formerly WEL V03A.

WEL V04 - TIG AND FLUX CORE WELDING - 8 Units

Recommended preparation: WEL V03 or WEL V13B or equivalent

Hours: 16 lecture-laboratory weekly

This course offers theory and intermediate vocational skills in Tungsten Inert Gas/Gas Tungsten Arc Welding (TIG/GTAW) and Flux Core Arc Welding (FCAW) processes. Students will develop skill in welding methodology, project layout, industrial safety and related technical mathematics. Students can prepare for industry certification testing. Students receiving credit in WEL V04 will not receive credit in WEL V14A-WEL V14B.

Fees will be required. Formerly WEL V04A.

WEL V13A - ARC AND MIG WELDING I - 4 Units

Recommended preparation: WEL V01 or equivalent

Hours: 8 lecture-laboratory weekly

This is part I of a course in Arc and MIG welding. This course offers theory and intermediate vocational skills in Arc/Shielded Metal Arc Welding (SMAW) and Metal Inert Gas/Gas Metal Arc Welding (MIG/GMAW) processes. Students will develop technical ability in welding methodology, project layout, metallurgy, industrial safety and related technical mathematics. Students can prepare for industry certification testing. Students receiving credit in WEL V13A will not receive credit in WEL V03.

Fees will be required. Formerly Wel 13A.

WEL V13B - ARC AND MIG WELDING II - 4 Units

Recommended preparation: WEL V13A or equivalent

Hours: 8 lecture-laboratory weekly

This is part II of a course in Arc and MIG welding. This course offers theory and intermediate vocational skills in Arc/Shielded Metal Arc Welding (SMAW) and Metal Inert Gas/Gas Metal Arc Welding (MIG/GMAW) processes. Students will develop technical ability in welding methodology, project layout, metallurgy, industrial safety and related technical mathematics. Students can prepare for industry certification testing. Students receiving credit in WEL V13B will not receive credit in WEL V03.

Fees will be required. Formerly Wel 13B.

WEL V14A - TIG AND FLUX CORE WELDING I - 4 Units

Recommended preparation: WEL V03 or WEL V13B or equivalent

Hours 8 lecture-laboratory weekly

This is part I of a course in TIG and Flux Core welding. This course offers theory and intermediate vocational skills in Tungsten Inert Gas/Gas Tungsten Arc Welding (TIG/GTAW) and Flux Core Arc Welding (FCAW) processes. Students will develop skill in welding methodology, project layout, industrial safety and related technical mathematics. Students can prepare for industry certification testing. Students receiving credit in WEL V14A will not receive credit in WEL V04.

Fees will be required. Formerly Wel 14A.

WEL V14B - TIG AND FLUX CORE WELDING II - 4 Units

Recommended preparation: WEL V14A or equivalent

Hours 8 lecture-laboratory weekly

This is part II of a course in TIG and Flux Core welding. This course offers theory and intermediate vocational skills in Tungsten Inert Gas/Gas Tungsten Arc Welding (TIG/GTAW) and Flux Core Arc Welding (FCAW) processes. Students will develop skill in welding methodology, project layout, industrial safety and related technical mathematics. Students can prepare for industry certification testing. Students receiving credit in WEL V14B will not receive credit in WEL V04.

Fees will be required. Formerly Wel 14B.

WEL V20 - ADVANCED WELDING APPLICATIONS - 4 Units

Recommended preparation: WEL V04 or WEL V14B or equivalent

Hours: 8 lecture-laboratory weekly

This course offers theory and advanced vocational skill in industrial welding applications. Students will learn advanced metallurgy as it relates to aluminum, sheet-steel, plate and pipe welding. Students will also learn about aircraft and ship-building welding fabrication processes and manufacturing safety hazards. This course allows additional practice and preparation for industrial certification exams and employment preparation.

Fees will be required.

WEL V27 - METAL ART SCULPTURE - 3 Units

Prerequisite: ART V19 and WEL V01

Hours: 6 lecture-laboratory weekly

This course is an introduction to metal art sculpture utilizing practical theory and application of materials, welding techniques and processes. It includes designing, metal cutting, forming techniques and texturing.

Fees will be required. Field trips may be required. WEL V27/ART V27 may be taken in any combination for a maximum of 2 times. Same as ART V27.

WEL V65 - STRUCTURAL STEEL AND WELDING CONSTRUCTION - 3 Units

Hours: 3 lecture weekly

This course is a study of structural steel and welding use in building construction. Building types, grades of materials, assembly methods, blueprint reading and other subjects will be studied. The course is intended for inspectors, project supervisors and construction workers. The course will also help prepare students for related industry certification.

Field trips may be required. WEL V65/CT V65 may be taken in any combination for a maximum of 2 times. Formerly Wel 65. Same as CT V65.

WEL V88 - WELDING WORKSHOPS - .5-10 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly WEL V89.

WEL V95 - WELDING INTERNSHIP I - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 60 per unit

This welding internship offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only.

WEL V96 - WELDING INTERNSHIP II - 1-4 Units

Corequisite: enrolled in a minimum of 7 units to include internship
Recommended preparation: completion of or concurrent enrollment in one course in the discipline

Hours: 75 per unit

This welding internship course offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 4 times, not to exceed 16 units total in combination with any other work experience/internship courses. Offered on a credit/no credit basis only.

WOMEN'S STUDIES

See: ANTH V02, V06; ART V07; ENGL V32A, V32B, V132A, V132B; HED V95; and HIST V02A, V02B.

WORK EXPERIENCE

WEXP V95 - WORK EXPERIENCE I - 1-3 Units

Corequisite: enrolled in a minimum of 7 units to include work experience

Hours: 60 per unit

This general work experience course offers students who are volunteers (unpaid) an opportunity to obtain work experience. Students are accepted as a result of consultation with a designated faculty member and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 2 times, not to exceed 6 units. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

WEXP V96 - WORK EXPERIENCE II - 1-3 Units

Corequisite: enrolled in a minimum of 7 units to include work experience

Hours: 75 per unit

This general work experience course offers students who are employed an opportunity to expand their work experience. Students are accepted as a result of consultation with a designated faculty member and the acceptance of an approved work proposal.

Field trips will be required. May be taken for a maximum of 2 times, not to exceed 6 units. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

NONCREDIT COURSES

The following noncredit courses are offered according to community need. A student enrolls at the first meeting of the course. The course must maintain a minimum weekly attendance of fifteen. When a course consistently falls below fifteen, it will be canceled. Not all courses are offered every semester.

Noncredit courses are offered in a wide variety of subject fields. They are vocational, cultural, and/or creative in content and purpose. Specific offerings in any semester are listed in the current Schedule of Classes.

BASIC ENGLISH AS A SECOND LANGUAGE

BESL N100A - LOW-BEGINNING COMMUNICATION SKILLS FOR NON-AND LIMITED-ENGLISH- PROFICIENT STUDENTS

Hours: 4 lecture, 6 laboratory weekly

A low-beginning course for non- and limited-English-proficient students who want to acquire the listening and speaking skills necessary for living, working, and attending school where English is used. There will be very limited attention to reading and writing skills at this level.

Formerly BAE-ESL 100A.

BESL N100B - HIGH-BEGINNING COMMUNICATION SKILLS FOR LIMITED-ENGLISH- PROFICIENT STUDENTS

Hours: 4 lecture, 6 laboratory weekly

A high-beginning course for limited-English-proficient students who want to acquire the listening, speaking, reading, and writing skills necessary for living, working, and attending school where English is used. There will be some attention to reading and writing skills at this level, but listening and speaking will have the major emphasis.

Formerly BAE-ESL 100B.

BESL N100C - LOW-INTERMEDIATE COURSE FOR LIMITED-ENGLISH-PROFICIENT STUDENTS

Hours: 4 lecture, 6 laboratory weekly

A low-intermediate course for limited-English-proficient students who want to develop the listening, speaking, reading, and writing skills necessary for living, working, and attending school where English is used.

Formerly BAE-ESL 100C.

BESL N100D - HIGH-INTERMEDIATE COMMUNICATION SKILLS FOR LIMITED-ENGLISH- PROFICIENT STUDENTS

Hours: 4 lecture, 6 laboratory weekly

A high-intermediate course for limited-English-proficient students who want to develop the listening, speaking, reading, and writing skills necessary for living, working, and attending school where English is used.

EMERITUS INSTITUTE

EI N01 - EMERITUS INSTITUTE: EXPERIENCES IN ART

Hours: lecture and/or laboratory as scheduled

In this course, students will learn the concepts of each topic area and develop their own techniques and philosophies concerning the topics and demonstrate competency and/or knowledge in each area. Students will develop their understanding, skills and abilities in each area and keep active and involved in the development of their personal portfolio and/or comprehension of the subject matter. They will develop a process for continued self-expression and the understanding of the creative process.

Field trips may be required.

EI N02 - EMERITUS INSTITUTE: PHYSICAL FITNESS FOR SENIORS

Hours: lecture and/or laboratory as scheduled

In this course, students will develop an exercise program that will bring improvement to their diagnosed weaknesses and/or overall physical well-being. They will be able to make informed choices on what to do to reduce the possibility of experiencing coronary heart disease, high blood pressure, cancer, diabetes, low back problems, and loss of overall function with aging. Also, students will analyze their diets and determine what positive changes need to be made to adhere to sound nutritional practices.

Field trips may be required.

EI N03 - EMERITUS INSTITUTE: EXPERIENCES IN MUSIC

Hours: lecture and/or laboratory as scheduled

Students will develop an appreciation for the value of music including aesthetic and leisure time values and express creativity through music experiences. Students will develop their skills and abilities in each area and keep active and involved in the development of their personal competencies. Students will develop a process of continued self-expression and self-development in music.

Field trips may be required.

EI N04 - EMERITUS INSTITUTE: SELF-MANAGEMENT FOR SENIORS

Hours: lecture and/or laboratory as scheduled

Students will understand the concepts of each topic area and develop their own philosophy concerning the topics and demonstrate competency in each area. Students will be prepared to manage their own affairs in each of the topic areas.

Field trips may be required.

EI N05 - EMERITUS INSTITUTE: SAFETY AND SECURITY FOR SENIORS

Hours: lecture and/or laboratory as scheduled

Seniors will understand issues concerning safety and security for seniors, learn how to protect themselves from falls and injuries in the home, to "senior-ize" their homes, and learn and understand how to provide basic protection for themselves and their homes from burglars and thieves.

Field trips may be required.

EI N06 - EMERITUS INSTITUTE: EXPERIENCES IN ENGLISH

Hours: lecture and/or laboratory as scheduled

Students will be able to appreciate the value of the English language in aesthetic and leisure time activities. Students will understand the concepts of each topic area, and develop their own approaches and philosophies concerning the topics, as well as demonstrate competency and/or knowledge in each area of study.

Field trips may be required.

EI N07 - EMERITUS INSTITUTE: PUBLIC AFFAIRS/ COMMUNITY SERVICES

Hours: lecture and/or laboratory as scheduled

It is the purpose of the course to assist students to understand the concepts, specific services and procedures of community organizations. The students will learn leadership skills to provide outreach and assistance to others in need of community resources and services.

Field trips may be required.

EI N08 - EMERITUS INSTITUTE: PUBLIC ACCESS TELEVISION

Hours: lecture and/or laboratory as scheduled

This course is designed to introduce students to the fundamentals of public access television. It will provide training in production techniques, equipment operation and program design.

Field trips may be required.

EI N09 - EMERITUS INSTITUTE: EXPERIENCES IN THEATRE ARTS

Hours: lecture and/or laboratory as scheduled

In this course, students will: understand the concepts of each topic area of theatre arts; develop their own approaches and philosophies concerning the topics; and, demonstrate competency and/or knowledge in each area.

Field trips may be required.

ENGINEERING

ENGR N98 - ENGINEERING REVIEW: EIT

Prerequisite: engineering degree or equivalent

3 hours weekly

A review course in engineering fundamentals covering statics, strength of materials, chemistry, surveying and descriptive geometry; for those preparing to take the California State engineering in training examination.

Formerly Engr 98.

GUIDANCE WORKSHOPS

GW N101 - COLLEGE ORIENTATION

Hours: .5-3 lecture weekly

This course is designed to provide new students an overall orientation to facilities, programs, services and faculty at Ventura College. Students will experience a tour of the campus facilities, acquaint themselves with the testing services available, complete the college assessment instruments for use in course placement, receive financial aid information, learn requirements for graduation and transferability of courses, and plan their first semester's class schedule.

Formerly Guid 101.

HOME ECONOMICS

HEC N91A-N91B-N91C-N91D - HOME AND FAMILY COMMUNITY WORKSHOP

1-10 hours weekly

A course designed to meet the needs of families in the community for improving home and family life.

Formerly Con Ed 91A-91B-91C-91D.

HEC N92 - NUTRITION FOR SENIORS

2 hours weekly

Course is designed to demonstrate how senior citizens can maintain nutritious diets on limited budget for one or two people. Also includes need and value of nutrition as it affects health.

Formerly HE 92.

HEC N93 - COMMUNITY CONSUMERS HOMEMAKING ECONOMICS

6 hours weekly

An introduction to the ways the individual can economize on time, money and energy by using and developing natural talents and abilities in everyday life (with emphasis on clothing construction). This includes gaining knowledge of the various resources available to the individual.

Formerly Con Ed 90.

HORTICULTURE

HORT N93 - HOME GARDENING AND LANDSCAPING

3 hours weekly

A course designed to acquaint the student with the various kinds of plants adapted to this locality, their culture and their use in landscaping the home. Also to make the student familiar with soil problems and their correction. Plant propagation and a complete study of landscaping (both contemporary and modern) is also presented.

Formerly Hort 95.

HORT N94A-N94B - FLORISTRY TECHNIQUES

3 hours weekly

Laboratory practice in arithmetic arrangement of plants and supplementary materials, stressing design and color.

Formerly Hort 94A-94B.

INTERDISCIPLINARY STUDIES

IDS N100 - INDIVIDUALIZED STUDY

1-40 laboratory hours

This noncredit course is designed to provide students with support in remedial and basic skill areas such as math, reading and writing skills, and computer literacy. Students will be working in such locations as the Math Center, Learning Center, and Microcomputer Lab to improve their performance in classes and enable them to be successful in achieving their college goals.

May be repeated. Formerly Ids 100.

MACHINE SHOP

MS N97 - MACHINE SHOP SPECIALTY

lecture and/or laboratory as scheduled

This noncredit course is designed for students who want to complete training in the standard practices of the machinists' trade.

Fees will be required. Formerly MS 97.

PHYSICAL EDUCATION

PE N130 - CPR: BASIC LIFE SUPPORT

2 hours weekly

Basic life support - emergency first aid procedure consisting of recognition of respiratory and cardiac arrest and the proper application of the ABCs of CPR.

Formerly PE 130.

WELDING

WEL N94 - WELDING SPECIALTY

Hours by arrangement

Development of special skills in a particular area of the trade.

Fees will be required. Formerly Wel 97.

FACULTY AND ADMINISTRATION

Administration of the College

Acting President

Mr. Michael D. Gregoryk

Student Learning

Executive Vice President
Dr. Joan E. Smith

Business Services

Vice President
Dr. Tom Kimberling

Student Services

Dean, Student Development
Dr. Lyn MacConnaire

Assistant Dean, Student Services
Ms. Sandra Curiel

Instructional Divisions and Services

Dean, Arts and Sciences
Dr. Robert Renger

Dean, Health and Human Performance
Mr. Steve Tobias

Dean, Liberal Arts and
Learning Resources
Dr. Diane Moore

Dean, Community
Resources and Economic Development,
Off-Campus Programs, and Business
Dr. Kay Faulconer-Boger

Assistant Dean, Public Safety, Criminal
Justice, Music, and Technology
Mr. Jerry Mortensen

Statewide Biotechnology Initiative

Director, Biotechnology Initiative
Ms. Mary Pat Huxley

Ventura College Foundation

Foundation Director
Mr. Paul Iannaccone

Faculty

(Year indicates date of hire at Ventura College)

A

ADLMAN, ANDREA, Professor (1988)

Mathematics
B.S., 1975, Tufts University; M.A., 1981,
California State University, Fullerton

AIELLO, PAUL V., Professor (1976)

Anthropology
B.A. 1967, M.A. 1971, University of
California, Los Angeles

ANDERSON, DIANE L., Instructor (2000)

Nursing
B.S., 1996, University of LaVerne; M.S.N.,
2000, University of Phoenix

ANDERSON, LISA WHELAN, Professor (1996)

Mathematics
B.S., 1991, California Polytechnic State
University; M.S., 1995, California State
University, Northridge

ANGLIN, GARY, Professor (1981)

Physical Education
B.S., 1975, University of California, Los
Angeles; M.Ed., 1977, University of
Wyoming

ARCE, ROBERT M., Professor (1986)

Spanish
B.A., 1963, M.A., 1967, San Jose State
University; Ph.D., University of California,
Santa Barbara; J.D., 1984, Ventura College
of Law

ARCHIBALD, JAN, Professor (1987)

*Mathematics/Multimedia/Computer
Science*
B.A., 1972, M.S., 1979, California State
University, Northridge

ARMSTRONG, DIANNE, Professor (1996)

English
M.A., 1990, Ph.D., 1992, University of
Southern California

ARQUILEVICH, GABRIEL D., Assistant Professor (2000)

English
B.A., 1986, University of Redlands; M.F.A.,
1990, University of Massachusetts,
Amherst

B

BARATTE, LAURENCE G, Professor (1992)

Physical Education
B.A., 1981, Pepperdine University; M.Ed.,
1990, Azusa Pacific University

BARLOW-PALO, LINDA, Professor (1996)

Nursing
B.S., 1992, University of Phoenix; M.S.,
1995, University of California, Los Angeles

BEATTY, DONNA, Instructor (2004)

Mathematics
A.A., 1992, Ventura College; B.A., 1994,
M.S., 1999, California State University,
Northridge

BEEM, JOAN, Professor (1979)

Nursing
B.S., 1968, California State University, Los
Angeles; M.S., 1973, California State
University, Los Angeles; M.S., 1977,
University of California, Davis

BRESLIN, DAVID A., Professor (1975)

Associate Librarian
B.A., 1968, Standard Credential, 1969,
San Francisco State University; M.S.L.S.,
1975, Fullerton State University

BUDKE, WILLIAM C., Instructor (2004)

Geosciences
A.A., 1986, Santa Barbara City College,
B.A., 1991, University of California
Polytechnic State University, San Luis
Obispo

C

CALLAHAN, MICHAEL (1991)

Institutional Research Officer
A.B., 1964, Rutgers University, New
Brunswick, New Jersey; M.B.A., 1982,
California Polytechnic State University,
San Luis Obispo

CAPUANO-BREWER, LUCY, Professor (1991)

Psychology
B.A., 1983, M.A., Community-Clinical
Psychology, 1987, California State
University, Northridge

CARRASCO-NUNGARAY, MARIAN, Professor (1992)

Counseling
A.A., 1985, Oxnard College; A.S., Ventura
College; B.A., 1987, U.C. Berkeley; M.S.,
1992, California Lutheran University

CARRIGER, JAMES, Professor (1982)

Business
A.A., 1970, Ventura College; B.S., 1971,
Fresno State University; M.A., 1975,
University of Southern California; Ph.D.,
1990, University of California, Santa
Barbara

CASTOR, PEGGY, Professor (1980)

Business
A.A., 1972, Ventura College; B.S., 1984,
M.B.A., 1994, University of LaVerne

CHAPARRO, ROBERT L., Professor (1998)

EOPS, Counseling
A.A., 1980, Ventura College; B.A., 1984,
University of California, Santa Barbara;
M.S., 1989, California Lutheran University

COLTRIN, CAROL, Professor (1981)
Nursing
B.S.N., 1970, San Diego State University;
M.P.H., 1984, California State University,
Northridge

COSENTINO, LYDIA G., Professor (1989)
English
B.A., 1975, M.A., 1977, Mills College

COTA, ASENETH, Professor (1980)
Counseling
A.A., 1966, Ventura College; B.S., 1971,
M.A., 1973, California Polytechnic State
University, San Luis Obispo

CURIEL, SANDRA,
Assistant Dean (1999-01, 2002)
A.A., 1993, Santa Barbara City College;
B.S., 1996, California Polytechnic State
University, San Luis Obispo; M.A., 1998,
California State University, Northridge

D

DeCIERDO, MARCELINO A.,
Professor (1988)
Counseling
B.A., 1978, University of California, Santa
Barbara; M.S., 1988, California Lutheran
University

de JESUS, MARTA DIANE, Professor (1996)
Biology, Microbiology, Biotechnology
B.S., 1978, California Institute of
Technology; C. Phil., 1985; Ph.D., 1991,
University of California, Los Angeles

de la PEÑA, KAREN, Professor (1992)
Business
A.A., 1964, Santa Rosa Junior College;
B.S., 1987, University of LaVerne;
M.S., 1994, University of LaVerne

de la ROCHA, ISMAEL, Professor (1974)
History
B.A., 1972, M.A., 1974, University of
California, Santa Barbara

de la SELVA, AURORA, Professor (2002)
Counseling
B.A., 1975, California Lutheran University;
M.A., 1976, University of California, Santa
Barbara

DOREO, DAVID, Professor (1984)
Physics, Astronomy
B.A., 1975, M.S., 1976, San Francisco
State University, Stanford University

E

ELLIOTT, MAUREEN, Instructor (2004)
Health Education and Physical Education
B.A., 1982, M.A., 1988, San Diego State
University

F

FARRIS, DAVID, Professor (1996)
Counseling
B.A., 1972, Occidental College, Los
Angeles; M.A., 1974, University of
California, Santa Barbara

FAULCONER BOGER, KAY, Dean,
Community Resources and Economic
Development, Business and Off-Campus
Programs (1985)
B.A., 1968, California State University,
Northridge; M.B.A., 1975, M.A., 1976,
Pepperdine University; Ed.D., 1993, USC

FELL, SHARLA A., Instructor (2004)
Art and Digital Media
A.A., 1978, Cayuga Community College;
B.F.A., 1981, Arizona State University;
M.F.A., 1989, Colorado State University

FERGUSON, JEFF, Professor (1977)
Articulation Officer
B.A., 1971, University of California, Santa
Barbara; A.M., 1972, Stanford University

FERNANDEZ, RALPH, Professor (1989)
Architecture
B.A., 1982, University of California,
Berkeley

FIUMERODO, MARIA TERESA,
Instructor (2004)
Anthropology
A.A., 1993, Moorpark College; B.A., 1997,
M.A., 2001, California State University,
Northridge; Ph.D. candidate, 2004,
University of California, Los Angeles

FREDRICKSON, NANCY,
Associate Professor (1999)
Physical Education
B.A., 1987, San Diego State University,
San Diego; M.A., 1992, Azusa Pacific
University, Azusa

FREIXAS, MARTA M., Professor (1982)
Mathematics
B.A., 1978, Humboldt State; M.S., 1981,
University of Oregon

FRENETTE, JOYCE, Professor (1974)
Home Economics
B.S., 1966, Kansas State University; M.A.,
1975, California State University, Los
Angeles

G

GALINDO, MARY HELEN, Coordinator (1991)
Matriculation
A.A., 1979, Oxnard College; B.A., 1983,
California State University, Northridge;
M.S., 1989, California Lutheran University

GALLAWAY, SARA ESSA, Professor (1975)
History
B.A., 1971, M.A., 1972, University of
California, Davis; Doctor of Arts, 1985,
Carnegie Mellon University, Pittsburgh, PA

GAREY, JUDITH FREEMAN, Professor (1991)
Theatre Arts
B.S., 1970, University of Maryland,
College Park, Maryland; M.A., 1971,
University of Illinois, Urbana, Illinois;
Ph.D., 2003, University of California,
Santa Barbara

GLOVER, MARK D.,
Associate Professor (1990)
Speech
A.A., 1977, Moorpark College
B.A., 1979, University of Southern
California

GOFF, RICHARD, Professor (1974)
Criminal Justice
B.S./C.J., 1974, John Jay College of
Criminal Justice, City University of New
York; M.S./A.J., 1975, California Lutheran
College

GORBACK, KAREN, Coordinator,
Community Education (1998)
B.A., 1973, UCLA; M.A., 1980, California
State University, Fresno; Ph.D., 1992,
University of California, Santa Barbara

GRAHAM, STACY SLOAN, Instructor (2004)
Speech
B.A., 1994, M.A., 1998, California State
University, Fresno

GUILLEN-MORIEL, GUADALUPE,
Professor (1998)
Counseling
1971, Escuela Normal Chihuahua,
Mexico; B.S., 1985, Esc., Normal Superior
Chihuahua, Mexico; M.A., 1995, California
State University, Northridge

H

HALL, LUKE DREW, Professor (1991)
Geography/Geology
B.S., 1971, Utah State University; M.S.,
1975, Western Kentucky University

HENDRICKS, WILLIAM, Professor (1990)
Photography
B.A., 1996; M.S., Brooks Institute of
Photography

HERRERA, BEATRIZ, Professor (1997)
Counseling
B.S., 1988, University of California, Irvine;
M.S., Public Health, 1994, California State
University, Northridge

HISAYASU, GLENN, Professor (1997)
Counseling
A.A., Los Angeles Valley College; B.S.,
California State University, Los Angeles;
M.S., California State University, Los
Angeles; Ed.D., 1986, Nova University

HULL, REBECCA SANTILLAN,
Professor (1985)
Counseling
B.A., 1977, University of California, San
Diego; M.A., 1979, University of San
Diego; M.A., 1982, Azusa Pacific
University

J

JAMES, RALPH E., Professor (1974)
Counseling
B.A., 1971, M.A., 1973, University of
California, Santa Barbara

JEFFREYS, IVA, Professor (1981)

Business
B.S., 1968, Norfolk State University;
M.B.A., 1973, University of Guam

JOHNSON, PAULETTE, Professor (1989)

Counseling
B.A., 1971, California State University,
Long Beach; M.A., 1984, California State
University, Northridge

K**KHANJIAN, ARA, Professor (1989)**

Economics
B.A., 1981, University of British Columbia,
Canada; M.A., 1982, Queens University,
Ontario, Canada; Ph.D., 1988, New School
for Social Research, New York

KIM, HENNY, Assistant Professor (2000)

English
B.A., 1990, University of California, Santa
Cruz; M.A., 1999, San Diego State
University

**KIMBERLING, TOM, Vice President,
College Services (1987)**

B.S., 1968, University of Washington;
B.S., 1975, M.B.A., 1977, University of
Puget Sound; D.P.A., 1998, University of
LaVerne

KINGHORN, SANDRA, Professor (1986)

Software Applications
B.A., 1965, University of California, Santa
Barbara; M.B.A., 1981, California Lutheran
University

KOBAYASHI, JOY, Professor (1985)

Chemistry
B.A., 1983, University of California,
Berkeley; M.S., 1985, University of
California, Los Angeles

KOERNER, RAEANN, Professor (1982)

Physical Education
B.A., 1976, California State University,
Northridge; M.A., 1981, Azusa Pacific
College

KORN, HARRY D., Professor (1972)

Fine Arts
B.A., 1967, University of California,
Riverside; M.A., 1971, University of
California, Santa Barbara

KUMPF, DAN, Associate Professor (2000)

Mathematics
A.A., 1993, Harrisburg Area Community
College; B.S., 1995, Penn State University,
Harrisburg; M.S., 2000, Miami University,
Oxford, Ohio

L**LATHAM, NANCY, Coordinator,
Educational Assistance Center (1997)**

B.A., 1970, M.S., 1971, University of
Redlands

LAWSON, ROBERT,

Associate Professor (1999)
Music
B.F.A., 1981; M.F.A., 1991, California
Institute of the Arts

LEIFUR, JANET, Professor (1997)

Nursing
B.S.N., 1985; M.S.N., 1992, California
State University, Dominguez Hills

LEW, WARREN, Professor (1990)

Philosophy
B.A., 1971, M.A., 1973, Ph.D., 1981,
University of California, Santa Barbara

LUPTON, JERI JENSEN, Professor (1977)

Child Development / Home Economics
B.A., M.A., California State University,
Long Beach

M**MACCONNAIRE, LYN, Dean,
Student Development (1972)**

B.A., 1970; M.A., 1971, California State
University, Fullerton; Ph.D., 1987,
University of California, Santa Barbara

MADSEN, AMY S, Professor (1992)

English
B.A., 1984, M.A., 1991, California State
University, Northridge

MANSFIELD, CASEY, Professor (1991)

Construction/Drafting Technology
B.A., 1977, M.A., 1979, California
Polytechnic State University, San Luis
Obispo

MANSON, LAWRENCE H., Professor (1970)

Reading/English/History
A.B., 1967, San Diego State University;
M.A., 1969, University of California, Santa
Barbara

MARQUEZ, GREGORY J., Professor (1987)

English, English as a Second Language
B.A., 1967, State University of New York;
M.A., 1983, University of the Americas,
Mexico City

**MATTHEWS-MORALES, LYDIA,
Professor (1991)**

Mathematics
A.S., 1986, Mira Costa College; B.S.,
1989, M.A., 1991, University of California,
Santa Barbara

MILLEA, MICHELLE, Professor (1992)

Engineering/Mathematics
B.S., M.S., 1986, University of California,
Los Angeles

MILLER, JUDITH E., Professor (1999)

Nursing
M.S., 1984, M.P.H., 1995, University of
Hawaii, Manoa

MIRCETIC, NED, Professor (1990)

*Physical Education/
Women's Head Basketball Coach*
A.A., 1974, Glendale Community College;
B.S., 1977, University of California, Los
Angeles; M.Ed., 1986, Azusa Pacific
University

MITCHELL, NANCY RAE, Professor (1990)

Nursing
Diploma, 1970, Lincoln General School of
Nursing; B.S.N., 1980, University of
Nebraska College of Nursing; M.S.N.,
1984, University of Texas at Austin

**MOORE, DIANE, Dean, Liberal Arts/
Learning Resources (1976)**

B.S., 1968, California State Polytechnic
University, San Luis Obispo; M.A., 1970,
Iowa State University; Ed.D., 1982,
University of LaVerne

**MOORE, LAURI,
Professor (1996)**

Sociology
B.A., 1985, M.A., 1990, California State
University, Fullerton

MORRIS, TERRY J., Professor (1997)

Physical Education/Coach
B.S., 1989, M.A., 1990, University of
Texas, El Paso

**MORTENSEN, JERRY F., Assistant Dean,
Criminal Justice, Music, Public Safety
and Technology (1999)**

B.S., 1964, Texas Lutheran University

MOSKOWITZ, ROBERT, Professor (1998)

Fine Arts
B.A., 1971, West Chester University; Four
year certificate, 1976, The Pennsylvania
Academy of the Fine Arts; M.F.A., 1979,
Washington University

**MUNDELL, MEREDITH H.,
Associate Professor (1999)**

Paramedic Studies
B.S.N., 1998, University of Phoenix

MUNOZ, PAULA, Professor (1975)

*Extended Opportunity Program Services
(EOPS) Coordinator*
B.A., 1973, California State University,
Northridge; M.S., 1975, University of
Wisconsin

N**NASRI, FARZEEN, Professor (1989)**

Economics/Political Science
B.A., 1966, Tehran School of Business;
M.A., 1968, Tehran University School of
International Affairs; M.A., 1971, New
York University; Ph.D., 1976, New School
for Social Research

O**OLIVER, DAVID, Professor (1990)**

Chemistry
B.S., 1977, M.S., 1979, California State
University, Long Beach

O'NEILL, EARL R., Professor (1980)
Mathematics
B.A., 1970, University of California, Irvine;
M.A., 1975, California State University,
Long Beach

ORR, DOROTHY, Professor (1985)
Fine Art
B.F.A., 1969, Art Center College of
Design, Los Angeles; M.A., 1978,
California State University, Northridge

P

PALAFIX, JOHN, Professor (1971)
Business
B.B.A., 1955, Woodbury University; B.S.,
1962; M.S., 1968, University of Southern
California

**PALLADINO, STEVE,
Professor (1999)**
Geography
B.A., 1985, M.A., 1994, University of
California, Santa Barbara

PARDEE, TERRY, Professor (1996)
Anatomy/Physiology
B.A., 1971, M.S., 1981, California State
University, Northridge

PAULEY, MARK, Professor (1985)
Information Systems
A.A., 1981, Ventura College; B.S., 1983,
Southern Illinois University; M.A., 1993,
California Lutheran University

**PEINADO, KELLY,
Assistant Professor (2000)**
English
B.A., 1978, M.A., 1986, University of
California, Santa Barbara

**PENUELA, ALAN,
Professor (1991)**
Automotive Technology
B.A., 1974, California State University, Los
Angeles

PETER, CLAUDIA, Professor (1997)
Nursing
B.S.N., 1965, M.S.N., 1972, University of
Illinois, Chicago; Ed.D., 1996, Health
Care/Administration, University of
Southern California

POLLACK, DEBORAH H., Instructor (2004)
English
B.A., 1973, M.A., 1975, University of
California, Los Angeles

**PORTER, ROBERT M.,
Associate Professor (1997)**
Political Science
B.A., 1985, University of California, Santa
Barbara; M.A., 1987, University of
California, Los Angeles; Ph.D., 1998,
University of California, Santa Barbara

Q

QUINT, RICHARD A., Professor (1985)
Mathematics
B.S., 1966, California Institute of
Technology; M.A., 1971, University of
Maryland

QUON, W. STEVE, Professor (1991)
Physics/Astronomy
B.S., 1968, M.A., 1970, Ph.D., 1974,
University of Southern California

R

RABE, P. SCOT, Professor (1984)
Machine Technology
B.A., 1979, California State University,
Long Beach

**RENGER, ROBERT, Dean,
Arts and Sciences (1972)**
B.A., 1968, M.A., 1971, Ph.D., 1974,
University of California, Santa Barbara

REYNOLDS, DAVID, Instructor (2004)
Mathematics
B.A., 1998, University of California, Santa
Cruz (2 degrees); M.A., 2002, University
of California, San Diego

RIVERE, EDELWINA, Professor (1991)
Psychology
B.A., 1971, M.S., 1974, California State
University, Los Angeles; Ph.D., 1978,
University of Southern California

ROBINSON, J. A., Professor (1992)
Psychology
B.A., 1978, Bishop College, Dallas, Texas;
M.S., 1980, Jacksonville State University,
Alabama; Ph.D., 1984, University of
Wisconsin

ROCKWOOD, CHARLES, Professor (1981)
Automotive Technology
A.A., 1972, Santa Barbara City College,
Certified Master Automotive Technician

ROSALES, GEORGE, Professor (1991)
Physical Education/Coach
B.S., 1969, M.A., 1983, California State
University, Los Angeles

ROVAI, LINDA A., Professor (1996)
EAC, Counseling
B.A., 1971, Humboldt State; M.S., 1977,
California State University, Hayward; M.A.,
1985, University of California, Santa
Barbara

**RUBENSTEIN, LINDA, Professor
(1980-81, 2002)**
Coordinator, Off-Campus Programs
B.S., 1969, California State University, Los
Angeles; MBA, 1977, California State
Polytechnic University, Pomona

RUSH, PATRICIA, Professor (1989)
Spanish
B.A., 1969, M.A., 1972, California State
University, Los Angeles

S

SANCHEZ, HECTOR, Instructor (2004)
*Counselor, Educational Opportunity
Programs and Services*
A.A., 1990, Glendale Community College;
B.A., 1992, University of California, Los
Angeles; M.S., 2003, University of
LaVerne

**SANCHEZ, TOMÁS, Professor
(1991, M.C., 2004, V.C.)**
History
B.A., California State University,
Northridge; M.A., University of California,
Santa Barbara

**SANDFORD, ARTHUR J.,
Professor (1991)**
Spanish
B.A., 1983, California Polytechnic State
University, San Luis Obispo; M.A., 1992,
California State University, Northridge

SCHOENROCK, KATHRYN, Professor (1989)
Reading
B.A., 1979, M.A., 1981, University of
California, Santa Barbara

SCOTT, KATHLEEN, Professor (1995)
English
B.A., 1990, M.A., 1994, California State
University, Northridge

SELZLER, JAMES (JOE), Instructor (2004)
Chemistry
B.S., 1993, Georgia Institute of
Technology; M.S., 1995, University of
California, Irvine

SEZZI, PETER, Instructor (2004)
Associate Librarian
A.A., 1997, Ventura College; B.A., 1999,
M.L.I.S., 2002, University of California,
Los Angeles

SIMMONS, ISAIAH, Professor (1978)
Counseling
B.S., 1967, Knoxville College; M.A., 1973;
Ph.D., 1976, Syracuse University

SLATON, ALICE M., Professor (1969)
French/Computer Literacy
B.A., 1965; M.A., 1966; Ph.D., 1975,
University of California, Los Angeles;
Interactive Video Certificates: University of
Nebraska, Lincoln; Sony Institute, Los
Angeles; Parke Institute, Logan Utah;
M.B.A., 1996, California Lutheran
University

SMITH, CAROL B., Professor (1979)
Nursing
B.A., 1966, City University of New York;
M.S.N., 1971, New York Medical College
Graduate School of Nursing

**SMITH, JOAN E., Executive Vice President
(2000)**
B.S., 1975, University of Wisconsin,
Stevens Point; M.S., 1976, University of
Wisconsin-Stout; Ed.D., 1988, Nova
University

STARK, INGER, Instructor (2004)
Sociology
B.A., 1996, University of California, Davis;
M.A., 1999, Ph.D. [all but dissertation]
University of California, Santa Cruz

STAUFFER, JEFFERY D., Professor (1974)

Business/Supervision
 B.A., 1967, Brigham Young University;
 M.A., 1972, Ball State University; M.A.E.,
 California Lutheran University; Ed.D.,
 1982, University of La Verne

SUEL, TIM, Professor (1985)

EOPS, Counseling
 B.S., 1970, California State University, Los
 Angeles; M.A., 1971, M.S., 1977,
 University of Southern California

T**TAFT, BURNS, Professor (1969)**

Music
 B.M., 1961, Yankton College; M.M., 1963,
 University of Colorado; D.M.A., 1970,
 University of Southern California

**TENNEN, ELAINE, Coordinator,
Student Health Center (1986)**

B.S.N., 1973; M.N., 1979, University of
 California, Los Angeles; Family Nurse
 Practitioner, College Health Nurse
 Practitioner and Nursing Education

THIEMAN, WILLIAM J., Professor (1970)

Biology/Biotechnology
 B.A., 1966, California State University,
 Northridge; M.A., 1968, University of
 California, Los Angeles

THOMASSIN, STEVEN, Professor (1981)

Mathematics/Philosophy
 B.A., 1970, M.S., 1972, California State
 University, Northridge

TOBIAS, STEPHEN D., Dean,

Health and Human Performance (1971)
 A.A., 1967, Ventura College; B.A., 1969,
 M.A., 1971, Sacramento State College

TOTH, MYRA, Professor (1985)

Fine Art
 B.A., 1965, Mills College, Oakland; M.A.,
 1968, San Francisco State College

TURNER, STEVEN,

Assistant Professor (2000)
Educational Assistance Center
 B.A., 1988, California State University,
 Fresno; M.S., 1999, San Diego State
 University

V**VARELA, JAY F., Professor (1986)**

Theater Arts/English
 B.S., 1959, Loyola University; M.A., 1964,
 University of California, Los Angeles

VENTURA, DEBORAH, Professor (1990)

English
 B.A., 1978, M.A., 1988, University of
 California, Santa Barbara

VRAJICH, NICK, Professor (1999)

Manufacturing Technology
 B.V.E., 1976; M.A., 1978, California State
 University, Los Angeles; Ph.D., 1983,
 Colorado State University, Fort Collins,
 Colorado

W**WAGNER, JOHN W., Professor (1981)**

English
 A.B., 1969, Columbia University; M.A.,
 1976, California State University, Los
 Angeles

WALTZER, SIMON P., Professor (1989)

English/Speech
 B.A., 1970, Hebrew University of
 Jerusalem, Israel; M.A., 1972, Kings
 College, London, England

WEINSTOCK, CAROL, Professor (1992)

Journalism
 B.A., 1963, University of Manitoba,
 Canada; M.A., 1978, California State
 University, Northridge

WENDT, PATRICIA, Instructor (2001)

EAC, Counseling
 B.A., 1993, M.S., 1995, California State
 University, Fresno

WINSLOW, GREG, Professor (1999)

Physical Education
 B.A., 1988, California State University,
 Fresno; M.A., 1992, California State
 University, Bakersfield

WYMER, GEORGE E., Professor (1968)

English
 B.A., 1967, M.A., 1968, Chico State
 University

Y**YOSHIMOTO, HIROKO, Professor (1970)**

Fine Arts
 B.A., 1965, M.A., 1967, University of
 California, Los Angeles

Z**ZACHARIAS, MARY, Professor (1995)**

Nursing
 B.S.N., 1972, University of California, San
 Francisco; M.S.N., 1981, University of
 California, San Francisco

EMERITUS FACULTY

*indicates deceased

A**ACKER, PAUL R., Professor**

Sociology, Philosophy

ANDERSON, GEORGE R., Professor

Physical Education

ANSON, HERBERT F., Professor

Mathematics

ARITA, GEORGE S., Professor

Biology

B**BARRON, EDWIN H., Professor**

Theater Arts

BARSCHE, JEFFREY R., Professor

Learning Disability Specialist

BEAHAN, RITA C., Professor

Coordinator, Student Health Services

BERGSTROM, MARVIN H., Dean

Admissions & Records

BERTOLINO, THOMAS R., Professor

Engineering/Mathematics

BODLE, YVONNE GALLEGOS, Professor

Business

BOWERS, ORLENE, Professor

Coordinator, Special Education

BOWKER, ELIZABETH, Professor

Mathematics

BRAUN, MADALINE R., Professor

Counseling

C**CAMARILLO, J. ROBERT, Professor**

Criminal Justice

***CARR, RUTH W., Professor**

Physical Education

***CASELLA, ORLEY A., Professor**

Biology

CASTREN, JAMES H., Professor

Life Sciences

CHRISTOPHER, ALBERT S., Professor

Machining Technology

CLODIUS, ALBERT H., Professor

Philosophy/History

COLLINS, BRUCE, Professor

English

CONN, EDITH R., Professor

Physical Education/English

COOK, DONALD E., Professor

Economics

COOPER, CARLISLE C., Professor

Art

CRESON, BETTY, Professor

Learning Disabilities Specialist

CULMBACK, BARRETT, Professor

Philosophy

CURTIS, GERALD R., Professor

Engineering, Electronics

D**DAHL, CHARLES C., Professor**

Engineering

DREW, THOMAS F., Professor

English

DUNLAP, JERRY D., Professor

Physical Education

E**EDWARDS, MARGARET P., Professor**

Music

EMMA, THOMAS K., Professor

English

EMRICK, JOHN W., Professor

History

EVANS, JOYCE MASON, Professor

American Indian History/Women's History

EVERTON, THOMAS, Professor

Chemistry

F**FALXA, LARRY, Professor**

Learning Disabilities

FARRELL, JACK M., Professor

Botany, Biology

FICKERSON, BERT F., Professor
Chemistry

FOX, WILLIAM K., Professor
Biological Sciences

FRISBY, NORMA LYDIA, Professor
Business

G

GAMMON, JOYCE, Professor
*Interpersonal Communication, Speech,
English*

GANNATAL, PAUL, Professor
Physical Education

GIBBS, ROBERT R., Professor
*Divisional Director, Mathematics/Natural
Sciences, Physics*

GILMOND, LEO, Professor
Welding

GLENN, RICHARD A., President

GONZALES, JESUS, Professor
English

GREENE, FRANK J., Professor
Information Systems

H

HABERMAN, LeROY D., Professor
Theater Arts

HEYWOOD, ARTHUR H., Professor
Mathematics

HIGBY, LOLA J., Professor
Nursing

HOFFMAN, BARBARA J., Professor
Counseling

HOLT, CHERYL E., Professor
Physical Education, Aquatics

HOWE, CAROL, Professor
Mathematics

HUGHES, THOMAS G., Professor
Chemistry

HUSTED, MORRIS E., Professor
English

I

ISHIKAWA, CHADWICK K., Professor
Counseling

J

JACKSON, DONALD, Professor
Music

JAMES, RICHARD E., Professor
Physical Education

JARVIS, HARRIETTE H., Professor
Music, Speech

JOHN, RANDY W., Professor
Psychology

JOHNSON, GARY E., Dean
Social Sciences/Humanities

JUMP, ELLIS, L., Professor
Fine Art

K

KAJIHARA, HITOSHI, H., Professor
Engineering/Mathematics

KELLY, ROBERT C., Professor
Chemistry

KOCH, GERD H., Professor
Art

KONCZAL, DOLORES, Professor
Special Education

L

LANNING, GEORGE, Vice President
Administrative Services

LARSEN, GAYLORD D., Professor
ITV/AV Media Specialist, Speech

LEVEL, HOWARD R., Professor
Geology, Geography

LEWIS, GARY R., Professor
Welding

LONG, ROBERT W., President

***LOVEWELL, CARLYLE C., Professor**
Counseling

M

MALLORY, NORMAN, Professor
English

MARSHALL, BRIAN, Professor
Physical Education

MASON, MARTIN, Professor
Physical Education

MATLEY, BEN G., Professor
Mathematics

McCONNELL, JOHN E.W., Professor
Chemistry, Department Head; Chemistry

McDANNOLD, THOMAS A., Professor
Geology, Geography

McENROE, WILLIAM, Professor
Art

McGANN, MICHAEL, Professor
Mathematics

McNEELY, GEORGE B., Dean
Dean of Men, Agriculture

McPHERSON, RUTH D., Professor
Political Science, History

***McWILLIAMS, GEORGE N., Professor**
Clinical Psychology

MICHAELSON, PATRICIA J., Professor
*Instructor/Department Head-Home
Economics*

MORGAN, JEAN M., Professor
Director, Instructional Resource Center

***MORRIS (Eckel), CATHERINE P.,
Professor**
Nursing Education

N

NICOLET, ERIC J., Vice President
Instruction

NORTHWAY, LYDIA, Professor
Home Economics

O

OHARA, MARICARMEN, Professor
Spanish

O'NEILL, MARGARET E., Professor
Counseling

O'NEILL, TERENCE P., Professor
History

O'NEILL, THOMAS B., Professor
Microbiology/Biology

***ORNELAS, CARLOS, Professor**
Political Science/Chicano Studies

OWEN, EARL BEN, Professor
Language Arts

P

PAILLETTE, DONALD D., Professor
History, Political Science

PASSNO, PHILLIP E., Professor
Physical Education

PHELPS, RICHARD W., Professor
Fine Arts, Art

POPIEL, JON E., Professor
English

R

RAGUSE, PATRICIA M., Professor
Facilitator, Athletics, Physical Education

RAMELLI, WILLIAM F., Professor
Geology

REDDING, MARGARET ANN, Professor
Biology, Physiology

RIGBY, LAVAR N., Professor
Mathematics

RITHNER, ROBERT Y., Professor
English

ROBINSON, WILLIAM H., Professor
Mathematics

ROBLES, DAVID O., Professor
Counseling

RODRIGUES, DONALD F., Professor
Agriculture

ROE, THOMAS A., Professor
Photography

ROLFF, KARLA, Professor
Anthropology

ROLLINS, WILLIAM V., Professor
Business

ROSEMOND, HARRY, Professor
Reading

ROSS, JEANETTE M., Professor
Student Health Services Coordinator

S

SATTLER, FRANCIS J., Professor
Automotive Technology

SCHEELE, PAUL C., Professor
Counseling

SCHILLER, HOWARD L., Professor
Administration of Justice

SCHULTZ, DEANNA, Professor
Psychology

SEELY, MICHAEL K., Professor
Director, Instructional Support Services

SIFUENTES, OCTAVIO A., Professor
Associate Librarian

SMITH, DON, L., Professor
English

SMITH, LeROY, G., Professor
Psychology

***SMITHSON, JOHN L., Professor**
Divisional Director, Technology

STALLINGS, LARRY, Professor
Horticulture, Floriculture

STEVENS, L. MILDRED, Professor
Psychology

STEVENSON, DENI, Professor
English

T

TAUCK, WILLIAM H., Professor
Physics

TERRY, COLIN, Professor
Physics

THOLL, ROBERT B., Dean
College Services

THOMAS, ELIZA W., Professor
Nursing Education

TREGURTHA, RITA RAE, Professor
English

TRUE, BETTY, Professor
Home Economics

TUCKER, SHIRLEY A., Professor
Home Economics

TUFTS, ROBERT J., Professor
Physical Science

TURSE, EMANUEL P. Jr., Professor
Counseling

V

VEDVIK, NORMA M., Professor
Physical Education

VILLENEUVE, DONALD A., Professor
Anthropology, Biology

VOLZ, DIANE, Professor
Journalism

W

WALLACE, EUGENE W., Professor
Chemistry

WASHINGTON, OLA V., Professor
African-American/U.S. History

WEBSTER, SUSAN A., Professor
Counselor for Disabled Students

WEESNER, JAMES M., Professor
Counseling

WEST, STEWART W., Professor
Music

WHALEN, JAMES A., Professor
Physical Education

***WILLIAMSON, MARGUERITE S., Professor**
Nursing Education

WINTER, LOIS L., Professor
Counseling

WOLFE, GLEN A., Professor
Chemistry

WOOLLEY, JOHN L., Vice President
Student Services

WRIGHT, CLYDIE, Professor
Nursing Education

Z

ZABOSKI, RON, Professor
Counseling



Associate Librarians Dave Breslin and Peter Sezzi walk in 2004 VC Graduation

CLASSIFIED STAFF

Office of the President

Angela Marquez

Office of Executive Vice President,

Student Learning

Kim Fuhrmann

Office of Vice President,

College Services

Reuben Asahan
Sharon Stout

Admissions and Records Office

Susan Bricker, Registrar
Beverly Frank
Sandra Gustafson
Lori Jones
Patricia Mazuca
Celia Rodriguez
Isabel Tapia

Alternate Text Production Center

Robert Martinengo, Supervisor
Martin Crossley
Sandra Greenberg
Dee Konczal

Aquatics Center

Bob Anderson

Arts and Sciences Division

Brenda Griego
Jim Mayer
William Pettit
Linda Smith
Will Smith
Claudia Stewart
Lester Tong
Lynette Young

Assessment

Steve Manriquez

Athletics Programs

Mark Chaney
Jessie Llamas
Peder Nielsen

Bookstore (Pirates' Cove)

David Hodgson
Rae Ann Lappo
Mike McDaniel
Norann McDaniel
Chuck Wilson

Business, Community Resources and Economic Development and Off-Campus Programs,

Matriculation, ESL, BSL Division

Maureen Eckl
Joe Reznak

CalWORKs

Marilyn Wilson

Campus Police

Bob Escobedo, Lt.
Willis Cameron
Christopher Collier
Elizabeth Dillie
Richard Rudas

Canon Copy Center

Dorie OHara

Child Development Center

Robin Douglas, Supervisor
Mickey Aguilar
Debbie Biggie
Liza Cansino
Susan Carter
Katherine Felter
Stella Garcia
James Goforth
Teri Spiker
Sharon Stover

Clerical Services

Connie Drusen

Community Education

Cathy DeBrito

Counseling Office

Denise Godlewski

Criminal Justice, Music, Public Safety and Technology Division

Susan Gaddie
Octavio Garcia
Bill de la Rosa
Glenda Plisky

East Campus at Santa Paula

Tonia Arias
Raul Barraza
Margarita Chimalpopoca
Jan Loren
Marcos Lupian
Maiya Rodriguez
Martin Ruiz

Educational Assistance Center (EAC)

Lori Annala
Erin Braam
Christy Corbett
John Elmer
Linda Lehman
Cathy Mundy
Holley Ramsey

Enrollment Management

Connie Baker

Extended Opportunities Programs and Services (EOPS)

Loreto Hill
Laura Hilton

Financial Aid Office

Dora Washington, F.A. Officer
Janeen Beard
Teresa Beard
Gerri Cantu
Dave Donaldson
Eva Gallardo
Rita McKinney
Alma Rodriguez

Fiscal Services

Ginnie Atmore
Irene Miller
Terri Taylor

Food Services

Abdallah Alsadek, Supervisor
Cora Chan

Peter Kranz

Linda Santillanes

Foundation

Veronica Beltran
Susannah Evans
Barbara Hall
Ellie Truitt

Graphics and Publications

Chris Garcia
Barbara Harvey

Health and Human Performance Division

Kathleen Gilligan
Bonnie Mastiere

Human Resources

Carolyn Allen
Diana Harvey

Institute for Community and Professional Development (ICPD)

Sharon Dwyer, Director
Blanca Barrios
Beth Doyle
Maureen Eckl
Nora James
Rhonda Neumann
Karen Osher
Judith Page
Marian Schneider
Luann Swanberg
Gary Van Meter
Kathryn Jameson-Meledy

International Students Office

Rosie Stutts

Learning Center

Patrick King
Sharon Oxford
Anil Patel

Liberal Arts and Learning Resources Division

Joan Comstock
Erlinda Ispahani

Library

Sandy Hajas, Supervisor
Eleanor Austin
Patricia Blain
Rose Marie Castro
Elaine Hobbs

Machine Shop

Octavio Garcia

Mathematics, Engineering, Science Achievement (MESA)

Virginia Estrella

Media Service Center

Deborah McDaniels

Maintenance and Operations

Bob Forest, Director
Paul Conley, Supervisor
John Arvidson
Anton Bartsch
Eddie Baugh
Jerry Chilcott

Ron Cobos

Barbara Dalling
Douglas Fairweather
Salvador Galaviz
Wally Hernandez
Calvin Hixon
Manuel Laboriante
Jesus Medina
Mike Munoz
Janet Murdoch
Martin Navarro
Charles Paarmann
Sergio Palestina
Joe Perez
Arnold Reyes
Conrad Rieder
Ray Rieder
John Roach
Reynaldo Santos
Larry Smithson
Jeffrey Stiles

Matriculation

Michelle Clisby
Angeles Rodriguez

Nursing Program

Emily Colon
Barbara McGinley
Lynn Medart

Pre-Hospital and Emergency Medicine

Peggy Kinney

Public Relations Office

Alisa Sparkia Moore
Angelica R. Navarro

Re-entry and Women's Center

Bea Zizumbo

ESL, BESL, Social & Behavioral Sciences

Gonzalo Olivarez
Dianne Smith

Student Business Office

Carla Kramer

Student Development Office

P.J. Hughes
Natawni Pringle

Student Health Center

Becky Anderson
Pamela Shuman
Jan Wiley

Student Information Services

Christina Martinez

Telephone Operator

Donna Johnsen

Theatre

Willie Eck
Abra Paudler

Warehouse

Brian Tiedt
David Kramer

APPENDICES

APPENDIX I

Student Conduct Code

Standards of Student Conduct (E.C.S. 66300)

In joining the academic community, the student enjoys the right and shares the responsibility in exercising the freedom to learn. Like other members of the academic community, students are expected to conduct themselves in accordance with the standards of the college that are designed to perpetuate its educational purposes. Students shall respect and obey civil and criminal law and shall be subject to legal penalties for violation of laws of the city, county, state, and nation. A charge of misconduct may be imposed upon a student for violating provisions of college regulations and the state education and administrative codes. When a student is subject to a charge of misconduct, such charge shall be processed in accordance with the following policy and procedure.

Disciplinary action may be imposed upon a student by an instructor, an administrator, or the governing board for proven misconduct or actual violation of specified college rules and state regulations. Instructors and administrators may place students on probation or temporary exclusion with respect to actions in a classroom, on campus, or at a college-sponsored activity within the procedures specified in this document. The Dean of Programs and Services or designee shall have the power to impose suspension and to recommend expulsion.

Students are subject to charges of misconduct for any of the following acts on college-owned or controlled property or at a college-sponsored activity:

1. Willful disobedience to directions of college officials acting in performance of their duties.
 2. Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials.
 3. Dishonesty, such as cheating, or knowingly furnishing false information to the college.
 4. Unauthorized entry to or use of the college facilities.
 5. Forgery, alteration, or misuse of college documents, records or identification.
 6. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
 7. Theft of or damage to property or possession of stolen property belonging to the college, a member of the college community or a campus visitor.
 8. Disorderly, lewd, indecent, or offensive conduct.
 9. Obscene, libelous or slanderous expression, or expression which so incites students as to create a clear and present danger of the commission of unlawful acts on the college's campus, the violation of lawful college regulations or the substantial disruption of the college's orderly operation.
 10. Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.
11. Use, possession, distribution of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, or other dangerous drugs; or presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, or other dangerous drugs, except as expressly permitted by law.
 12. Possession, while on the college campus or at an on- or off-campus college-sponsored function, of any of the following weapons (except persons given permission by the College President or his or her designated representatives or members of the law enforcement agencies, such as police officers: any instrument or weapon of the kind commonly known as blackjack, sling shot, fire bomb, billy club, sandclub, sandbag, metal knuckles; any dirk, dagger, firearm, (loaded or unloaded), such as pistol, revolver, rifle, etc.; any knife having a blade longer than five inches; any switchblade longer than two inches; any razor with an unguarded blade; any metal pipe or bar used or intended to be used as a club; or any item used to threaten bodily harm.

Student Conduct: Disciplinary Action

Student conduct must conform to the student rules of conduct established by the Governing Board of Trustees of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to the following types of disciplinary actions, which are to be administered by appropriate college authorities against students who stand in violation. The Ventura County Community College District has established due process for the administration of the penalties enumerated here. Penalties are listed in degree of severity. College authorities will determine the appropriate penalty(ies):

1. **WARNING*** -- Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
2. **REPRIMAND*** -- Written reprimand for violation of specified rules. A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the college. A person receiving a reprimand is notified that this is a warning that continued conduct of the type described in the reprimand may result in a formal action against the student.
*NOTE: Warnings and reprimands may be appealed directly to the President. They are not subject to a student conduct hearing.
3. **DISCIPLINARY PROBATION** -- Exclusion from participation in privileges or extracurricular college activities set forth in the notice of disciplinary probation involves notification in writing of the reason for disciplinary probation to the student(s) or president of the student organization involved.
4. **RESTITUTION** -- Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

5. **SUMMARY SUSPENSION** -- A summary suspension is for purposes of investigation. It is a means of relieving the tension of the student body or individual class due to a serious infraction of student behavior standards, removing a threat to the well-being of the students, or removing for the good order of the college a student or students whose presence would prevent the continued normal conduct of the academic community. Summary suspension is limited to that period of time necessary to insure that the purpose of the summary suspension is accomplished and in any case, no more than a maximum of five school days. Summary suspension is a type of suspension other than that ordinarily invoked by the instructor for disciplinary reasons in the classroom. The College President, Dean of Programs and Services, or other staff member designated by the President may summarily suspend a student when he or she deems it necessary for the safety and welfare of the college.
6. **DISCIPLINARY SUSPENSION** -- Disciplinary suspension follows a hearing based on due process. It shall be invoked by the College President, appropriate administrator, or other staff member designated by the President, upon the student for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.
7. **EXPULSION** -- An expulsion is a long term or permanent denial of all campus privileges including class attendance. The governing board may expel a student who has been convicted of a crime arising out of a campus disturbance, or after a hearing by a campus body, and has been found to have willfully disrupted the orderly operation of the campus.

Student Conduct: Due Process

- I. **PRELIMINARY ACTION**
 - A. The Dean of Programs and Services or designee shall receive and may issue any charge of alleged misconduct made against a student by another student, faculty member, administrator, or classified personnel. Such person shall sign and submit a written statement specifying the time(s), place(s), and nature of the alleged misconduct.
 - B. The Dean of Programs and Services or designee shall confer with the student for the purpose of advising the student of the charge, possible sanctions imposed upon him or her and his or her rights under college regulations, state and federal laws.
 - C. The Dean of Programs and Services or designee may also procure information relating to the charge from the student and other persons or sources. Whenever appropriate, the Vice President/designee of student services shall assess, or cause to have assessed, damage to property and injury to persons or other forms of misconduct.
 - D. At this point, the Dean of Programs and Services or designee may take any of the following actions:
 1. Dismiss the charge for lack of merit.
 2. Issue a warning or letter of reprimand.
 3. Place the student on disciplinary probation, require restitution, place on summary or disciplinary suspension.
 4. Recommend expulsion.
 5. Remand the case to a student conduct hearing.
- E. At this time, if the student does not accept the decision of the Dean of Programs and Services or designee, the Executive Vice President/designee of student learning shall arrange for the meeting of the student conduct hearing committee following the procedures outlined in sections II and III of this document.
- II. **COMPOSITION OF STUDENT CONDUCT HEARING COMMITTEE**
The student conduct hearing committee, hereafter referred to as the hearing committee, shall be set up as follows:
 - A. One student, one faculty member, and one administrator (other than the Dean of Programs and Services or designee and his or her immediate staff). These persons are appointed by the College President.
 - B. The President shall designate the chairperson of the hearing committee.
 - C. A minimum of one committee shall be selected annually.
 - D. Upon notification of the committee composition, each party is allowed one peremptory challenge, excluding the chairperson.
 - E. A quorum shall consist of all three members of the committee.
 - F. The chairperson will allow any proposed member of the committee to decline participation in the hearing.
- III. **FORMAL HEARING PROCEDURES**
 - A. A hearing will be called by the chairperson within 15 working days of receipt of the Dean of Programs and Services or designee request.
 - B. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.
 - C. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses and receive all evidence pertaining to the charge.
 - D. Both parties shall have the right to present statements, testimony, evidence and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney.
 - E. The accused person and/or representative may be present as well as the aggrieved person and/or his or her representative. No other persons except scheduled single witnesses and the hearing committee members shall be present.
 - F. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.
 - G. The hearing committee shall judge the relevancy and weight of testimony and evidence. It shall make its findings of fact and limit its investigation to the formal charge. It shall also make a recommendation for disposition of the charge to the College President. Actions in this procedure shall be completed within five working days.
 - H. The hearing committee shall submit its findings of fact and recommend action to both parties and to the President of the College. Upon receipt of the findings and recommendations, the President of the College shall:
 1. Concur with the committee's recommendation, or
 2. Not concur with the committee's recommendation, or
 3. Take alternative action.
 4. The College President shall state in writing the reasons for the action taken on the committee's recommendations. The President shall act within ten working days.

- I. If either party does not agree with the decision of the College President at this time, an appeal may be made to the Chancellor of the Ventura County Community College District; if he or she is still dissatisfied with the decision, an appeal may be made to the governing board who shall render the final decision.
- J. Records of all proceedings will be maintained by the College President in accordance with rules of confidentiality and board/state/federal laws, rules, regulations and contracts. Insertion of information regarding a case in an employee's personnel record will only be made in compliance with board/ state/federal laws, rules, regulations and contracts.

B. FORMAL PROCESSES

If the aggrieved student believes that the informal consultation processes mentioned in section A have failed, the procedures and rules described below must be followed by both the student and the College. This process represents the formal grievance procedure of the College. However, the entire formal grievance process shall be discontinued at any time the parties can informally agree on a mutually satisfactory result. All formal records will be destroyed in this instance. Resolution of grievances may not abrogate state or federal laws and applicable governing board rules and policies.

1. A College grievance committee shall be established by the College President at the opening of each academic year. This committee shall be composed of one faculty member, one enrolled student and one administrator. The chairperson will be designated by the President. Committee members are appointed by and serve at the pleasure of the President. If, in the judgment of either participant in a formal grievance or the President, a conflict of interest or bias exists with any committee member, that member will be excused and a substitute appointed for the case in question only.

A formal grievance must be filed with the Dean of Programs and Services or designee within 90 calendar days of the final event in a sequence of events, if any. The 90-day period shall commence on the day of the event or on the day of first knowledge of the event by the complaining party. Proof of the latter delayed date is the responsibility of the complaining party.

2. A formal grievance exists when the Dean of Programs and Services or designee receives a signed written charge specifying the time, place and nature of the injury from the aggrieved student. This written charge should be dated and must be on behalf of an individual student only. Group or class action grievances are not permitted. This charge must also clearly specify the informal consultation attempts made and described in Section A.
3. The Dean of Programs and Services or designee will verify the completeness of the written charge and present the charge to the grievance committee within ten working days of receipt.
4. The grievance committee will review the charges made (section B.2) within five working days and request a response in writing from the person accused. This person must reply within ten working days. Upon receipt of this response, the committee shall meet and recommend to the President that (a) the case be dismissed or (b) reasonable cause for a hearing exists. This action must take place within five working days.
5. The President will then either dismiss the case with the reasons set out in writing to both parties or request that the grievance committee hold a formal hearing. The President must take this action within five working days of receipt from the committee (section B.4).

APPENDIX II

Student Grievance Procedure

I. PURPOSE

Students are encouraged to pursue academic studies and other college-sponsored activities in order to promote intellectual growth and personal development. In seeking these ends, students should be free from improper interference by other members of the college community. A grievance may be initiated by a student whenever the student believes that he or she has been subject to unjust actions or denied normal student rights as stipulated in college regulations and in the state education and administrative codes. A grievance may be initiated by a student against any other student or any employee of the College.

II. DEFINITION

A grievance is an allegation of unjust action or denial of student rights. A grievance exists only when a specific educational wrong has occurred to a single student. This wrong must involve an unjust action or denial of student rights as defined in a specified college, college district or superior legal covenant or judgment. A grievance exists only when such an error or offense has some demonstrably correctable result. The outcome of a grievance must produce a tangible benefit to the student complaining or an actual redress of the wrong rather than a punishment for the person or persons found in error.

III. PROCEDURES

A. INFORMAL PROCESSES

When a student believes that a personal injustice has been sustained, an attempt should first be made to resolve the concern by informal means. Consultation should be made with the student, faculty member, administrator or classified person involved in order to seek direct resolution. If this process fails or, for some reason, cannot be accomplished, the aggrieved student should confer with the direct supervisor of the person allegedly causing the problem. If both of these steps are unsuccessful, the aggrieved student should discuss the problem with the Executive Vice President of Student Learning (for all programs and services controlled by this person) or the Dean of Programs and Services or designee (for all other college programs and services).

6. Formal hearing procedures:
 - a. A hearing will be called by the chairperson within 15 working days of receipt of the President's request (section B.5).
 - b. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.
 - c. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses and receive all evidence pertaining to the charge.
 - d. Both parties shall have the right to present statements, testimony, evidence and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney.
 - e. The accused person and/or representative may be present as well as the aggrieved person and/or his or her representative. No other persons except scheduled single witnesses and the grievance committee members shall be present.
 - f. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.
 - g. The committee shall judge the relevancy and weight of testimony and evidence. It shall make its findings of fact and limit its investigation to the formal charge. It shall also make a recommendation for disposition of the charge to the College President. Actions in this procedure shall be completed within five working days.
 - h. The committee shall submit its findings of fact and recommended actions to both parties and to the President of the College. Upon receipt of the findings and recommendations, the President of the College shall:
 - (1) Concur with the committee's recommendation, or
 - (2) Not concur with the committee's recommendation, or
 - (3) Take alternative action.
 - (4) The College President shall state in writing the reasons for the action taken on the committee's recommendation. The President shall act within ten working days.
 - i. If either party does not agree with the decision of the College President at this time, an appeal may be made to the Chancellor of the Ventura County Community College District; if he or she is still dissatisfied with the decision, an appeal may be made to the governing board who shall render the final decision.
 - j. Records of all proceedings shall be maintained by the College president in accordance with rules of confidentiality and board/state/federal laws, rules, regulations and contracts. Insertion of information regarding a case in an employee's personnel record will only be made in compliance with board/state/federal laws, rules, regulations and contracts.

The student grievance appeal is contained in the Board Policy Manual. Appeals to the governing board may be made only when all other steps in the procedure have been completed and when there is an identifiable remedy for the grievance. Appeals to the governing board shall be made in writing and shall specify exactly why the student feels the governing board should review the decision. If it is felt that proper procedures were not properly followed, then the appeal should specify what procedures were not properly followed and how the alleged errors affected the outcome. The governing board shall review the written records of the proceedings and any related materials.

The board may, after reviewing all materials, allow individuals to make statements to the board or may request clarification of facts from the President or clarification regarding the committee's deliberations from the grievance committee chairperson.

Appeals of the decision of the Chancellor must be made within 15 days of receipt of the result.

APPENDIX III

Privacy Rights Governing Student Records

Pursuant to the Federal Educational Rights and Privacy Act, the California Education Code (section 76240 et al) and the California Administrative Code Title V, the colleges of the Ventura County Community College District establish and maintain information on students relevant to admission, registration, academic history, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline or matters related to student conduct, and shall establish and maintain such information required by law. All such records are maintained under the direction of the Dean of Student Development and the Dean of Programs and Services.

The colleges of this District maintain directory information which may be released to the public without the written consent of the student: student's name, address, telephone number, and place of birth, major or field of study, participation in officially recognized activities and sports, weight and height of athletic teams, dates of attendance, degrees, certificates and awards received, the most recent previous public and private schools attended by the student.

Directory information will be released to branches of the United States military services in compliance with the Solomon Act, and may be released to other parties in accordance with section 76240 of the California Ed. Code. No directory information shall be released regarding any student or former student who has notified the District or any college thereof in writing that such information shall not be released. Such requests shall be addressed to the Dean of Student Development.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education record within 45 days of the day the College receives a request for access.

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

APPENDIX IV

(2) The right to request the amendment of the student's education records that the student believes is inaccurate.

Students may ask the College to amend a record that they believe is inaccurate. Such request shall be made in writing to the registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to appeal regarding the request for amendment. Additional information regarding the appeal procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College District in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College District has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. In compliance with section 76222 of the California Education Code, a log or record shall be maintained of persons, agencies or organizations requesting and receiving information from a student record. Also pursuant to code, such log or record will not include the following:

1. A student to whom access is granted pursuant to Section 76230 to the Ed. Code.
2. Parties to whom directory information is released pursuant to Section 76240.
3. Parties for whom written consent is executed by the student pursuant to Section 76242.
4. Officials or employees having a legitimate educational interest pursuant to section 76243(a).

Such record shall be open to inspection only by the student and the college official or his or her designee responsible for the maintenance of students records, and to the Comptroller General of the United States, the Secretary of Education an administrative head of an education agency as defined in Public Law 93-380, and a state educational authorities as a means of auditing the operation of the system.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
- Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Students, for a fee determined by the Board, may request copies of their records.

Academic Freedom

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his or her subject, but should be careful not to introduce into the teaching controversial matter which has no relation to the subject.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When a teacher speaks or writes as a citizen, he or she should be free from institutional censorship or discipline, but this special position in the community imposes special obligations. As a person of learning and an educational officer, a teacher should remember that the public may judge the teaching profession and the institution by his or her utterances. Hence a teacher should at all times be accurate, should exercise appropriate restraint, should respect others' opinions, and should make every effort to indicate that he or she is not an institutional spokesman.

NOTE: The Board approves the preceding statements on academic freedom as a basic policy expression. However, it wishes to further emphasize the responsibility of the teacher to present, to the best of a person's ability, the pros and cons of such controversial ideas as he or she may discuss under this policy and to use language which is in keeping with accepted contemporary standards in higher education. [C.12(a), Board Policy Manual].

Teaching Controversial Subjects - Citizens in a free society should be afforded the opportunity to examine varying points of view regarding the major issues presented to them. In the discussion of controversial issues, the colleges of the District shall provide suitable learning materials and relevant data in an atmosphere of objectivity and respect for others which will insure balanced presentations of these subjects. [Section. C.12(b), Board Policy Manual].

Guest Speakers

It is recognized that educational programs may be enhanced by using appropriate guest speakers to provide various points of view. Instructors inviting guest classroom speakers carry the same obligation for creating a balance and responsible presentation of controversial issues as described in the note in C.12.a, e.g., while a guest speaker may represent one point of view, it is the instructor's responsibility to balance the speaker's presentation within the context of the total course. Guest speakers invited to speak at the College in other than a classroom setting must be approved in advance by the president or designated authorities.

APPENDIX V

Solicitation

The solicitation, selling, exposing for sale, offering to sell, or endorsing any goods, articles, wares, services or merchandise of any nature whatsoever for the purpose of influencing lease, rental or sale at a college is prohibited except by written permission of the District Chancellor, President of the college or the President's designee. This policy applies to all students, staff and citizens.

Nothing in this policy shall be construed to revoke the rights and privileges of students and staff as specifically granted by education code sections and board policy with regard to fund-raising activities, examinations of instructional materials, or other activities sanctioned by federal, state, and local regulations.

APPENDIX VI

Publicity Code and Information Dissemination

Students wishing to post, display, distribute, or otherwise make known an activity, event or other piece of information should seek advance approval from the Student Activities Office. This policy applies to all printed material distributed by students on the Ventura College campus, including but not limited to all petitions, circulars, leaflets, newspapers, and all materials displayed on bulletin boards, kiosks, signboards, or other such display areas. In no case should printed materials be placed on lamp poles, buildings, windows, doors, retaining walls, painted surfaces, sidewalks, plans, and other such places.

All printed materials should be clearly designed to meet the needs of students, staff, and faculty; and the event, activity or program should be of obvious benefit to members of the campus community. All posted materials must display the Ventura College approval stamp. Persons posting materials will be responsible for their prompt removal when the activity or event is concluded. Failure to remove the posted material may result in a withdrawal of future posting privileges.

Requests by off-campus individuals or agencies to disseminate materials on the Ventura College campus should be referred to the Student Activities Office. Such material must be of a high campus value and pre-approval is required.

Posting of materials on bulletin boards and dissemination of information or petitions will be governed by time, place, and manner requirements.

Coercion is not to be used to induce students to accept the printed material or to sign petitions. The Student Activities Specialist will limit the number of students and the number of distribution days for any issue. Individuals or groups are expected to use good taste in their manner of expressing ideas according to current law. Logs shall be maintained at each campus of persons, agencies, or organizations requesting or receiving information from a student record in compliance with section 76222 of the California Ed. Code. The log shall be open to inspection only by the student and the community college official or his/her designee responsible for the maintenance of student records, and to the Controller General of the United States, the Secretary of Education, an administrative head of an education agency as defined in public law 93-380 and state educational authorities as a means of auditing the operation of the system. Contact the Registrar's Office for additional information.

Pursuant to section 76222(j) of the California Education Code, students have the right to file a complaint with the United States Department of Education concerning an alleged failure by an institution to comply with section 438 of the General Education Provisions Act (20 U.S.C.A. 1232g).

Students may request and receive copies of their records for a fee determined by the District Board of Trustees and published under the "transcripts" section of this Catalog.

APPENDIX VII

Use of Student Image, Likeness or Voice Captured at Public Events

The College often hosts events that are open to the public, such as, but not limited to, graduation, athletic competition, speakers, and various activities held at the theatre. Those events are considered news events. Such an event may be photographed, video-taped or Webcast for purposes of archiving the event, educational use, or publicity. Students, staff and faculty who attend those events may have their image or voice captured on video, Webcast or photograph. Due to the nature of the events, the College has no means by which to prevent such photographs, videotaping or Webcastings from including a specific student. By attending the event, a person is granting the College the right to use any such still or motion images or voice recordings in future publicity or publications as needed and without compensation. No release shall be required by the College to utilize in an appropriate manner any images captured during a public event.

APPENDIX VIII

Parking & Campus Traffic

The Governing Board of Trustees of the Ventura County Community College District has authorized promulgation of this regulation to provide for the safe and orderly flow and parking of motor vehicle traffic on the campus of Ventura College pursuant to the California Vehicle Code. It is applicable to all vehicles operated or parked within the legally established and posted boundaries of the public grounds upon which the college is situated. On special occasions, events, or emergencies, the college authorities reserve the right to temporarily suspend these regulations, in whole or in part, as may be necessary to accommodate the situation. Suggestions for change of these regulations or any questions concerning their provisions should be directed to the Office of the Vice President of College Services or Chief of College Police.

STUDENT/VISITOR PERMIT PARKING AREAS are located about the campus and are restricted to permit parking by students, visitors and staff members.

THE VISITOR PARKING AREA is located on South Campus Way. It is a green curb zone. Permits are not required, but the 30 minute time limit is strictly enforced.

STAFF PARKING AREAS are posted and restricted to staff member's vehicles that display a valid staff parking permit. Students with a student permit may park in any staff area after 6:50 p.m. and on weekends.

HANDICAPPED PARKING ZONES are posted and located throughout the campus for restricted parking by vehicles displaying a DMV issued disabled person's placard, license plates or college issued handicapped permit. Handicap parking areas are enforced at all times regardless of the day or hour. Handicap spaces with signs which read "vans only" are for vans and must not be used by regular vehicles. Vehicles displaying HC placards must also display a valid parking permit (student, staff or visitor).

MOTORCYCLE PARKING ZONES are marked and located about the campus and are to be used only for motorcycles and motor scooters displaying valid staff, student, visitor, guest, or special permits. Student/visitor motorcycles are not authorized to occupy an automobile parking stall unless there aren't motorcycle stalls in that particular lot. Staff members may park their motorcycles in a staff stall since there is no staff motorcycle parking.

LOADING ZONES for passengers (white curb) and cargo (yellow curb) are located at designated areas of the campus. Vehicles in the process of loading/unloading do not need a parking permit to stop in these zones. Parking of vehicles is limited to 15 minutes in loading zones.

VENDORS needing to park on campus on a regular basis may request a special vendor's permit valid for up to one year.

OFF-CAMPUS PARKING without a permit is available on the adjacent city streets and in some surrounding residential areas. If you choose to park in these areas, please be considerate of our neighbors. Do not block their driveways or park in any other manner prohibited by the vehicle code or city ordinance. Parking in the lot immediately south of the Wright Library just east of the campus is restricted to library patrons. Off-campus parking violations are regularly cited by the Ventura City Police Department.

Parking Permits

The Campus Police Department, in conjunction with the Student Business Office is responsible for issuing and controlling all parking permits for the Ventura College campus. Lost or stolen parking permits must be promptly reported to the Student Business Office. By reciprocal agreement, valid staff and student permits from Ventura, Moorpark, and Oxnard Colleges are recognized for parking in designated and otherwise unrestricted parking zones on any of the three college campuses.

Regular semester permits and staff permits issued by all three colleges must be affixed to the back of the inside rearview mirror of the vehicle. On motorcycles and motor scooters, the permit must be attached to the left front shock bar. On automobiles guest, visitor, and vendor permits should be displayed on top of the front dashboard inside the front windshield. Permits are issued as follows:

REGULAR FULL-TIME STAFF MEMBERS AND PART-TIME CLASSIFIED PERSONNEL may obtain a staff parking permit without charge from the Campus Police Office. A regular staff permit is not be used on any other vehicle except the one it was issued to.

PART-TIME INSTRUCTORS may obtain staff parking permits without charge from the Office of Human Resources in the Administration Building. The same rules that apply to full timers also apply to the evening staff members.

TEMPORARY STAFF MEMBERS, CONTRACTORS, AND VENDORS may obtain special parking permits at no charge from the Campus Police Office.

FULL-TIME AND PART-TIME STUDENTS may obtain parking permits at the Student Business Office upon payment of the prescribed parking fee.

GUESTS may obtain permits by advance arrangement with the Campus Police Office.

DAILY PARKING PERMITS cost \$1.00 each and can be purchased by the parking information booth, the Campus Police Office or the Student Business Office. Daily permits are not valid on the Moorpark and Oxnard campuses.

DISABLED STAFF MEMBERS AND STUDENTS may obtain supplemental handicapped parking stickers at no charge from the Disabled Students Office. These permits are not valid off-campus.

OFFICIAL VEHICLES displaying federal, state or county license plates are presumed to be on official business and do not require parking permits.

EVENTS OPEN TO THE GENERAL PUBLIC (by advance arrangement with the Campus Police Office) may result in the temporary suspension of the enforcement of permit parking requirements in all or part of the campus to allow community attendance.

Traffic and Parking Enforcement

Any person who brings a vehicle onto the campus is required to comply with all parking regulations and traffic laws of the State of California. The Campus Police Officers and student cadets employed by the Campus Police Department are responsible for enforcing the provisions of these laws. Violations will result in citations being issued with collection or follow-up action taken through the Department of Motor Vehicles.

Processing consists of a notice-of-delinquent-parking letter originated by the processing agency informing the violator that failure to respond to the original citation will increase the fine. If the notice-of-delinquent-parking letter is not responded to by the violator within 14 days from the date of the letter, the Department of Motor Vehicles, Sacramento, CA, will be notified. Once such notice is filed with the DMV, the registered vehicle cannot be reregistered in California until the parking violation and administrative fees are paid in accordance with Section 40200 CVC.

Traffic flow and vehicle parking on the campus is regulated as follows:

THE SPEED LIMIT on the campus is 15 MPH on all roadways and 10 MPH within parking lots and fire lanes. No person shall drive a vehicle on campus at a speed that is greater than is reasonable or prudent having due regard for weather, visibility, the traffic on and the surface and width of the roadway, and in no event at a speed which endangers the safety of persons or property. No person shall operate a motor vehicle or combinations of vehicles in such a manner so as to disturb educational activities in progress on the campus.

All vehicles shall be operated and parked in conformance with posted or marked one-way traffic patterns. Vehicles shall not be parked against the flow of traffic or backed into diagonal parking stalls. No vehicle shall be parked in a marked or posted no-parking zone or in such a manner so as to obstruct access by emergency vehicles on a fire lane or to a fire hydrant.

Parking is not authorized outside of a marked stall or extending into the roadway causing a traffic hazard, or in any other location not specifically designated and/or posted for parking.

Vehicles involved in passenger loading/unloading are not to be left unattended in any passenger loading area.

No overnight parking of motor vehicles is permitted on the campus without the consent of the Campus Police Office. Only vehicles with a bona fide reason recognized by the College are permitted to park on the campus during other than regular class hours.

During regularly scheduled class hours, all motor vehicles parked on the campus must conspicuously display a valid permit, vehicle identification number and license plate. Vehicles not displaying a Vehicle Identification Number or a license plate may be towed. A parking permit is invalid if:

1. Used on a vehicle other than the one to which it was issued;
2. Not plainly displayed so that it can be read from outside of the vehicle;
3. Not totally and permanently affixed to the back of the inside rear view mirror;
4. Altered in any manner;
5. Issued for a school term other than the one currently in progress.

Parking permits are required in the student lots from 7:00 a.m. to 10:00 p.m., Monday - Thursdays, and from 7:00 a.m. to 5:00 p.m., Fridays, whenever school is in session.

Removal of Parked and Abandoned Vehicles

In accordance with the California Vehicle Code, Ventura College reserves the right to remove from its grounds any vehicle under the following circumstances for which the owner will be liable for towing and storage charges:

1. Abandoned vehicles: Vehicles parked on the campus without permission from the Campus Police Office are presumed to have been abandoned, if not claimed by their owner within 72 hours.
2. Vehicles impeding the operation of emergency equipment, obstructing traffic flow, or otherwise parked in such a manner so as to create a hazard to the safety of persons or property.
3. Any vehicle which is issued five or more citations to which the owner or person in control of the vehicle has not responded within 21 days.

General Parking and Traffic Information

The College assumes no responsibility for damage to a vehicle, injury to its occupants, or theft of its contents while it is being operated or parked on the campus. Should your vehicle be involved in any of these contingencies, you are to immediately notify the Campus Police. If your vehicle becomes disabled on campus, if you lock yourself out of your vehicle or if your battery is dead, the Campus Police will assist you within their capability. Your vehicle must be on campus. Parking assistance and information can be obtained during day class hours from the Campus Police Office, and Office of Personnel Services. Please lock your vehicle while it is parked on the campus and remove any tempting items from view to prevent theft. Drive safely and observe all campus traffic and parking rules.

Carpool

Ventura College has several student and staff carpool areas. All carpool areas are enforced from 7:30 a.m. to 5:00 p.m., when school is in session. Staff carpool areas are also enforced on any regular work day. Special permits are required to park in carpool areas. Students may not park in staff carpool areas prior to 6:50 p.m. (after 6:50 p.m. all staff parking areas revert to regular student parking).

Applications for purchasing a carpool permit can be obtained at the Student Business Office. Staff members can obtain a carpool permit at the Campus Police office. Three or more occupants are needed per vehicle in order to qualify for a carpool permit. A vehicle must also be occupied by three or more occupants at the time it pulls into a student carpool space. A student who arrives on campus without the required three occupants may park in a regular student lot.

Carpool permits are not available for use by evening students.

APPENDIX IX

Equal Opportunity Statement

The Ventura County Community College District is committed to providing equal opportunity in education and to prohibiting discrimination based on race, gender, color, religion, age, national origin, disability, marital status, sexual orientation, or Vietnam veteran status. This commitment is in accordance with the requirements of state and federal law.

All members of the college community—students, faculty, administrators, staff, and visitors—must be able to study and work in an atmosphere of mutual respect and trust. Indeed, the District is actively committed to creating and maintaining an environment that respects the dignity of everyone. If you feel that you have been subject to unlawful discrimination based on disability or in violation of the American with Disabilities Act, or if you feel that you may have been subject to any other form of unlawful discrimination, please contact Dr. Lyn MacConnaire, Student Development, Ventura College, 4667 Telegraph Road, Ventura, CA 93003. Telephone: (805) 654-6455 or e-mail:

Imacconnaire@vcccd.net.

Individuals wishing information concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education, programs, and activities, should direct their inquiries to Dr. Karen Gorback, Title IX Committee Chair, Coordinator, Community Education, Ventura College, 71 Day Road, Ventura, CA 93003. Phone: (805) 654-6400 ext. 3143. Fax: (805) 654-6451. E-mail: **kgorback@vcccd.net**.

APPENDIX X

Student's Right-to-Know

In compliance with the federal Student-Right-to-Know and Campus Security Act (Public Law, 101-524), it is the policy of the Ventura County Community College District and Ventura College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1999, a group of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. (For instance, approx. 3% of all community college students statewide were included in the 1996 study.) The completion and transfer rates are listed below, along with a brief description of how these rates are defined. These rates do not represent the success rates of the entire student population at Ventura College, nor do they account for student outcomes occurring after this three-year tracking period. The rates below exclude part-time students, continuing students, students attending Ventura College to obtain or upgrade job skills, improve basic skills, maintain licenses, working toward high school credits, pursuing lifelong learning, etc. The rates below do not include any students who took longer than 2 years to complete their academic goal.

The "transfer rate" does not include any students who first completed a degree or certificate or became "transferred prepared" prior to transferring. The "completion rate" results for the 1999 SRTK study described above was 32.8% for VC. The completion rate is the percent of students from the group studied who attained a certificate or degree or became "transferred prepared" during a three year period from Fall 1996 to Spring 1999. Transfer-prepared was defined by the study as having completed 56 transferable units with a minimum GPA of 2.0.

The transfer rate result for the SRTK study of Ventura College described above was 26.6%. Caution: the transfer rate does not count students who attained a certificate or degree prior to transferring to another post-secondary institution such as UC or CSU.

General information about SRTK is available to the public through the Chancellor's Office of the California Community College System Web site: <http://srtk.cccco.edu/683/99index.htm>

APPENDIX XI

Policy on Harassment / Discrimination Complaint Procedure for Harassment / Discrimination

Members of a college community--students, faculty, administrators, staff and visitors--must be able to study and work in an atmosphere of mutual respect and trust. Ventura County Community College District is actively committed to creating and maintaining an environment which respects the dignity of individuals and groups. The goal of Ventura County Community College District is to be sensitive to the needs of students, staff and those who interact with the college community, while preserving the rights of those against whom allegations have been made. Employees or students of the District who feel that they have been harassed or discriminated against based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, veteran status, marital status or physical or mental disability have the right to file a complaint. The procedures outlined govern the process for all discrimination complaints filed by employees or students, including sexual harassment.

Complaints may be filed: student against student, student against employee, employee against student, employee against employee, visitor against employee, employee against visitor, etc.

Complaints must be filed with the District within one year of the alleged harassment or discrimination or within one year of the date on which the Complainant knew or should have known of the facts of the alleged incident. District employees involved in any aspect of investigating or resolving a complaint of harassment or discrimination will have received training from a qualified source in advance of their service.

Non-retaliation for filing--no individual will suffer retaliation as a result of filing a claim or being a witness in regard to harassment/discrimination allegations. Persons engaging in retaliation are subject to disciplinary action.

Definitions:

Complainant:	An individual who believes that he/she has been the victim of harassment or discrimination.
Respondent:	An individual against whom a claim of harassment or discrimination is made.
Complaint:	A written allegation that a student, staff member, or other individual who interacts with VCCCD has subjected someone to harassment or discrimination.
Responsible District Officer:	The person at the District who is responsible for coordinating the investigations of all harassment and discrimination complaints.

The District has established the following procedures to resolve charges of harassment or discrimination.

Informal Process

An individual who has reason to believe that he or she has been a victim of harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, veteran status or physical or mental disability may resolve the matter through an informal process under this procedure. Participation in the informal process is optional and not a prerequisite to filing a formal complaint.

1. A person who believes that he or she has personally suffered harassment or discrimination should contact the appropriate Intake Facilitator at their location to directly discuss his or her concerns.
2. The Intake Facilitator may inform the Respondent of the possible complaint and shall meet with the Complainant to:
 - a. understand the nature of the concern;
 - b. give to Complainant a copy of the District's Sexual Harassment Policy brochure and this "Complaint Procedure for Harassment/Discrimination" document;
 - c. inform Complainant of his or her rights under this complaint procedure;
 - d. assist the Complainant in any way advisable.
3. If the Complainant and the Respondent agree to a proposed resolution, the resolution shall be implemented and the informal process shall be concluded. At any time during the informal process, the Complainant may initiate a formal complaint.

4. The Intake Facilitator shall keep a written log of discussions and a record of the resolution. This information shall become part of the official investigation file if the Complainant initiates a formal complaint. If the parties reach a tentative agreement upon resolution of the complaint, a letter summarizing the resolution shall be sent to the Complainant and the Respondent. A copy of this letter shall be sent to Human Resources for approval.
5. Once a complaint is put in writing and signed by the Complainant, the Complaint is considered to be formal and the formal complaint procedures should be followed.

Formal Process

1. A person who alleges that he or she has personally suffered harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, veteran status, marital status, or physical or mental disability shall complete and sign the District's Harassment/Discrimination Complaint Form within one year of the alleged incident or within one year of the date on which the Complainant knew or should have known of the facts of the harassment or discrimination incident.
2. On the complaint form, the Complainant shall describe in detail such alleged harassment or discrimination and the action the Complainant requests to resolve the matter. All written complaints shall be signed and dated by the Complainant, and shall contain at least the name(s) of the individual(s) involved, the date(s) of the event(s) at issue and detailed description of the actions constituting the alleged harassment or discrimination. Names, addresses and phone numbers of witnesses or potential witnesses should also be included, when possible.
3. The Intake Facilitator will review the complaint to determine whether it describes the kind of harassment or discrimination which is prohibited under these procedures and whether the complaint sufficiently describes the facts of the alleged misconduct. If the complaint does not describe the kind of prohibited conduct the District investigates under the procedures, the Complainant will be notified and will be referred to the appropriate process. If the complaint does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding whether the alleged misconduct is covered under these procedures, the complaint will be returned and the Complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.
4. After a proper complaint is received, the Intake Facilitator shall investigate the charges as stated in the complaint. The Intake Facilitator shall send a copy of the complaint to the Responsible District Officer, who, after consultation with the Vice Chancellor of Human Resources and the District Chancellor, shall send a copy to the State Chancellor of the California Community College System. A summary of the complaint and procedures shall also be sent to the Respondent. A copy of the complaint will be maintained in the Office of Human Resources at the District Service Office.
5. The Intake Facilitator shall meet with the Complainant to review the nature of the complaint and identify the scope and the nature of the investigation. If the Complainant fails to meet with the Intake Facilitator within a reasonable time (usually 10 working days), the Intake Facilitator will continue the investigation to the best of his/her abilities based on the written formal complaint. After meeting with the Complainant, the Intake Facilitator shall give the Respondent an opportunity to meet with him/her to receive the Respondent's answer to the complaint and to review with Respondent the scope and nature of the investigation. Complainant and Respondent may inform the Intake Facilitator of witnesses to contact and may present documents in support of their positions.
6. Prior to completing the investigation, the Intake Facilitator shall meet again with the Complainant and the Respondent separately, to give an overview of the steps taken during the investigation, and to ask Complainant and Respondent for the names of any other individuals the Intake Facilitator might speak with to request any additional information.
7. The Responsible District Officer shall determine whether harassment or discrimination did or did not occur with respect to each allegation in the complaint. The findings shall take into consideration the severity of the conduct, the pervasiveness of the conduct, the pertinent background, and other relevant District policies. If disciplinary action is recommended, appropriate contractual due process and statutory processes will be invoked. If the Responsible District Officer finds there is no evidence to sustain the allegation, the record shall be kept confidential, except to the extent that disclosure may be required by law. The records will be destroyed to the extent the law allows. After completion of the investigation, the Intake Facilitator shall meet with the Responsible District Officer who shall be responsible for reviewing the Intake Facilitator's report, making factual determinations, reaching a conclusion regarding the charges, and recommending appropriate action, if any.
8. In the event the complaint is against the Responsible District Officer, the Vice Chancellor of Human Resources shall appoint an investigator to review the complaint. In the event the complaint is against the Vice Chancellor of Human Resources, the District Chancellor or designee shall appoint an investigator to hear the complaint, receive the report, and make a determination on any final action.
9. The District shall complete its investigation and forward to the Complainant and Respondent within 90 calendar days of receiving a complaint, and the Chancellor of the California Community College System within 150 calendar days of receiving a complaint, all the following:
 - a. a summary of the investigative report;
 - b. a written notice setting forth:
 1. the findings of the District investigator and District Chancellor as to whether harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, veteran status, marital status, or physical or mental disability did or did not occur with respect to each allegation in the complaint;

2. a description of actions to be taken, if any, to remedy any discrimination or harassment that occurred and to prevent similar problems from occurring in the future;
3. the proposed resolution of the complaint;
4. the Complainant's right to appeal to the District Chancellor, then the State Chancellor of the California Community College System; and
5. in the event disciplinary action is recommended for the Respondent, he/she shall be entitled to all due process procedures provided by statute and/or the employee collective bargaining agreement.

Appeal Rights

If the Complainant is not satisfied with the results of the formal level administrative determination, the Complainant may appeal the determination by submitting objections to the District Chancellor within fifteen calendar days of the receipt of the determination. Within forty-five calendar days of receiving the Complainant's appeal, a copy of the final District decision rendered by the District Chancellor shall be forwarded to the Complainant, the State Chancellor of the California Community College System, and, if appropriate, the Respondent.

If the District Chancellor does not act within forty-five calendar days, the administrative determination shall be deemed approved and shall become the final District decision in the matter.

Complainant shall have the right to file a written appeal with the State Chancellor of the California Community College System within thirty calendar days after the District Chancellor has issued the final District decision or permits the administrative determination to become final.

How to File a Complaint

1. A copy of these procedures and the Ventura County Community College District's Harassment/Discrimination Complaint forms are available in the Office of Human Resources, the offices of the Intake Facilitators on each campus, and in the Executive Vice President's Office on each campus.
2. Completed complaint forms may either be mailed or delivered to the Ventura County Community College District, Assistant Vice Chancellor of Human Resources, 333 Skyway Drive, Camarillo, CA 93010, or to one of the Intake Facilitators on each campus.
3. Complaints must be filed with the District within one year of the alleged unlawful harassment or discrimination or within one year of the date on which the Complainant knew or should have known of the facts of the alleged incident.
4. A person who alleges that he or she has personally suffered harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, veteran status, marital status, physical or mental disability, or one who has learned of such unlawful harassment or discrimination, shall invoke the procedures described above.

5. An individual may also file a complaint of unlawful discrimination with the Equal Employment Opportunity Commission, 2014 "T" Street, suite 210, Sacramento, CA 98514, the United States Department of Education, Office of Civil Rights, 50 United Nations Plaza, room 239, San Francisco, CA 94102, or the Department of Fair Employment and Housing may be called at 1-408-291-7352. These additional procedures may be used at the time of filing a complaint, during, or after use of the District harassment or discrimination complaint process. Filing deadlines for the aforementioned offices may vary. Note that the filing deadlines and procedures for each agency may differ.
6. Non-retaliation for filing--no individual will suffer retaliation as a result of filing a claim or being a witness in regard to harassment/discrimination allegations. Persons engaging in retaliation are subject to disciplinary action.

Dissemination

The District will disseminate the information regarding District policies and appropriate procedures on harassment and discrimination to all employees and students by announcing its existence in prominent places throughout the District including, but not limited to, the College Catalog and Schedule of Classes, appropriate employees and/or student publications, on official District and Union bulletin boards, and by direct communication to District employees.

APPENDIX XII

Sexual Assault

It is the policy of the Ventura County Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications (including voice and e-mail telecommunications, fax machines, etc.) constituting sexual harassment as defined and otherwise prohibited by state and federal statutes.

California Education Code Section 67385 requires that community college districts adopt and implement procedures to ensure prompt response to victims of sexual assault which occur on campus or during official campus events, as well as providing the victims with information regarding treatment options and services.

Ventura County Community College District exercises care to keep its campuses free from conditions which increase the risk of crime. Crimes of rape and other forms of sexual assault are violations of VCCCD standards and will not be tolerated on campus. California statutes and the VCCCD Standards of Student Conduct prohibit sexual assaults. Where there is cause to believe the District's regulations prohibiting sexual assault have been violated, the District will pursue strong disciplinary actions including suspension or expulsion from the college.

Ventura County Community College District is committed to providing prompt, compassionate services to those individuals who are sexually assaulted, as well as follow-up services, if needed.

Administrative Regulations and Procedures Concerning Incidents of Sexual Assault on Campus

I. INTRODUCTION

Education Code Section 67385 requires that the governing board of each community college district adopt and implement clear, consistent and written procedures to ensure that specific victims of sexual assault which occurred on campus property or during college sponsored events shall receive information regarding available treatment options and services, both on and off-campus, as well as to ensure that the colleges will promptly respond to the option selected by the victim.

II. DEFINITIONS

For the purpose of the legislation, the following definitions are offered:

1. "Specific population" and "specific victim" include students, faculty and staff.
2. "Sexual assault" is any kind of sexual activity which is forced upon a person against his or her will. The definition includes, but is not limited to: rape (including "date" or "acquaintance rape"), forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault.
3. "On-campus" is defined quite broadly to include: 1) any building or property owned or controlled by the District within the same reasonable contiguous geographic area and used by the District in direct support of, or related to, its educational purposes; or 2) any building or property owned or controlled by student organizations recognized by the institution.
4. "Official college sponsored events" include, but are not limited to, all classes off-campus, field trips or any event on the college calendar.
5. "Victim" of sexual assault is generally referred to here as being a female, but could also include a male.

III. COLLEGE POLICY REGARDING SEXUAL ASSAULT ON CAMPUS

Ventura College exercises care to keep the campus free from conditions which increase the risk of crime. Crimes of rape and other forms of sexual assault will not be tolerated on campus as defined. The Ventura County Community College District prohibits sexual assaults, as do California criminal statutes.

The Board of Trustees commits the college to taking prudent action to prevent sexual assaults from occurring and to ensure that students, faculty and staff are not adversely affected for having brought forward a charge of rape or other forms of sexual assault. Where there is cause to believe the college's prohibitions against sexual assault have been violated, Ventura College will pursue strong disciplinary actions which include the possibility of suspension or expulsion from the college.

In addition, a student, faculty or staff member charged with sexual assault can be prosecuted under California criminal statutes in addition to being disciplined under the Code of Student Conduct or Education Code, as applicable. Even if prosecution does not take place, the campus may pursue disciplinary action.

The Board of Trustees is also committed to provide prompt, compassionate services to those individuals who are sexually assaulted and follow-up services, if needed.

Written guidelines for dealing with sexual assault follow.

IV. GUIDELINES, PROCEDURES AND PERSONNEL RESPONSIBLE FOR RESPONDING TO A SEXUAL ASSAULT INCIDENT. The INDIVIDUAL INITIALLY NOTIFIED about the sexual assault will provide a secure setting for the victim. (This could be an unoccupied office or classroom, a well-lighted area or, ideally, the Student Health Center.) If possible, bring the victim to the Student Health Center. The Campus Police Office and the HEALTH SERVICES COORDINATOR should be notified, if possible.

The involved college personnel should then:

1. Listen to the victim's needs.
2. Assess the situation. Determine the seriousness of the victim's injuries; call "911" if injuries are severe and transportation is needed by ambulance to a hospital.
3. Ask the victim what she or he wants to do. A consent form (available in English and Spanish) may be completed by the victim for any of the following options:

a. Does the victim want to be taken to a hospital or a private doctor's office? Does the victim want to contact a friend or family member? If the victim does not want to contact anyone, a Campus Police Officer may take the victim to the hospital. If possible, a female should accompany the victim if the officer is male.

b. Does the victim want to have the Ventura County Coalition Against Domestic and Sexual Violence contacted? The mission of the Coalition is to coordinate and implement services to the victim of sexual assault. (For a further description of the Ventura County Coalition Against Domestic and Sexual Violence Services, see Section VII.)

c. Does the victim want to report the incident to the police? NOTE: If the victim is younger than 18, the sexual assault must be reported to the police. If the victim is 18 years or older, it is the victim's decision whether or not to involve the police (NOTE: California law requires hospitals to report injuries by criminal act to a law enforcement agency.)

If the victim of sexual assault decides to involve the police, the CAMPUS POLICE LIEUTENANT will notify the appropriate police department and may request an officer of like gender of the victim for the report. The officer will take a police report, transport, accompany or meet the victim at an appropriate medical facility for the evidentiary examination, may conduct a follow-up interview, and may transport the victim home with consent.

The COORDINATOR OF HEALTH SERVICES will notify the parent, guardian, spouse or friend, if appropriate and with the consent of the victim.

Upon consent of the victim, the COORDINATOR OF HEALTH SERVICES may arrange for college personnel or a RASAC advocate to accompany the victim, if appropriate, through hospital procedures and encounters with law enforcement agencies.

The CAMPUS POLICE LIEUTENANT will complete a confidential incident report and keep records of the incident for statistical purposes.

As early as possible in the process outlined above, the DEAN OF PROGRAMS AND SERVICES or the administrator on duty at the college should be notified. That individual should go to the victim's location and assist in the administration of these procedures, as well as notifying other campus and/or District officials, as appropriate.

IN THE EVENT THE SEXUAL ASSAULT INCIDENT OCCURS WHEN THE CAMPUS IS NOT OPEN ("AFTER HOURS"), THE INDIVIDUAL INITIALLY NOTIFIED about the sexual assault will notify the Campus Police by calling on any campus phone (ext. 6486). The CAMPUS POLICE LIEUTENANT will follow the same procedures as described above.

IN THE EVENT THE SEXUAL ASSAULT INCIDENT OCCURS AT AN OFF-CAMPUS EVENT and it is not possible to contact the CAMPUS POLICE, then the INDIVIDUAL INITIALLY NOTIFIED will contact the LOCAL LAW ENFORCEMENT AUTHORITY if the victim wishes. If, however, the victim is under 18 years of age, the LOCAL LAW ENFORCEMENT AUTHORITY MUST be contacted.

FOLLOW-UP PROCEDURES BY COLLEGE STAFF:

The DEAN/DESIGNEE OF PROGRAMS AND SERVICES and CAMPUS POLICE LIEUTENANT will do a follow-up interview with the victim to inform her/him of the legal options available for filing a civil suit or a criminal action. If she/he wants to pursue criminal action, the appropriate police department will conduct the follow-up criminal investigation.

The COORDINATOR OF HEALTH SERVICES will provide the victim with information on the treatment and counseling of sexual assault and provide referrals for appropriate assistance such as the COLLEGE PSYCHOLOGIST (or alternative counseling services) and the COLLEGE PHYSICIAN. The DEAN/DESIGNEE OF PROGRAMS AND SERVICES will explain disciplinary procedures and actions available.

The ASSOCIATE VICE-CHANCELLOR OF PERSONNEL SERVICES, if appropriate, will explain disciplinary procedures and actions available in cases involving faculty or staff.

The DEAN/DESIGNEE OF PROGRAMS AND SERVICES will be responsible for ensuring that all follow-up procedures are completed.

V. LEGAL REPORTING REQUIREMENTS AND PROCEDURES

The reporting of rape and other forms of sexual assault follows the same procedures as the reporting of any crime. No special information is required, but the report needs to include certain standard information such as where the incident occurred, to whom (identified by name and age) and exactly what happened.

Once a victim of sexual assault has chosen to notify authorities about the assault and chooses to pursue prosecution, a medical-legal examination should be performed as soon after the assault as possible and within hours for evidence.

VI. LIST OF CAMPUS SERVICES AND PERSONNEL AVAILABLE TO ASSIST WITH INCIDENTS OF SEXUAL ASSAULT.

Campus Police, ext. 6486

Campus Health Services Office, ext. 6346

Programs and Services, ext. 6351

Office with evening and weekend responsibility, ext. 6465

VII. LIST OF OFF-CAMPUS SERVICES

Hospitals with Specialized Care:

Ventura County Medical Center, Ventura,
(805) 652-6000 (preferred)

Simi Adventist Hospital, Simi Valley, (805) 527-2462

The Ventura County Coalition Against Domestic and Sexual Violence [(805) 654-8141; Hotline (805) 656-1111]. The coalition was initiated to provide assistance and support to victims of rape and domestic violence. In

response to expressed needs from the community, the coalition now provides victim services, advocacy services, follow-up crisis counseling, information and referral, treatment program and post-crisis services. In addition, they also have available prevention and education programs, child abuse prevention programs for schools, outreach programs for business and organizations and professional training to replicate their success.

Emergency Shelters:

Care and Share, Simi Valley, (805) 522-5676

Catholic Charities, Ventura, (805) 643-4694

Lutheran Social Services, Thousand Oaks, (805) 497-6207

Legal Services:

Lawyer's Referral Services, (805) 650-7599

Counseling/Support Groups:

Interface, referrals and counseling, 1-800-339-9597

Ventura County Mental Health, 24-hour referral, (805) 652-6727

Medical Services (for Bilingual/Undocumented persons)

Clinicas del Camino Real, Ventura, (805) 647-6322,

Oxnard, (805) 483-7563

VIII. PROCEDURES FOR ONGOING CASE MANAGEMENT

Follow-up intervention may be provided with the victim's consent and as needed by the COLLEGE PSYCHOLOGIST for psychological counseling. The DEAN/DESIGNEE OF PROGRAMS AND SERVICES will track the victim's academic progress and will assist, when requested, by arranging academic counseling, tutoring and other services deemed appropriate. ACADEMIC COUNSELORS may assist with developing an education plan.

The DEAN/DESIGNEE OF PROGRAMS AND SERVICES or VICE CHANCELLOR OF PERSONNEL SERVICES will initiate disciplinary procedures and inform the victim of the status of any disciplinary actions and the VICE PRESIDENT/DESIGNEE OF STUDENT SERVICES will keep the COLLEGE PRESIDENT informed.

The following individuals may also be contacted, as appropriate, on a need-to-know basis by the aforementioned administrators:

Executive Vice President of Student Learning

Coordinator, Disabled Student Services

Division Administrators/Chairs

Instructors

Chancellor

Vice Chancellor, Personnel Services

Public Information Officer

IX. PROCEDURES FOR GUARANTEEING CONFIDENTIALITY

In all associations with the public, the media, family and friends of the victim, and in accordance with the Family Rights and Privacy Act and the Buckley Amendment, the name of the victim and/or specific details of the assault will be released only when essential to the health and safety of the individual assaulted or that of other members of the campus community. The PUBLIC INFORMATION OFFICER will be kept informed and will interface with the media, general public, students and staff. Other campus personnel dealing with the incident should refer any inquiries to the Public Information Office.

In addition, and in full accordance with Chapter 593 of the Education Code, no person, persons, agency or organization permitted access to student records (including security records about incidents involving the college's students) shall permit access to any information obtained from those records by any other person, persons, agency or organization WITHOUT THE WRITTEN CONSENT OF THE STUDENTS INVOLVED.

However, the victim of any sexual assault which is the basis of ANY DISCIPLINARY ACTION taken by the community college SHALL BE PERMITTED ACCESS TO THAT INFORMATION in compliance with the Buckley Amendment. Access to this information shall consist of a notice of the results of any disciplinary action taken by the college and the results of any appeal. This information shall be provided to the victim within three days following the said disciplinary action or appeal.

X. INFORMATION REGARDING THE EXISTENCE OF OTHER OPTIONS

Criminal Actions: Once an incident of sexual assault has been reported to the appropriate police department by college personnel, it is up to the police department to collect information, including the medical/legal exam, and to investigate the matter. The information is then turned over to the District Attorney's Office to determine if criminal prosecution is appropriate.

The District Attorney's Office has the ultimate responsibility to determine whether the incident is a criminal offense and to bring it before the courts for punitive action against the assailant. Punitive consequences can include fines, probation and incarceration. If there is not sufficient evidence for the case to be passed on to the District Attorney, the police may decide to initiate an investigation to gather the necessary information which could lead to a prosecution.

Civil Actions: If the victim of the sexual assault decides that she/he wants to pursue a civil action for damages against the perpetrator, then the victim should consult with an attorney for the civil legal action. The District Attorney's Office is reluctant to refer to any particular civil attorney, but the Ventura County Coalition Against Domestic and Sexual Violence has a complete referral list of local attorneys with whom they have had experience. In addition, the names of attorneys may be obtained through the Ventura County Bar Association.

Disciplinary Process Through the College: Various forms of discipline may be imposed on a student who is guilty of misconduct ranging from reprimand, probation and suspension, to expulsion. The student disciplinary procedures of the College are described in this Catalog (see Appendix I). They are initiated by the DEAN/DESIGNEE OF PROGRAMS AND SERVICES. Faculty and staff are subject to the college's disciplinary action policies.

Mediation Services: Mediation between any of the "specific population" involved in a sexual assault incident at the college is available and may be arranged through the DEAN/DESIGNEE OF PROGRAMS AND SERVICES.

Alternative Housing Arrangements: As Ventura College is a commuter school, there are no student housing facilities such as dormitories on campus or a student housing office to coordinate off-campus housing. To find alternative

housing and information about roommates, a victim of sexual assault could consult the housing bulletin board. The Ventura County Coalition Against Domestic and Sexual Violence has information as well about shelter homes for victims. **Academic Assistance Alternatives:** Academic assistance for victims of sexual assault includes tutoring, switching to different sections or classes, academic counseling, "Incomplete" or "Withdrawal," or assistance in transferring.

Harassment Restraining Order: Under California law (Section 527.6 of the Code of Civil Procedure), courts can make orders to protect people from being harassed by others. These orders are enforced by law enforcement agencies. A victim who desires to obtain such an order must file an action in the Superior Court. Simplified procedures for obtaining such orders have been established by the courts. An instructional booklet that tells what court orders a victim of harassment can obtain and how to get them is available from the Clerk of the Ventura County Superior Court, Hall of Justice, 800 South Victoria Avenue, Ventura, California 93009.

APPENDIX XIII

Student Financial Services Board of Governors Enrollment Fee Waiver (BOGW)

You are eligible to receive a Fee Waiver if you are a California resident and you meet any ONE of the following criteria:

1. Are currently receiving benefits from TANF/CalWORKs, SSI/SSP or General Assistance.
2. Are a dependent student whose parent(s) are currently receiving TANF/CalWORKs or SSI/SSP.
3. Have applied for financial aid at Ventura College and have demonstrated eligibility for a Board of Governor's Fee Waiver.

If you do not meet any of the criteria listed above, you may still qualify for a waiver if you:

4. Meet certain income standards (standards available in the Financial Aid Office, EAC, SPVC, BVA, and EQPS Offices).

BOGW applications are available in the Financial Aid Office or in the Schedule of Classes each semester.

Where the Money Comes from Federal Government

The federal government is our largest source of student financial aid today. It allocates funds to the Ventura County Community College District each year after our application for funds has been approved. It is the function of each individual college (Moorpark, Oxnard, and Ventura) to disburse funds to as many eligible students as possible. The amount of money earmarked by Congress for financial aid can fluctuate from year-to-year so that the amount of aid we offer might also vary. All information is subject to change without advance notification.

FEDERAL PELL GRANT PROGRAM: Pell Grants vary in amount based on eligibility criteria such as family contribution and enrollment status. You may qualify if you are an undergraduate student with financial need and are a citizen or an eligible noncitizen.

CAMPUS-BASED PROGRAMS: By completing a FAFSA, students will have their eligibility determined for other federal programs. At Ventura College, these include:

FEDERAL SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANTS (FSEOG): You may be eligible for Federal SEOG if you are at least a halftime undergraduate student (six units or more) with financial need. Grants range from \$100 to \$600 a year.

FEDERAL WORK STUDY (FWS): Our work study program provides jobs for those who have great financial need and are willing to earn a part of their educational expenses. Jobs at Ventura College pay at least the legal minimum wage, and you may work up to 20 hours a week, depending on your need and your academic progress. Most job assignments are on campus.

FFELP - FEDERAL FAMILY EDUCATION LOAN PROGRAM: Ventura College offers need-based and non-need based student loans. Mandatory entrance and exit counseling is required.

Ventura College reserves the right, in accordance with federal regulations, to deny a student loan or reduce the amount of a student loan.

SUBSIDIZED STAFFORD LOANS: These are made to students who are enrolled at least halftime with financial need exceeding the amount which can be awarded by existing college-based programs and other grant programs. This program enables you to borrow from any participating lender such as a bank or credit union. The annual loan limit for first year Ventura College students is \$2,625. Repayment begins six months after you graduate or leave school for whatever reason. You are allowed ten years to pay back the loan, and you are charged no interest while in school.

UNSUBSIDIZED STAFFORD LOAN: Students may be eligible to borrow a non-need based loan for the difference between the subsidized eligibility and annual loan limits and/or to replace family contribution. Independent students may be eligible to borrow an "Additional Unsubsidized Stafford Loan" of up to \$4,000 per year. Total aid, including all loans cannot exceed cost of attendance.

FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS): Parents of dependent undergraduate students may borrow up to the student's cost of attendance minus any other aid.

WITHHOLDING OF SERVICES FOR STUDENTS WHO ARE IN DEFAULT ON A LOAN OR LOANS: The VCCCD shall withhold institutional services from a student or former student for whom the California Student Aid Commission notifies a District college that he/she is in default on a loan or loans under the Federal Family Education Loan Program. The services that may be withheld from the student shall include, but are not limited to, the provision of grades, transcripts, and diplomas. The college shall notify the student in writing at the last known address of the student or former student that he/she is in default on a loan and that records are being withheld and the reason therefor, and shall provide the student with the address of the Student Aid Commission.

"Default" means the failure of a borrower to make an installment payment when due, or to meet other terms of the promissory note under circumstances where the guarantee agency finds it reasonable to conclude that the borrower no longer intends to honor the obligation to repay.

The District shall not withhold registration privileges of students in default of a loan or loans under the Federal Family Education Loan Program (FFELP). In addition, the District shall not withhold services during the period when the facts with respect to the default are in dispute or when the student or former student demonstrates to the governing board of the district or the Student Aid Commission, or both, that reasonable justification for the delay exists as determined by the institutions.

State Government

The California Student Aid Commission, administers aid programs offered by California except EOPS and BOGW. Additional forms for these programs are available from the Ventura College Financial Aid Office, any high school counselor, or by contacting the Student Aid Commission, EOPS administrators.

CAL GRANT A: These go to high school seniors or college freshmen, sophomores, or juniors who have financial need and high academic ability as indicated by grades and Scholastic Aptitude Test (SAT) scores. Cal Grant As, annually renewable under commission regulations, pay for any accredited four-year school in California. If you are attending Ventura College and win a state scholarship, it will be held in reserve until you are ready to transfer to a four-year university.

CAL GRANT B -- CAL GRANT A: You may qualify if you need financial aid to attend any college. Recipients are selected on the basis of demonstrated need and grades. Cal Grant B's are renewable annually, and they range from \$200 to \$1551 a year for subsistence in the first year of enrollment after high school and may be increased to include tuition up to an additional \$5,250 for the second, third, and fourth academic years.

CAL GRANT C: These grants are awarded to students who are enrolled in our occupational programs for at least four months and can demonstrate need for aid. Cal Grant Cs pay up to \$576 for training-related costs such as special clothing and books.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE): Under the umbrella of EOPS, childcare, financial assistance may be provided to EOPS, single, head of household, TANF/CalWORKs recipients with children under the age of fourteen.

EXTENDED OPPORTUNITIES PROGRAMS AND SERVICES (EOPS): EOPS is a state-funded program which can provide Ventura College students with financial aid and support services. EOPS grants are available to full-time (12 units or more) Ventura College students who indicate a high financial need. Generally, full-time Ventura College students who come from a family of four whose income was \$25,050 or less during the previous year receive consideration for EOPS financial grants. In addition, EOPS students must be identified as educationally disadvantaged according to Title V regulations of the state of California. Information concerning the EOPS Program is available in the Ventura College EOPS Office.

Applications are accepted continuously throughout the school year. It is recommended, however, that students interested in EOPS financial grants apply well before they actually enroll in classes at Ventura College.

(BOGW): In addition, the State Chancellor's Office provides funds for the Board of Governors Fee Waiver (BOGW) to assist qualified students with the enrollment fees. Students who are California residents may qualify to have their enrollment fees paid with a BOGW if:

1. They have already qualified for financial aid, such as a Pell, Cal Grant, or EOPS for that year, or

2. Student or family receives TANF/CalWORKs, SSI/SSP, General Relief or California Veterans Dependents Educational Assistance, or
3. They meet certain income standards. BOGW applications are available in the Financial Aid Office or during registration each semester.

How to Apply -- Procedures

At Ventura College, the FAFSA (Free Application For Federal Student Aid) is used to collect information necessary to determine a student's need for financial aid. Applications are available in the Financial Aid Office each year after January 1st. Students are encouraged to apply online at: www.fafsa.ed.gov. Deadline dates for Cal Grants are March 2 and September 2. Further information can be obtained in the Financial Aid Office.

How Eligibility is Determined

When you submit the FAFSA your financial ability to contribute to the costs of your education at Ventura College is evaluated. The decision to award financial aid rests ultimately with the Financial Aid Officer who informs students whether or not they are eligible for assistance after all information is verified.

In the interest of equity and fairness, it is important that you provide accurate and complete information on your FAFSA. Failure to do so may jeopardize your request for assistance. Often, additional information will be requested from students and/or parents to complete a student's financial aid file.

How Student Aid is Distributed to Students

At Ventura College, grant checks are normally mailed twice per semester. The first grant checks are mailed during the first week of instruction to those students who applied and completed their files on time. Each year, disbursement information is mailed with award notifications. Late applicants must refer to their award notification for their first disbursement dates. Work study and loan checks are distributed at the Student Business Office. Students are required to keep the Financial Aid Office informed of their current mailing address at all times.

Satisfactory Academic Progress

Federal regulations require that the Financial Aid Office establish a satisfactory academic progress policy that includes minimum standards. These standards include a minimum units requirement, grade point average requirement, and a time frame requirement. Students must enroll in an eligible program (degree, transfer, or one year certificate program) and be making progress toward that goal. These standards apply to all financial aid applicants and the evaluation of progress will apply to all college level coursework taken, including coursework taken prior to applying for financial aid. A copy of the satisfactory academic progress standards is available in the Financial Aid Office.

The requirements that a student be making satisfactory progress for financial aid eligibility should not be confused with the institutions "good standing" requirement. Good standing means that a student is allowed by the institution to continue in enrollment. Satisfactory progress means that the student is proceeding in a positive manner toward fulfilling degree or vocational objectives.

Location of Office

The Financial Aid Office is located on the campus between the Campus Center and the Athletic Event Center. If you would like to call, dial (805) 654-6369.

Important Things to Keep in Mind

You must reapply for financial aid each academic year. Applications are available in January of each year. The Financial Aid Office will continue to process applications into the academic year as long as funds are available. It is wise to apply early in the academic year, if you are interested in receiving grant money.

Beating the Deadlines

It is very important that you meet all our deadlines. Failure to do so may result in your aid being delayed. All applications will be processed in the order in which they are completed. The sooner you complete your file, the sooner you will hear from us.

You can help the Financial Aid Office work for you if you:

1. Apply early.
2. Assemble the required supporting documents to complete your file quickly.
3. Respond to the offer of our award shortly after it is received.
4. Interview for work-study placement as soon as your eligibility has been determined.
5. Manage your money to avoid a crisis between disbursement dates.
6. Maintain good standing and satisfactory academic progress.
7. Maintain your total unit commitment.

Additional Information: You may be asked to provide additional documents which may include the following:

Tax returns: If you (or your parents) have not yet filed your 2003 Federal Income Tax Return and are not planning to do so before March 2, 2004, please provide as accurate an estimate as possible. When you (or your parents) do file, remember to keep a copy!

Counselor's Certification Form: All students are required to submit a *Counselor's Certification Form*. You must make an appointment with your academic counselor at Ventura College in order to have this form completed. This counselor can include your EOPS, EAC, BVA, SPEC, or general Ventura College counselor. This form is available in the Financial Aid Office.

Non-High School Grads: If you are not a high school graduate or you do not have the equivalent of a high school diploma (GED, etc.), you will be required to pass an *Ability to Benefit Test*.

Supplemental Data Form: All students are required to submit a Supplemental Data Form available in the Financial Aid Office.

HOW YOUR AWARD WAS DETERMINED. Your offer of financial aid is based on a basic budget figure which is our estimate of how much it costs a student in your circumstances to attend Ventura College. Your resources were subtracted from this basic budget figure to determine your financial need.

We have two basic budgets which take into account a student's living situation, costs of fees, books and supplies, housing, food, transportation, medical, and personal expenses. Copies of these budgets are available in the Financial Aid Office.

The expected family contribution is computed for all students using a nationally established system for determining a student's and/or parents' education costs.

Report Changes Promptly

If your situation changes, let the Financial Aid Office know. If you move, get married or divorced, have a baby, get a job, are awarded a scholarship, drop out of school, or have anything happen that even remotely affects your financial situation, it is your responsibility to inform us immediately.

All of the foregoing in Appendix XI is in compliance with the federal regulations of the Student Consumer Information Addition to the Higher Education Act of 1965, as amended.

Institutional Refund of Student's Tuition and Fees

The Admissions and Records Office shall compute and approve the amount of refund due a student according to published schedules. If a refund is due a student under the institution's refund policy and the student received any Title IV aid other than Federal Work Study, part of the refund must be returned by the college to the Title IV program(s) as determined by the appropriate refund calculation.

The Financial Aid Office will determine the largest applicable refund for the student. A calculation will be used if the student completely withdrew on or before the 60% point time of the enrollment period in which her or she is charged.

The institution will use the following definition of withdrawal date: *Official* is the date the student notifies the school of his or her intent to withdraw. *Unofficial* withdrawal is the last recorded date of attendance (as documented by the institution).

APPENDIX XIV

Student's Right-to-Know Campus Security and Crime Awareness

Ventura College endorses and supports Public Law 101-524, the Student-Right-to-Know and Campus Security Act, as amended by Public Law 102-26. The College will make available, upon request, to any interested individual, information on policies regarding the use of the campus facilities, the reporting of criminal actions and/or emergencies which have occurred on campus.

Any individual interested in requesting this information may inquire at the Campus Police Office. The entire text of this Act is available upon request from the executive vice president in the Administration Building.

The security of all members of the campus community is of vital concern to Ventura College. Anyone who is a witness or victim of a crime needs to make a report to Campus Police (654-6486). It is requested that anyone aware of an unsafe condition (burned out light bulb, etc.) should contact the Office of Business Services (654-6354). Ventura College appreciates everyone's help in keeping the campus safe and secure.

Crime Awareness

The Crime Awareness and Campus Security Act of 1990 requires institutions to report data for certain criminal acts that occur on campus. The Ventura County Community College District's Campus Police office reported the following crimes on the Ventura College Campus for the reporting period of January 1, 2003 to December 31, 2003.

Campus Safety Statistics

Murder	0	Weapons Violations	1
Rape	0	Vandalism	13
Robbery	1	Bomb Threats	0
Aggravated Assault	1	Fraud/Embezzlement	0
Theft (combined)	26	Receiving/Possessing of Stolen Property	0
Auto Theft	8	Sex Offenses	1
Arson	12	Burglary (combined)	16
Misdemeanor Assault	2	Battery	2
Narcotics Violations	6	Computer Crime	1
Alcohol Violations (including DUI)	7	Miscellaneous	40*

*Includes noncriminal incident reports, traffic collisions, and misdemeanor traffic violations.

Total reported crimes ♦

YEAR	TOTAL
2003	102
2002	93
2001	140

♦Does not include traffic accidents



Library and Learning Resources Center from science building

GLOSSARY OF COLLEGE TERMS

The following is offered as an explanation of common terms used at Ventura College. You should be familiar with these key words, terms and phrases since you will read or hear them throughout your college experience. A counselor is also available to answer any questions.

A.A., Associate in Arts: general degree granted by California Community Colleges.

A.S., Associate in Sciences: general degree granted by California Community Colleges having more emphasis on two-year vocational training than the A.A. degree.

Academic Renewal: a process to have previous standard college work (grades and credits) excluded from computation of the cumulative grade point average.

Academic Year: Fall and Spring semesters, beginning with the start of the Fall term in August through the end of the Spring term in mid-May.

Add: formally adding a class(es) by completing the appropriate forms online or at the Admissions Office.

Adding a Closed Class: students seeking entry to classes that are closed at the time they register are referred to the instructor.

Articulation: a connecting link between two or more schools. Articulation agreements between Ventura College and other schools list the courses that transfer and that satisfy certain requirements.

Assessment/Placement Test: test given prior to registration for classes. The results are used to help students select appropriate classes.

Bachelor's Degree: degree granted by four-year colleges. Usually the Bachelor of Arts (B.A.) or the Bachelor of Sciences (B.S.).

By Arrangement: courses, or part of courses which include additional hours not yet scheduled.

Certificate of Achievement: a document indicating that the graduate has satisfactorily completed the major courses in a program, but not the general education courses. A certificate is not a degree.

Certificate of Completion: a document awarded to a student upon completion of a course or a series of courses as designated in the College Catalog. Certificates are issued by selected instructional departments of the College. Consult the instructor for more information.

Certificate Program: vocational programs which concentrate only on those courses essential to prepare a student for employment in a selected field.

Class Schedule: the listing of courses including hours, instructor and room assignments to be offered each term. (See Schedule of Classes)

Collaborative Learning: a method of instruction committed to actively engaging students in their learning using small groups, team and group projects, and providing opportunities for students to share common experiences and solve problems.

Community Education Classes: fully fee-funded avocational and recreational classes. These classes carry no credit value.

Corequisite: a course or courses in which a student must be concurrently enrolled. A corequisite represents a set of skills or a body of knowledge that a student must acquire through concurrent enrollment. Corequisites are indicated in the Class Listings of the Schedule of Classes and in the College Catalog.

Counselor: faculty who assist students with personal, career, avocational and educational planning and development.

Course: an organized pattern of instruction in a specified subject offered by the college.

Course Description: a brief statement about the content of a particular course.

Credit/No Credit: a grading system allowing a course to be taken for a grade of credit/no credit rather than for a letter grade. Please see pages 20-21.

Credit: (graded course) course for which units are granted.

CSU: California State University system, also called Cal State, consists of 23 campuses statewide.

Curriculum: a group of required courses leading to a degree or certificate. Also used to refer to course offerings of the College as a whole.

Degree: a diploma granted by a college stating that the student has attained a certain level of ability in a specific field. The most common degrees are: 1) A.A. Associate in Arts; 2) A.S. Associate in Science; 3) B.A./B.S. Bachelors Degree (four-year).

Dismissal: the procedure of dismissing a student from college for poor academic achievement, for incurring excessive withdrawals, or disciplinary reasons. Often, dismissal is temporary, providing the student agrees to certain conditions. See College Catalog, Appendix I for more information.

Disqualification: the procedure of dismissing a student from college for poor academic achievement or for incurring excessive withdrawals.

Drop: withdrawing formally from a class in which a student is enrolled. It is the student's responsibility to formally withdraw from a class. A student may drop a class online or in-person, or the instructor may initiate the drop. Contact the Admissions Office for more information and deadlines.

Educational Word Load: generally consists of 15 units of work per semester in order to make normal progress towards the A.A./A.S. degree and/or transfer requirements.

Elective: a course that is not specifically required for the major but which the student takes for unit credit, and which may count towards the degree.

Full-Time Student Status: a student who enrolls in and satisfactorily completes a minimum of 12 units. This status is important for financial aid eligibility and other special program requirements. Limitations apply regarding G.P.A., credit/no credit grades, etc.

General Education/Breadth Requirements: courses that all students must satisfactorily complete to obtain a degree. Depending on the degree desired, these requirements vary. Current lists are available at the Counseling Office and the College Catalog, the Schedule of Classes and on the College Web site.

Good Standing: indicates that the student's grade point average is a "C" (2.0 or better.)

Grade Point Average (G.P.A.): the average of a student's grades. See pages 20-21.

Hour: same as "Credit" or "Credit Unit." See "Credit" and "Unit."

Limitations on Enrollment: a condition of enrollment that limits how students qualify for a particular program. These limitations apply to courses that include public performance or intercollegiate competition where a tryout or audition is necessary. Additionally, some courses require formal admission to a particular program in order to enroll (e.g., Associate Degree Nursing Program).

Lower Division: the first two years of college work, i.e., freshman and sophomore years and/or courses. By California law only lower division work can be offered at California Community Colleges.

Major: the field of concentrated study a student plans to pursue, e.g., biology, nursing, etc.

Matriculation: a process that promotes and sustains the efforts of community college students to achieve their educational goals through a coordinated program of instructional and support services tailored to individual needs.

Minor: the field of study a student plans to pursue in addition to the major but with less emphasis. A minor is not usually required.

Non-credit Courses: courses that grant no college credit or student grades. A noncredit course should not be confused with the credit/no credit grading option defined above.

Open Entry: courses that may be added to program of student throughout the semester.

Open Exit: courses that may be completed upon fulfillment of course requirements at any time during the semester.

Part-Time Student Status: a student who enrolls in or completes fewer than 12 units.

Preparation for the Major Requirements: courses that are required by four-year college and universities before the student begins. See "Major."

Prerequisite: a requirement which must be completed prior to enrollment in a course and without which a student is highly unlikely to succeed. Prerequisites are listed in the course descriptions in the College Catalog and in the Class Listings of the Schedule of Classes.

Probation: students may be placed on probation if they fail to maintain progress towards their declared academic goal or if their grade point average drops below a 2.0 for any term. Students on probation are required to meet with a counselor to develop a plan to get off probation.

Program Changes: adding or dropping classes after initially enrolling.

Program of Study: a planned series of courses.

Recommended Preparation: preparation suggested by the faculty to successfully complete a particular course. While encouraged to do so, students do not have to satisfy recommended preparation guidelines to enroll in a course.

Registration: the official process of enrolling in courses. The process of registration must be completed by the second week of the semester for Fall and Spring and by the middle of the first week for Summer in order for a student to be officially enrolled and to receive credit for his/her classes.

Schedule of Classes: a booklet used during registration, listing the course ID number, title, units, time, instructor and location of classes offered in a particular term. In addition, the Schedule lists other course information (e.g., prerequisites, fees, transfer credit) the registration and deadline calendars.

Semester Unit: in general, a semester unit represents one hour of lecture or three hours of laboratory per week for a semester. Graduation requires 60 semester units. One semester unit or one credit hour is approximately three hours of recitation, study or laboratory per week throughout the term. Please see page 20.

Semester: one-half of the academic year 16 to 18 weeks duration.

Short-Term Course: a class that meets for less than a full semester.

Student Education Plan (SEP): a program of study and services needed by the student to enable the student to reach his/her educational objective. The SEP is developed by the student and counselor.

TBA: "To Be Announced" is noted in the Schedule of Classes when the time of a class may be arranged independently or when the location or instructor is to be announced after the publication goes to print.

Testing: students may expect continuous testing throughout the semester in most class courses. Although a final examination is generally required at the end of each course, there is also continuous evaluation during the semester. Students may contact instructors to see how they are doing during the semester. The grade recorded on the student's transcript is that which is received at the end of the semester as a result of the testing and other evaluative procedures utilized by the instructor over that semester.

Transcript (of record): a copy of a student's college records prepared by the Admission and Record's Office. Please see page 14.

Transfer: this term generally applies to the student who plans to continue his or her education at a four-year college or university.

Transferable Course: a course that is accepted at universities at least for elective credit. Indicated after each course in the Catalog and Schedule under "Transfer Credit."

Transfer Requirements: in order of importance, transfer students must satisfy requirements for admission, preparation in the major, and general education. Admissions requirements, at a minimum, include units, scholarship, and subject area preparation.

UC: the University of California system of 10 campuses.

Undergraduate: courses in the freshman through senior years of college work. Courses taken up to completion of a Bachelor's Degree.

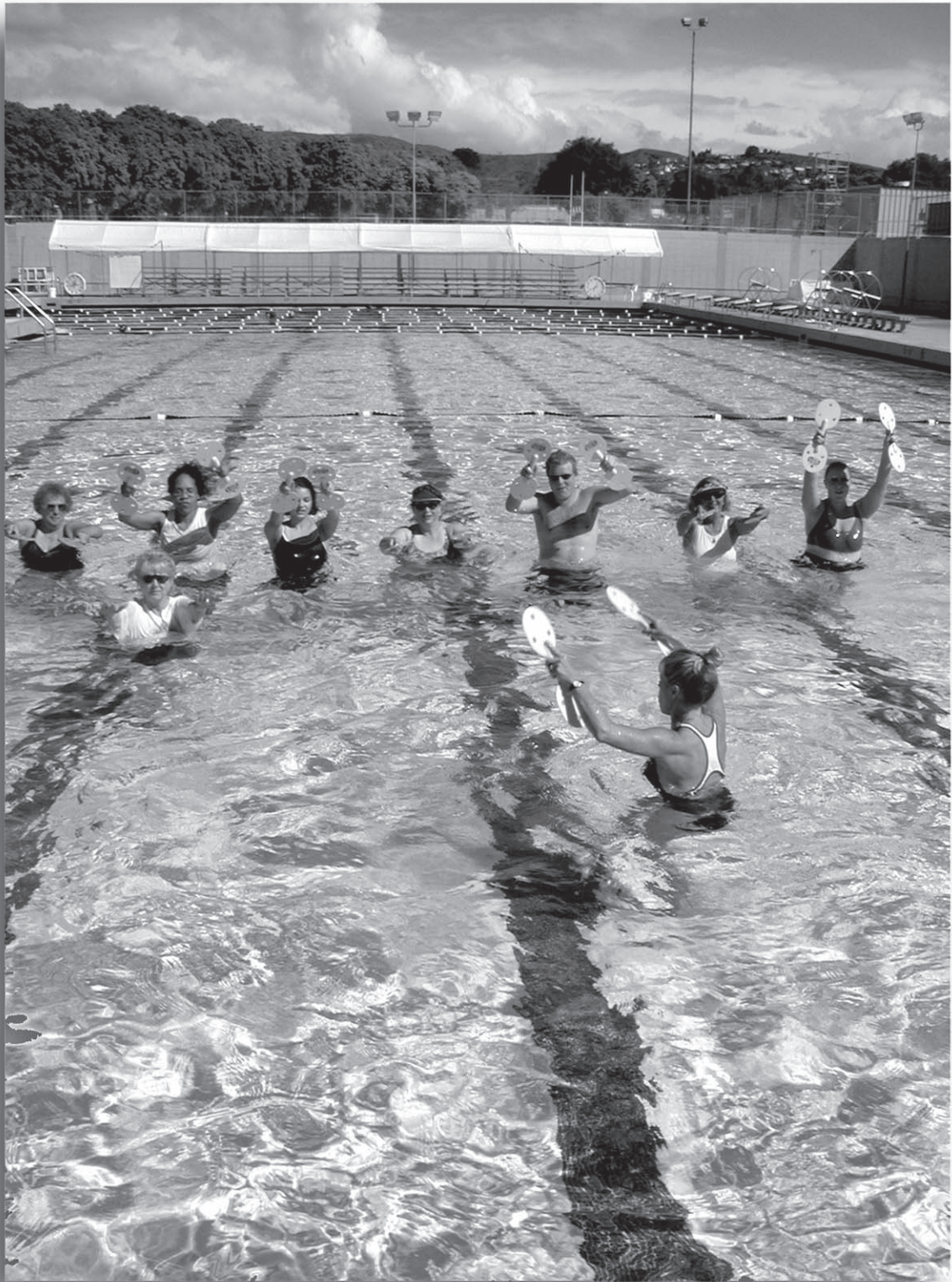
Units: the basic unit of credit is the semester unit which is equivalent to a credit hour. One credit hour of community college work is approximately three hours of recitation, study or laboratory work per week throughout a term. For practical purposes, the following terms are synonymous: unit, semester unit, semester hours, credit, credit hour.

Units Attempted: total number of credit units in the courses for which a student has enrolled.

Units Completed: total number of units in the courses for which a student has received a grade of A, B, C, D, F, or Credit/No Credit.

Upper Division: refers to courses taken at the junior and senior class level at the four-year college or university.

Withdrawal: the process by which a student officially drops from all classes during the semester. Check with the Admissions Office for the specific requirements and procedures.

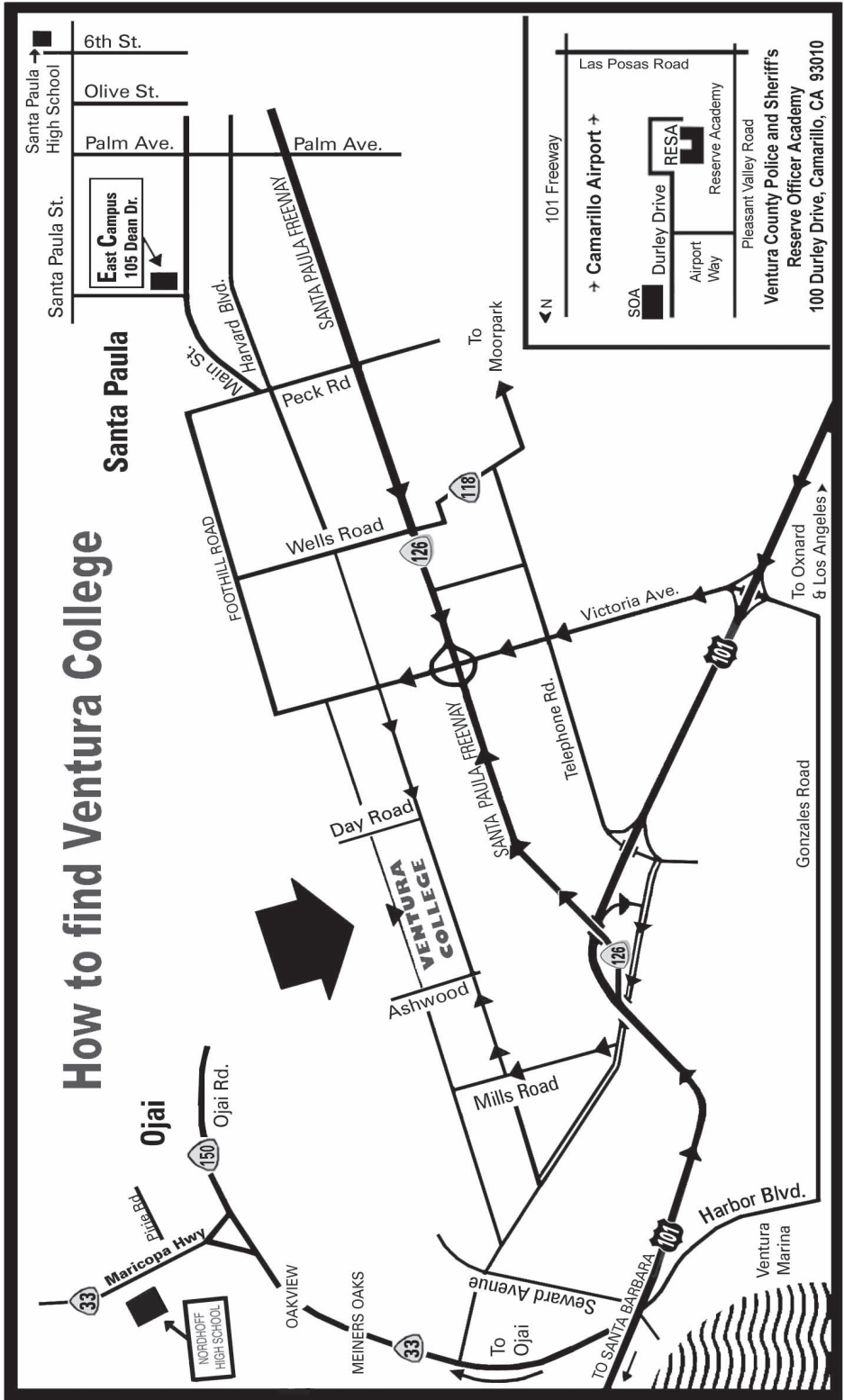


Aqua Aerobics class at VC

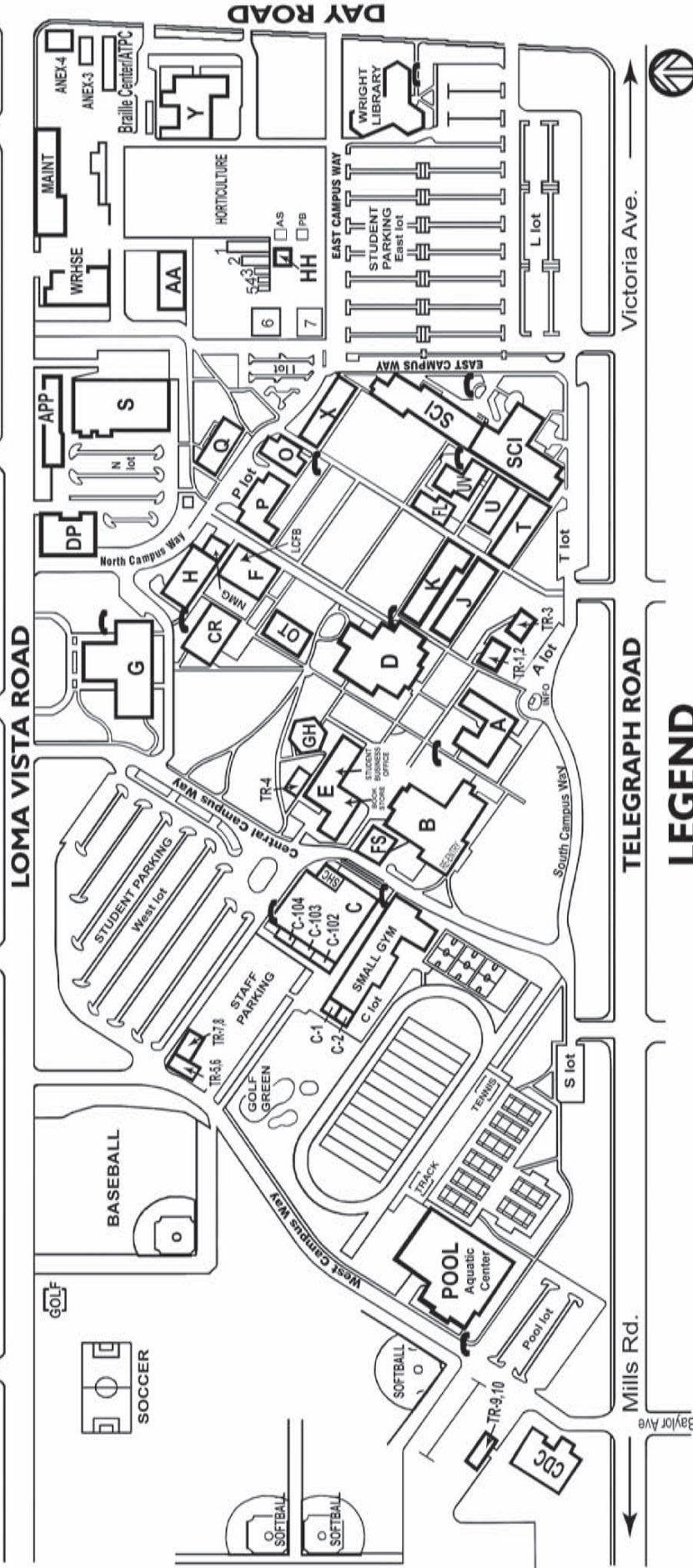
Locating Ventura, California



How to find Ventura College



VENTURA COLLEGE CAMPUS MAP



LEGEND

BLDG	DEPARTMENT	BLDG	DEPARTMENT	BLDG	DEPARTMENT
A	Administration / Admissions & Records / Counseling	Q	Classrooms	Q	Classrooms
AA	Agriculture / Classrooms	S	Auto / Machine / Welding	S	Auto / Machine / Welding
APP	CISCO / Apprenticeship	SCI	Math / Science	SCI	Math / Science
ANEX-3	English Labs (Day Road)	SHC	Student Health Center (located in C Building)	SHC	Student Health Center (located in C Building)
B	ASVC / Cafeteria / Re-entry / Copy Center	T	Business / Computer Labs	T	Business / Computer Labs
C	Physical Education / Student Health Center (SHC)	TR-1-2	Trailer classrooms across from J Bldg.	TR-1-2	Trailer classrooms across from J Bldg.
CDC	Child Development Center	TR-3	International Student Center	TR-3	International Student Center
CR	Art / Criminal Justice / Art Gallery 2	TR-4	Journalism / VC Press / Publications	TR-4	Journalism / VC Press / Publications
D	Library	TR-5-8	Trailer classrooms across from baseball field	TR-5-8	Trailer classrooms across from baseball field
DP	Bilingual Education	U	Business	U	Business
E	Career-Transfer / Bookstore / Student Business	UV	Lecture Classrooms	UV	Lecture Classrooms
F	English / Photography / Foreign Language / Learning Center	X	Classrooms	X	Classrooms
FL	Educational Assistance Center	Y (ICPD)	Institute for Community & Prof. Development	Y (ICPD)	Institute for Community & Prof. Development
		1-7	Ag. Plant Sheds	1-7	Ag. Plant Sheds