

General Catalog and Announcement of Courses 2009 • 2010



Ventura College

4667 Telegraph Road, Ventura, CA 93003

(805) 654-6400, 378-1500, 656-0546

venturacollege.edu

East Campus

115 Dean Drive, Suite A, Santa Paula, CA 93060

(805) 525-7135

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.

Ventura College has made every reasonable effort to ensure that the information provided in this general Catalog is accurate and current. However, this document should not be considered an irrevocable contract between the student and Ventura College. The content is subject to change. The College reserves the right to make additions, revisions, or deletions as may be necessary due to changes in governmental regulations, district policy, or college policy, procedures, or curriculum. The College will make every reasonable effort to inform students of significant changes that occur after publication of this document.

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



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History of Ventura College

The first college in Ventura County was established in 1925 when a junior college department was added at Ventura Union High School. In 1952, Ventura Junior College was renamed Ventura College, and in response to a study regarding local educational needs, identified as a separate 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 – so close to the ocean that there is a clear view of the Channel Islands from several spots on campus. The current student enrollment of the College for day and evening classes, including all campus sites and distance learning students, is just over 14,800. Ventura College began offering classes in the Santa Clara River Valley in 1974, and in 1991, the East Campus officially opened on Dean Drive in Santa Paula.

In 1962, the voters of Ventura County authorized the formation of a community college district separate from any other public school entity. Ventura College is now 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. The Ventura County Community College District now includes two additional colleges, Moorpark College and Oxnard College, and serves more than 36,000 students, 96.5% of whom are California residents. The District Administrative Center offices are located on Stanley Avenue in Ventura.

Ventura County voters went to the polls in March 2002 and overwhelmingly supported the Colleges, authorizing 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 first Ventura College building using bond funds was the Library and Learning Resources Center which opened in January 2005. The new Student Services Center opened in April 2008, and the Sportsplex in 2009. The Advanced Technology Center, General Purposes Classroom building and the Health Sciences Center and the training facility for fire, police and sheriff officers are currently under construction and anticipated to complete in sequence beginning in mid-2010.

President's Message

Welcome to Ventura College!

Thank you for taking the time to visit with us! Our 2009-2010 Catalog provides our readers with an opportunity to become familiar with our innovative instructional programs and support services, outstanding faculty and staff, and beautiful campus! Students attending our comprehensive College can earn associate's degrees or complete certificates in more than 80 programs, learn a new profession or sharpen their vocational skills, all while participating in student activities, leadership opportunities, and athletics. We offer a program unique to California Community Colleges (CCCs): the Ventura College Promise, which, through the Ventura College Foundation, pays for the first year's enrollment fees of any recent Ventura County high school graduate or GED recipient whose parents earn less than \$85,000 annually. The Ventura College Promise is the largest program of its kind in the nation, having successfully funded more than 3,000 students in its first three years.



More than 14,800 students enroll at Ventura College every semester. Because we have been an integral part of Ventura County for more than 80 years, our ongoing impact is undeniable. Our students range from high school students earning early college credits to retirees exploring new fields, and all those in between who are pursuing degrees, sharpening their professional skills, or just learning more about a topic of personal interest. Even during these most challenging economic times, we continue to provide educational programs that will meet the life-long learning and employment aspirations of our diverse student population and the workforce needs of our community.

We remain a very successful transfer institution, having transfer agreements with all of the California State University (CSU) and University of California (UC) campuses and transfer admission guarantees with nine campuses, thus ensuring acceptance to those campuses for students who meet the institution's requirements. Ventura Colleges is among the top quarter of all CCCs transferring students to the UC system and in the top third of those transferring students to the CSU system. In addition, we were in the top three California community colleges with similar enrollment in transferring students to both the CSU and the UC systems. Officially designated a Hispanic-Serving Institution by the U.S. Department of Education, for more than a decade we have been nationally recognized for our success rate in awarding associate's degrees to Hispanic students.

Ventura College enjoys extensive partnerships with industry and government. Awarded over \$5 million in state, federal and foundation grants this year, such support allows us to develop new programs, and to enhance our current vocational and academic programs such as mathematics, science and engineering, nursing, child development, biotechnology, and music.

The campus continues to be rejuvenated as a result of the passage of the \$117 million "Measure S" bond. The new Student Services Center and the Sportsplex have opened, and three new buildings: the Advanced Technology Center, a general purposes classroom building and the Health Sciences Building, are under construction. The Theatre has also begun its transformation into a Performing Arts Complex.

To ensure student success, Ventura College offers a full complement of support services and flexible scheduling of day and evening classes at a variety of locations. Our growing distance learning program encompasses a full range of general education and CSU transferable online courses.

On behalf of the administration, faculty and staff of Ventura College, we hope you enjoy your time with us and we wish you every success in your academic endeavors.

Robin Calote

Robin Calote, Ed.D.
President



Welding is a fun hobby and a vocational skill in high demand.

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CORE COMMITMENTS, VISION, AND MISSION

Core Commitments

Ventura College is dedicated to following a set of enduring Core Commitments that shall guide it through changing times and give rise to its Vision, Mission and Goals.

- Student Centered** Focusing all of our efforts on meeting the needs of our students and helping them to succeed.
- Respect** Recognizing the personal dignity and full potential of every individual and fostering positive values in all interactions.
- Integrity** Maintaining an open, honest and ethical environment.
- Quality** Achieving excellence in the broad range of academic programs and services provided to our students and the community.
- Collegiality** Creating a professional and supportive environment where students, faculty and staff can achieve personal growth and fulfillment and where accomplishments are recognized and celebrated.
- Access** Providing learning opportunities for all individuals.
- Innovation** Embracing creative methods and approaches to assuring the best possible experience for all students and the community we serve.
- Diversity** Embracing and responding to our increasingly diverse student body and the global environment in which the college operates.
- Service** Enhancing the quality of life of the community and meeting its needs.
- Collaboration** Working together as colleagues on College issues and decisions and actively seeking to form partnerships with our community and other organizations to address mutual goals.
- Sustainability** Fostering responsibility and pride in our campus and serving as a model of environmental stewardship, being mindful of the impact we have on the environment as individuals and as a community.
- Continuous Improvement** Recognizing that as an organization we are always in a state of evolution, we strive to be the best we can be through continual reflection, data-driven decision making and holding ourselves accountable for responsible use of public resources.

Vision

Ventura College will be a model community college known for enhancing the lives and economic futures of its students and the community.

Mission

Ventura College, one of the oldest comprehensive community colleges in California, provides a positive and accessible learning environment that is responsive to the needs of a highly diverse student body through a varied selection of disciplines, learning approaches and teaching methods including traditional classroom instruction, distance education, experiential learning, and co-curricular activities. It offers courses in basic skills; programs for students seeking an associate degree, certificate or license for job placement and advancement; curricula for students planning to transfer; and training programs to meet worker and employee needs. It is a leader in providing instruction and support for students with disabilities.

With its commitment to workforce development in support of the State and region's economic viability, Ventura College takes pride in creating transfer, career technical and continuing education opportunities that promote success, develop students to their full potential, create lifelong learners, enhance personal growth and life enrichment and foster positive values for successful living and membership in a multicultural society. The College is committed to continual assessment of learning outcomes in order to maintain high quality courses and programs.

Originally landscaped to be an arboretum, the College has a beautiful, park-like campus that serves as a vital community resource.

GENERAL INFORMATION

Accreditation

Ventura College is one of California's 110 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 benefit from the educational courses and programs. All people are welcome to join our 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 may 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 our 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 simply as "the College."

Today, Ventura College maintains the same strong commitments with its community. 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 1981, the Ventura College Foundation was established by the College President and a group of 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 soon thereafter dedicated Guthrie Hall, providing a location for campus and community meetings and activities.

The Foundation continues to build support for its ongoing projects of the Ventura College Promise and student scholarships, staff innovation grants, the arts and lectures series, and program support. If you would like to be "Part of the Tradition," 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 innovation events. For additional information, contact the Ventura College Foundation at (805) 654-6461.

Ventura College Student Profile

Student Body (Fall 2008)

Total Enrollment 14, 456

Full/Part-Time Status

Full-Time 4,836 (33.5%)

Part-Time 9,620 (66.5%)

Student Gender

Female 8,135 (56.3%)

Male 6,168 (42.7%)

Unknown 153 (1.1%)

Student Ethnicity

African American/

Black 381 (2.6%)

Asian/Filipino/Pacific

Islander 943 (6.5%)

Hispanic 5,919 (40.9%)

Native American. 192 (1.3%)

White 5,779 (40.0%)

Other 123 (0.9%)

Unknown 1,119 (7.7%)

Student Age (Avg. Age 26.3 yrs.)

<18 1,480 (10.2%)

18-19 3,694 (25.6%)

20-21 2,291 (15.8%)

22-24 1,751 (12.1%)

25-29 1,634 (11.3%)

30-34 859 (5.9%)

35-39 650 (4.5%)

40-49 1,081 (7.5%)

50-64 862 (6.0%)

65+ 152 (1.1%)

Unknown 2 (0.0%)

International Student:

Enrollment 70

For information about the International Students Program, call (805) 654-6313.

Degrees Awarded 2008-2009:

Associate's Degrees

awarded 1201

Certificates of Achievement

awarded 88

Ventura College is 28th in the nation (of more than 1,200 community and junior colleges) for awarding Associate's Degrees to Hispanic students, according to Department of Education statistics.

Most Current Transfer Data 2007-2008:

University of California .126

California State

University 636

Most Current Transfer Data 2006-2007:

In-state Private

Colleges 160

Out-of-State Four-Year

University 135

2008-2009:

Total Financial Aid

awarded \$11,000,000
(still being tallied at publication)

Total Scholarships

awarded \$336,950
(still being tallied at publication)

Ventura College Promise

grants awarded \$390,500
(still being tallied at publication)



Aspiring writers are selected for the "VC Voices" literary magazine.

PRESIDENTIAL HISTORY

For more than 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
Richard E. Loehr	1967-1974
Dr. Richard A. Glenn	1974-1985
Dr. Robert W. Long	1985-1992
Dr. Jesus Carreón	1992-1995
Dr. Larry A. Calderón	1995-2004
Dr. Robin Calote	2005-current

ADMINISTRATIVE OFFICES

President	654-6460
Executive Vice President of Student Learning	654-6464
Vice President of Business Services	654-6354

OFFICES OF THE DEANS

Career and Technical Education, Dean	654-6400 ext. 3127
Career and Technical Education, Asst. Dean	654-6470
Communication and Learning Resources, Dean	654-6468
Distance Education, Asst. Dean	654-6452
Economic Development and Off-Campus Programs, Dean	654-6368
Economic Development, Asst. Dean	654-6400 ext. 3143
Mathematics and Sciences, Dean	654-6339
Physical/Health Education and Athletics, Dean	654-6348
Social Sciences and Humanities, Dean	654-6388
Student Services, Dean	654-6455
Student Services, Asst. Dean	654-6400 ext. 3138
Evening Supervisor	654-6483

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

From Camarillo, Oxnard, Port Hueneme
(805) 656-0546

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
Business Services	654-6354
CalWORKs	648-8903
Campus Police	654-6486
Career Center	654-6411
Child Development Center	648-8930
Community Education	654-6459
Counseling Center	654-6448
East Campus Learning Center / Library / Tutoring Center	525-7136
Educational Assistance Center (Formerly Disabled Students Center)	654-6300
Extended Opportunity Program and Services (EOPS)	654-6302
Financial Aid Office	654-6369
Institute for Community and Professional Development	648-8904
International Student Center	654-6313
Learning Center (B.E.A.C.H.)	654-6320
Library	654-6482
Math Center	654-6400 ext.3255
Matriculation Office	654-6493
Public Relations	654-6462
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 and Psychological Services	654-6346
Student Payroll	654-6400 ext.1351
Student Services Center Information	654-6400 ext. 3162
Transfer Center	654-6473
Tutoring Center	648-8926
Ventura College Foundation	654-6461
Veteran's Affairs	654-6457

ACADEMIC CALENDAR

venturacollege.edu/calendars

Ventura College offers two semesters of instruction, fall and spring, plus summer sessions. Within each semester, we offer short-term courses of varying lengths, which are identified in the Schedules of Classes. We also offer a variety of distance learning classes, which we publish 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 specified here apply only to full-semester classes.

For deadlines applicable to short-term classes, contact the Admissions and Records Office at (805) 654-6457, or go online to venturacollege.edu/deadlines, click on the Searchable Schedule of Classes and click on the CRN of the specific class for which you need the deadline information.

Fall Semester

August 17 - December 16, 2009

- August 15.....First day of semester-length traditional Saturday classes.
- August 17.....First day of semester-length traditional classes.
First day of late registration.
- August 28.....Last day to add semester-length classes.
Last day to drop a class and qualify for enrollment, health, and parking fee refunds. Last day account credited if dropping classes. No refunds or credits after this date for semester-length classes.
- September 5.....No Saturday classes.
- September 7.....Labor Day – Legal Holiday – No classes.
- September 11.....Last day to drop semester-length classes without a transcript entry.
- September 18.....Last day to declare pass/no pass grading option for semester-length classes.
- November 5.....Last day to apply for fall 2009 Associate Degree or Certificate of Achievement.
- November 9.....Veteran's Day – Legal Holiday – No classes.
- November 20.....Last day to drop semester-length classes with a "W."
- November 26-29....Thanksgiving break – No classes.
- December 10-16....Final exam week for fall 2009.
- Dec. 17- Jan. 10....Winter Break.

Spring Semester

January 11 - May 19, 2010

- January 11First day of semester-length traditional classes.
First day of late registration.
- January 16First day of semester-length traditional Saturday classes.
- January 18Martin Luther King Holiday – Legal Holiday – No classes.
- January 22Last day to add semester-length classes.
Last day to drop a class and qualify for enrollment, health, and parking fee refunds. Last day account credited if dropping classes. No refunds or credits after this date for semester-length classes.
- February 5.....Last day to drop semester-length classes without a transcript entry.
- February 12-15.....President's Day Holiday – No classes.
- February 16.....Last day to declare pass/no pass grading option for semester-length classes.
- March 25.....Last day to apply for spring 2010 Associate Degree or Certificate of Achievement.
- March 26.....No classes. Staff Flex Day.
- March 29-April 2....Spring break. No classes.
- April 3Saturday classes will not be held.
- April 23Last day to drop semester-length classes with a "W."
- May 13-19Final exam week for Spring 2010.
- May 19.....Graduation.
- May 24.....Summer session begins.

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), any adult 18 years of age or older who may benefit from instruction offered, and any person who is an apprentice as defined in Section 3077 of the Labor Code. Exceptions are considered by petition for special admissions programs noted elsewhere in this catalog. 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, health fees and other applicable 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, health fees and other applicable 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 admission and residency qualifications as provided by law. A student disqualified from another institution must petition to be admitted by the Office of the Registrar.

Further information is listed under residency requirements.



Studying is easier in the new spacious library which features natural light.

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. Apply online at venturacollege.edu/apply. 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, email, emergency contact information) 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 venturacollege.edu/apply

WEBSTAR: Online Student Services

Students may access the following student services online at venturacollege.edu by clicking on WEBSTAR:

- Apply for Admission
- Check registration appointments
- View Registration Calendars
- 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, phone numbers, email and emergency contact information
- 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
- Check your progress toward a degree, certificate or transfer
- Print an official enrollment verification
- Access course information and drop deadlines

Registration Procedures

Ventura College offers registration online 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.

• **Register online** at venturacollege.edu/register

• **Register In-person** at the Admissions Office during limited registration hours.

• **Late Registration** and **Program Adjustment:** begin on the first day of instruction. See the Registration Calendar for more information about deadlines for full- and short-term classes.

•**Registration in a Closed Class:** During the registration period before a semester or session begins, students have the option of placing themselves on a waitlist for most closed classes. See “Waitlist for Closed Class” information below. Registration in a closed class as of the first day of the semester always requires an Add Authorization Code from 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. This process also applies to students who are still on a waitlist as of the first class meeting.

•**Waitlist for Closed Class:** Students have the option of placing themselves on a waitlist for most closed classes. Waitlisted students will be moved into seats that become available during the registration period. All students who are still on the waitlist as of the first day of instruction must attend the first class meeting to take advantage of their priority on the waitlist. Follow the procedures for “Registration in a Closed Class.”

Residency Requirements

The determination of legal California 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. Residence determination is based on state and federal law, and is subject to change without prior notification.

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, and must have taken actions that express intent to establish California residence.

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 list of acceptable proof documents 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 California law AB 540.

Nonresidents

A nonresident is a student who has not lived in California continuously for 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 as a resident of 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 valid driver’s license or vehicle registration from another state

Reclassification of Residence Status

Students who are admitted as nonresidents must petition for reclassification to California resident status. The petition process includes the completion of a Residence Reclassification Request form and the submission of acceptable documentation to support a claim that the student has met the requirements for physical presence and intent to establish legal residence in California.

The physical presence requirement is one year of living in California. Students must show proof that California has been their primary state of residence, excluding vacations, for one year and one day prior to the beginning of the term for which reclassification is requested.

Legal intent to establish residency in California requires that the student take actions that carry an expression of intent to make California their primary and permanent state of residence. Intent can be manifested in many ways, including but not limited to filing California taxes as a resident, being a registered California voter, registering vehicles in California, buying residential property in California (and living here).

Request for Reclassification may be denied if the student:

- is in California solely for educational purposes.
- possesses a driver’s license or vehicle registration or voter registration or selective service registration from a state other than California; such items constitute maintaining residence in another state.
- is claimed as a dependent on out-of-state tax returns (e.g., by parents living in another state).

Other regulations and restrictions apply that may affect the determination of residence status. Questions should be referred to the Admissions and Records Office.

International Students

This school is authorized under Federal law to enroll nonimmigrant students. International students (F1, F2, M1, M2 visas) and persons who hold nonimmigrant visas including but not limited to visa types B, C, D, H2, H3, J, O, P, Q1, TN, TD, TPOV, 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 are 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 nonimmigrant visas approved by the United States Citizenship and Immigration Services 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. 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 and filed an affidavit with the Admissions and Records Office of their intent to apply for a change to an immigrant or non-immigrant status that allows the establishment of California residence. Contact the Admissions and Records Office for more information on California law AB 540. 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. The exemption may not apply to any military personnel or dependant who already possesses a bachelor's degree or higher.

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.

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. First time applicants must submit a complete Special Admission packet prior to or at the time of registration. After the first semester, students 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 or online at: venturacollege.edu/schedule

Special K-8 Admission Students

Such students are enrolled in grades K-8 and have provided the required documentation supporting that they can benefit from advanced scholastic and vocational education. First-time applicants must submit a completed Special Admissions Packet which must include a letter from their primary school principal (required) which verifies that the student is a GATE (gifted and talented) student or can otherwise benefit from advanced scholastic and vocational education; and/or test results from the Ventura College Assessment tests.

Other forms of documentation may be considered. K-8 students are also required to obtain an Add Authorization Code from the instructor to register in his/her course. After the first semester, students must submit the Recommendation for Special Admission form and written permission from college instructors each term at registration. Written permission consists of a signed add slip. 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 Ventura College 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. 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 dismissal.

The petition for this purpose is available from the Admissions Office. Students requesting admission under this status should first obtain official transcripts from all high schools attended and a letter from the last high school attended to verify that they are no longer enrolled. The student must also complete the college matriculation process and see a Ventura College counselor. Once the counselor has signed the petition, students and their parents must bring the petition, official transcripts and verification letter to the Registrar's Office for final approval. 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. No fee exemption applies for special full-time admission students.

Transcripts

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 and other minors in Special Admission status who are enrolled in 11 or fewer units, are exempt from paying the enrollment fee. Nonresident tuition, health fee, student center fee, and materials fees (if applicable) still apply. No fee exemption applies if enrollment in more than 11 units is approved.

EL Camino High School

El Camino High School (ECHS) at Ventura College joined the College campus in 2008. A unique high school in the state of California, ECHS is an accredited independent-study high school that offers the University of California "A to G" college prep courses, a Middle College Academy, and is a school of choice in the Ventura Unified School District. Many students attend El Camino High School at Ventura College on "inter-district" transfers, attending from all over Ventura, Santa Barbara, and Los Angeles Counties. Virtually all the ECHS students are enrolled in Ventura College courses, providing them the opportunity to take college and high school courses simultaneously, and to accumulate college credits in a supportive environment.

The goal of El Camino High School is that every student be provided with a learning environment and educational delivery system that best suits his or her academic abilities, learning style, and personal interests. The High School provides a competency-based college prep high school program in an independent study delivery system. A unique educational plan is designed for each student. For more information on El Camino High School at Ventura College, please visit venturausd.org/elcamino/ or contact Kelsie Sims, Principal, at (805) 289-7955.

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 that 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 that 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 may 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 may 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** - provides counseling services to assist students in course selection, development of an individual student educational plan, and use of campus support services. Additional 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, counseling 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?

A comprehensive assessment process is required for all non-exempt students. Students are strongly encouraged to participate in all the components of the Matriculation process, i.e., *orientation, assessment, counseling, and follow-up*. You may be exempt from participating in the Matriculation process if you meet any one of the criteria listed:

1. If you hold an associate degree or higher from a regionally accredited institution.
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).
3. If you are receiving matriculation services at another college and attending a VCCCD campus concurrently, you may be exempt from orientation and counseling.
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 counseling. 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 Appendix III, "Student Privacy" 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.

Transcripts are required for verification that students have met prerequisite requirements with courses from other schools. Special programs with special requirements such as nursing, athletics and financial aid require a student to file all high school and college transcripts to verify eligibility.

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.

Acceptance of Transfer Coursework

FROM REGIONALLY ACCREDITED COLLEGES AND UNIVERSITIES:

Coursework presented on official transcripts from regionally accredited colleges and universities will normally be granted lower division credit by Ventura College. Exceptions may apply, see a counselor.

FROM OTHER ACCREDITED INSTITUTIONS:

Coursework presented on official transcripts from nationally or professionally accredited colleges and universities may be eligible for lower division credit from Ventura College based on an approved Petition for Variance, recommendations for lower division baccalaureate credit by the American Council on Education, or other evaluative alternatives utilized by College counselors.

All transfer coursework is evaluated based upon the current information and practices specified in the Accredited Institutions of Postsecondary Education by the American Council on Education. Students transferring to colleges of the Ventura County Community College District are required to declare all previous college attendance. 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 a qualified translation and evaluation agency. Contact the Ventura College International Student Office or Admissions and Records Office for more information regarding credential evaluation criteria.

Students must submit official transcripts to a qualified 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 nor a 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 residents of the United States. 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 officials, employees, family and servants. |
| 2. E-1, E-2 | Treaty trader and treaty investor, spouse, and children. |
| 3. EB-1, EB-2, EB-3, EB-4 | Extraordinary ability, spouse and children. |
| 4. G-1, G-2, G-3
G-4, G-5 | Employees of International organizations. |
| 5. H-1B, H-1C, H-4 | Temporary worker, trainee. |
| 6. I | Foreign media representatives, spouse and children. |
| 7. K-1, K-2, K-3
K-4 | Fiancé and fiancée of a U.S. citizen and children and LIFE Act. |
| 8. L-1A, L-1B
L-2 | Inter-company transferee, spouse and Children. |
| 9. N-8, N-9 | Parent or child of SK-1, SK-2, SK-3 or N-8 visas. |
| 10. NATO-1 thru
NATO-7 | NATO officials, staff, dependents, children and servants. |

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. See the section on residency requirements for more information.

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-1, C-1D Visitor in transit.
C-2, C-3, C-4
3. D-1, D-2 Foreign crew member.
4. F-1, F-2, F-3 Academic student, spouse and children.
5. H-2A, H-2B, 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, M-3 Nonacademic or vocational student, spouse and children.
8. NAFTA See TN visa below.
9. O-2, O-2/O-3 Support staff for O-1 and O-3 visas.
10. P-1, P-2, P-3 Athletes, entertainers and artists and family and staff.
P-4
11. Q-1, Q-2, Q-3 International cultural exchange program/ Irish Peace Process.
12. S-5, S-6 Informant of criminal or terrorist information (see also N-8 and N-9)
13. TN, TD NAFTA visa for Canada and Mexico and their family.
14. TWOV Transit without visa, passenger and crew.
15. WB Visa waiver Business Program.
16. WT Visa waiver Tourist Program.

This list is subject to change based on state and/or federal legislation. See the section on residency requirements for more information.

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 produce documentation of equivalent English proficiency. Application deadlines for International Students:
 - Fall Semester, June 15
 - Spring Semester, November 15
 - Summer Semester, April 15

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 paying 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 all 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. Contact the International Students Office for information, (805) 654-6313.

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:	\$20.00 per unit
	10.00 per 1/2 unit
	5.00 per 1/4 unit
Health Fee (see details)	\$17.00 fall/spring
	14.00 summer
Nonresident Tuition:	
Non-California residents and	
International students.....	\$189.00 per unit
International students surcharge.....	14.00 per unit
International student application	
process fee.....	50.00
Materials Fees.....see Instructional Material Fee	
Remote nonrefundable online	
registration fee	3.00 per sem
(Applies to webSTAR registration)	
Student Center Fee	1.00 per unit
(maximum of \$10 per fiscal year)	
Credit by Exam Fee.....	20.00 per unit
Audit Fee (non-refundable):	
Students enrolled in 10 or more	
credit units.....	no charge
Students enrolled in fewer than 10	
credit units.....	15.00 per unit
<i>Note: auditing students also pay the health fee.</i>	
ASB card (optional)	6.00 per sem
<i>Note: year ends last day of summer session.</i>	
	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 this Catalog for Residency information.

INTERNATIONAL STUDENTS: International students must pay enrollment fees, the health fee, nonresident tuition, student center fee and applicable materials fees, the International student surcharge and an application processing fee of \$50 that covers the cost of federally mandated documentation. The surcharge and the application processing may be waived if the student meets one of the following exemptions as listed pursuant to Education Code §76141 and §76142:

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

Nonpayment of Fees

All fees are due and payable immediately. Students who do not pay their fees in a timely manner may have one or both of the following actions taken: be dropped from their classes and required to re-enroll and/or have a financial hold placed against their records, which, until paid will prevent all enrollment, drops, and withdrawals, prohibit access to transcripts, grades, and limit access to certain campus services. Students who drop classes after the refund deadline are held responsible for all fees owed. See the Academic Calendar in this Catalog for the last day to drop with a refund or credit.

Health Fees

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

- students who depend exclusively upon 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 who are attending a community college under an approved apprenticeship training program (see Education 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 be charged to: a student enrolled in noncredit courses; 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 for 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 venturacollege.edu

Refund Policy

Enrollment Fee Refund Policy (Resident Students):

- Student must drop classes by the credit refund deadline as stated in the Academic/Registration Calendar to qualify for a credit or refund of enrollment fees
- Application for refunds must be made to the Student Business Office after the class or classes have been dropped.
- Credits/refunds will NOT be authorized for drops or withdrawals occurring after the deadline date.
- Refund checks will be mailed by the VCCCD District Office after the application is received and processed at the Student Business Office.
- Enrollment fee refunds are subject, once a semester, to the withholding of a \$10 Administrative Fee.
- Resident students who drop a class or classes by the appropriate date may request a refund of the full enrollment fees paid for that class or classes, less the administrative fee; and the Health Center fee, any Instructional Materials fees, and the Student Center fee as set out in this policy.

The following schedule of refunds will be in effect for resident students who drop a class or classes or withdraw from college:

Full-semester Length Classes

- In first and second week 100% enrollment fee refund
- #### Short-term Classes and Summer Session
- Withdraw within 10% of class sessions 100% enrollment fee refund

No refunds are authorized thereafter.

Tuition and Surcharge Refund Policy (Nonresident / International Students)

- Student must drop classes by the deadline set forth below to qualify for a credit or refund of tuition and surcharge.
- Application for refunds must be made to the Student Business Office after the class or classes have been dropped.
- Credits/refunds will NOT be authorized for drops or withdrawals occurring after the deadline date.
- Refund checks will be mailed by the VCCCD District Office after the application is received and processed at the Student Business Office.
- Enrollment fee or tuition and surcharge refunds are subject, once a semester, to the withholding of a \$10 Administrative Fee.
- Nonresident and International students who drop a class or classes prior to the date listed below may request a refund of their tuition and surcharge fees; and the Health Center fee, any Instructional Materials fees, and the Student Center fee as set out in this policy.

The following schedule of refunds will be in effect for nonresident/International students who drop a class or classes or withdraw from college:

Full-semester Length Classes

- In first and second week 100% tuition/surcharge refund
- In third and fourth week 50% tuition/surcharge refund

Short-term Classes and Summer Session

- Withdraw within 10% of class sessions 100% tuition/surcharge refund
- Withdraw within 20% of class sessions 50% tuition/surcharge refund

No refunds are authorized thereafter.

Other Refund Policy Fees

Audit Fees: are not refundable

Health Center Fee: is only refunded if all classes are dropped for the semester/session within the deadline, regardless of the residency status of the student.

Instructional Materials Fees: are refunded in full when a class requiring the fees is dropped within the stated deadline.

Non-mandatory Fees: are refunded in full when requested within the stated deadline.

Parking Fee: to qualify for a refund of parking fees, whether classes are dropped or not, return the original parking permit to the Student Business Office by the deadline.

Remote Registration Fee: there is no refund for the remote registration fee.

Student Center Fee: refunds may include a pro-rated refund of the Student Center fee. If all classes are dropped, a student may be entitled to a full refund of the Student Center fee, depending on enrollment in prior semesters for the academic year.

Instructional Materials Fee - Optional Fee

Instructional materials fees for certain selected credit or noncredit courses may be required at the time of registration, or the materials may be purchased on your own. If an instructional materials fee is required, the amount of the fee is listed beneath the course title in the Schedule of Classes. Every effort will be made to identify in the Schedule of Classes those courses which may require materials fees. Authority for the charge is granted under Ventura County Community College District Board Policy 5030. These instructional and other materials include but are not limited to textbooks, tools, equipment and clothing if: **(1)** The instructional and other materials required for the course have a continuing value to the student outside of the classroom setting, or **(2)** The instructional and other materials are used in the production of an "end product" that has continuing value to the student outside the classroom setting.

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.

Associated 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 conference athletic events, and reduced rates to dramas, plays, 10% discount on used books and supplies from the College Bookstore, eligibility for college 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!*

Nonmandatory Fees

Nonmandatory fees are the same whether the student takes day or evening classes, is full time or part time, and has resident, non resident or international residency. Fees are paid at the Student Business Office.

Student Parking Fee

Free Parking: Students may park their vehicles off-campus and in the lot at the west end of the campus by the Child Development Center without paying a parking fee. **Disabled Parking:** Students with a Department of Motor Vehicles disabled person's plate or placard, or with a current disabled parking decal issued by the Educational Assistance Center, may park in marked disabled stalls on campus. Drivers with disabilities are subject to the same parking fees as nondisabled drivers. Disabled parking decals and complete parking policy may be obtained at EAC.

Parking Fees: All students parking a vehicle on the campus anywhere but the lot referenced above or the timed slots must pay the parking fees 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 / \$19
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 or 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 to exceed thirty dollars (\$30) per semester and ten dollars (\$10) for Summer session.

Students who receive financial assistance pursuant to any of the programs described in subsection of Education Code §72252 (g) 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 to this Catalog. These provisions are strictly enforced by the campus police department.



The new El Camino High School at Ventura College opened this year.

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.

Units of Credit

The Carnegie unit formula applies to all credit courses offered by the College, whether or not applicable to the associate degree.

“One credit hour of community college work (one unit of credit) requires a minimum of 48 hours of lecture, study, or laboratory work at colleges operating on the semester system...”

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.

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



Commercial and fine art are both popular majors at VC.

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 (replaced fall 2009 by "P")
P - Pass (satisfactory)	0 grade point (unit credit granted. Replaces CR effective fall 2009).
CRE - Credit by exam (satisfactory)	0 grade point (unit credit granted)
NC - No credit (less than satisfactory or failing)	0 grade point (replaced fall 2009 by "NP")
NP - No Pass (less than satisfactory or failing)	0 grade point (no unit credit granted. Replaces NC effective fall 2009)
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 pass/no pass or credit/no credit basis are disregarded in calculating the grade point average. However, units earned on a pass or credit basis shall be counted toward satisfaction of curriculum requirements. P or CR or 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. NP or NC are used to denote "no pass" or "no credit" when no letter grade is given. See Pass/No Pass Grade 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 shall 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. A districtwide process is provided whereby a student may petition for a time extension due to unusual circumstances.

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.

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 and 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
<hr/>		
14 graded units		30 grade points
(+ 2 CR)		
<hr/>		
30 ÷ 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.

Pass/No Pass Grade Options

Effective fall 2009, the grading symbols of P (pass) and NP (no pass) will replace the CR (credit) and NC (no credit) symbols that have been used in the past.

Colleges of the Ventura County Community College District may offer courses in two pass/no pass (P/NP) grading options: (1) Courses that are offered on a pass/no pass basis only; and (2) Courses in which students may elect the pass/no pass 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 pass/no pass (P/NP) basis. This P/NP 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 (pass) shall be assigned for meeting that standard; no credit (no pass) for failure to do so.

The second category of pass/no pass 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 pass/no pass 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 pass/no pass basis and to file the appropriate form, otherwise a letter grade will be assigned. The form for this purpose, Request for Pass/No Pass, is available in the Admissions and Records Office.

All units earned on a pass/no pass 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 pass/no pass 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. Pass (P) 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 pass/no pass basis shall not be used to calculate grade point averages. However, units attempted for which NP 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 pass/no pass basis, especially for satisfaction of major requirements.

Remedial Coursework Limitations

The colleges of the Ventura County Community College District (VCCCD) offer courses which are defined as remedial. "Remedial coursework" refers to nondegree-applicable 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 proficiency awards, 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 ENGL V07, V08A, V08B); and/or students identified by one of the colleges as having a learning 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 currently defined as remedial: ENGL V03, V04A, V04B; IDS V11, V12; MATH 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, NC, and NP 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 a student's probationary status.

SPECIAL NOTE TO STUDENTS CLAIMING VETERAN'S 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 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, NC, and NP 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, NC, and 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.

Cheating or Plagiarism

Ventura College takes academic honesty very seriously, since ethical behavior and integrity are vital components of ensuring mutual respect across campus. Instructors, accordingly, have the responsibility and authority for dealing with instances of cheating or plagiarism that may occur in their classes. Such activities could include stealing tests, using "cheat sheets," copying off another's test, or turning in someone else's work as his/her own.

Further, instructors have the responsibility to report instances of cheating to their Deans in that cheating in any form is a violation of the Ventura College Student Conduct Code and as such is subject to investigation, charges of misconduct, and disciplinary consequences.

For additional information on Academic Honesty, please see venturacollege.edu.

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 incompetency. 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

Auditing enables 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 class per term without a fee. Students enrolled in less than ten units may, with instructor consent, audit one class per term for a non-refundable 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 desiring to take the courses for credit toward a certificate, degree or transfer certification. Therefore, students may submit the completed Petition to Audit only during the last two days of program adjustment as specified in the calendar of each semester's Schedule of Classes.

Laboratory and activity 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, nor are they permitted to challenge the course at a later date.

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 to Audit 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). This action shall be recorded as a W on the student's academic records. 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.

The academic record of a student who remains in a class beyond the 75% point must reflect a grading symbol other than W. 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.

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, NC, or NP." 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 the 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

SUBSTANDARD GRADE AWARDED.

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, NP or other substandard grade has been earned may be repeated two times at the colleges of the Ventura County Community College District for the purpose of improving the grade and grade point average (GPA). A course taken at another institution in which a substandard grade was earned may be repeated two times at the colleges of the Ventura County Community College District, subject to this policy. In order to identify acceptable equivalencies, course comparability 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.

Please note that subsequent repeats, if allowed based on Petition, will be omitted from computation of the grade point average, and the course will be annotated as above. The petition for this purpose, Petition for Course Repetition, is available in the Admissions and Records Office.

REPETITION DUE TO A SIGNIFICANT LAPSE OF TIME.

The colleges of the Ventura County Community College District allow students to petition one time to repeat a course in which they have earned a satisfactory (non-substandard) grade. The criteria for repetition under this section are as follows:

- A minimum of three years has passed since the course was successfully completed, and the course is either required as a part of the student's designated educational goal or is in a sequence of courses based on prerequisites, or
- Another institution of higher education to which the student seeks to transfer has established a residency requirement which the student will not be able to satisfy without repeating the course in question.

The grades received will 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 Course Repetition is available in the Counseling Office.

MANDATED AS CONDITION OF EMPLOYMENT.

Course repetition may be allowed when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

The units and grade earned each time the student repeats the course shall be included in the computation of the cumulative grade point average and units completed.

The petition for this purpose, Course Repetitions-Legally Mandated Training is available in the Admissions 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 in good standing and 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, P, CRE, NC, NP, 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) or NP (no pass) and no record of the attempt for credit by examination will appear on a student's transcript. However, a student 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 that 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. A \$20.00 per unit nonrefundable fee will be assessed to students petitioning for credit by examination. 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 or higher during a semester. Pass/No Pass 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) of 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 from 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 of any electronic listening or recording device in a classroom without prior consent of the instructor. However, if a student must use an electronic recording device as an academic accommodation for a disability, the student must provide the instructor with appropriate written verification from the campus program for students with disabilities or the American with Disabilities Act/504 Coordinator who can be contacted through the Office of the Dean of Student Services.

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: Each student is responsible for ensuring that he or she uses the Internet account in an effective, efficient, ethical and lawful manner. To this end, students must comply with the following rules:

1. Observe with the guidelines for acceptable use of networks or services.
2. Only attempt to gain access to resources for which he or she has authorization. Ventura College will not assume financial responsibility for unauthorized Internet-related expenditures.
3. Do not make harassing or defamatory remarks using the Internet.
4. Do not create a personal link to any Ventura College page, and do not represent Ventura College on any personal page.
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 personal data storage units—any data found on a hard drive will be deleted.
9. Do not create any social networking page on behalf of Ventura College or claiming to represent Ventura College.

PRIVACY ON THE INTERNET: Please be aware that any electronic mail is not private since classes 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.



VC students find lots of quiet beautiful spots on campus to do their work.



The BEACH provides 360 computers for classroom and drop-by use.

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 mainstream college life.

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 early registration assistance; assessment of learning problems; sign language interpreters; notetaking; readers; transcribers; tutors; mobility assistance; personal, disability-related academic and vocational counseling; handicapped parking; alternative testing; alternate media; assistive computer technology and other assistive devices. Instruction is available in job-seeking skills, adaptive physical education, 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; (805) 648-8915 (fax).

•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 located on the first floor of the Learning Resources Center. 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, call (805) 654-6300.

•Learning Skills Program

Students who have a history of difficulties achieving academic success may wish to inquire about the special services and classes provided by the Learning Skills Program. Learning Skills (LS) classes cover such areas as math, language arts, study skills, learning strategies and assessment of learning skills. The program emphasizes individualized instruction, teaching to the dominant learning style and allowing the student to learn at his or her own pace.

Students with a verified learning disability can receive accommodations in their mainstream classes, such as extended test time and notetakers. An EAC counselor can advise students whether they qualify for extra academic support services and/or special instruction in the Learning Skills courses, including a possible assessment for learning disabilities.

Learning Resource Center

Students will see the LRC noted on maps and as rooms on their schedules. The LRC Building is the Library and Learning Resources Building. On the first floor is the Tutoring Center, which offers free tutoring to all VC students, and the Learning Center "Beach" computer lab. Classes in the Beach are noted, for example as LRC-J (computer station J) on student schedules. On the second floor is the Library which is a great place to study. The third floor is home to the Communication and Learning Resources Division Office, the Social Sciences and Humanities Division Office, and several faculty from those divisions.

Learning Center

The 360-station Learning Center computer lab (the "BEACH") 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, foreign language, learning skills, paramedic studies, and nursing. Computers are available with software for Internet access, word processing, textbook related materials, and specialized reading and writing programs. "BEACH" is an acronym for Best Environment for Access to Computers and Help.

The "BEACH" Learning Center computer lab is located on the first floor of the Library and Learning Resources building. For more information, call (805) 654-6420. A Learning Center is also located at the East Campus in Santa Paula and is open to all Ventura College students; call (805) 525-7136 for directions and more information.

Library

The 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 study area and resource laboratory for classes developing term papers, preparing speeches, and completing other classroom assignments. The Library is located on the second floor of the new Library and Learning Resource Center. The collection consists of 82,608 volumes, 159 periodical titles, 309 microfilm titles, and several online "full text" electronic databases.

The Library has several study areas including eight group study rooms, quiet study areas, and a large ocean-view reading room. It also has public access catalog stations located throughout the building library for research. Printing from computer workstations and photocopying are available in the Library. Wireless access is available to students within the facility. 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 and database instruction.

A branch of the Library is located at the East Campus in Santa Paula. All library services at the main campus library, including book borrowing and return, are available at the branch.

Online Access: Students may log on to the library's online catalog and full text databases through the Internet at venturacollege.edu Click on the Library button. Students should first see a Librarian for instruction on how to use the databases.

Textbooks available in the Library: The library has two textbook collections: the Ventura College Foundation Textbook Bank reserve collection and the Faith George Lending Library. The Textbook Bank reserve collection is "Library Use Only" and is available at the circulation desk. The Faith George Lending Library contains a limited collection of donated textbooks that students may check out for the semester on a first-come-first-serve basis. The Faith George Lending Library textbooks are used textbooks and may include prior editions. For more information, please check our website or see a Librarian.

Children's Library: The Library houses a pre-school age children's library including 200 books, a special computer with educational software, child-sized furniture and children's art. The collection specializes in books on topics that might not be found in a public library—such as divorce, moving, and related family issues—so that parents and teachers can use them with children for educational purposes. This collection supports our Child Development program.

Contact Us: For more information, call (805) 654-6482 for the main library and (805) 525-7136 for the East Campus branch.

Library Policies: The "Library Policy Manual" is available on the Ventura College website: venturacollege.edu/library

Math Center

The Math Center provides free drop-in tutoring for MATH V09 (Beginning Mathematics) and MATH V10 Prealgebra. The Center is open 8:30 a.m. -1:30 p.m., Monday-Friday. Tutors are also available for all levels of math in the Tutoring Center in the LRC building. For more information, call (805) 648-8926.

Tutoring

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 and volunteers from the community, many of whom are retired faculty. Besides helping students with course content, tutors clarify instructions for assignments, help brainstorm ideas for papers and projects, and teach strategies for effective study and exam preparation.

The Tutoring Center is located on the first floor of the Library and Learning Resource Center. For more information please call (805) 648-8926. Tutoring is also available at the East Campus in Santa Paula. Please call (805) 525-7136 for directions and more information. All Ventura College students may use the services at both sites.



The VC Dance Department performs twice a year, providing entertaining shows with a wide range of styles.

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 for students who 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 on the Ventura College website or may be obtained through the Counseling Office or the Assessment Office. 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. Assisted self-placement for ESL students is available through the Office of Bilingual Services and the East Campus in Santa Paula. Students with disabilities may be tested through the Educational Assistance Center.

CalWORKs

Students participating in 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) 648-8903.

Campus Police Services

Campus police officers, assisted by student police cadets, 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 reach the campus police office by dialing 642-7000.

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 (CDC)

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 2 years 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. The Center is licensed by the California Department of Social Services. The facility numbers are 561711563 and 561711564.

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

The Counseling Office is 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 personal problems that may potentially affect your education. Counseling Offices are located in the Student Services Center. Counseling is also available at the East Campus in Santa Paula. Please call (805) 525-7136 for counseling hours at the East Campus. For the College's Office of Bilingual Services, please call (805) 654-6484 or visit MAC 203. Bilingual counseling is also available in the main Counseling Office. Call 654-6448 for more information.

Educational Assistance Center (EAC)

This is the Disabled Students Program and Services Office. EAC offers a variety of services to students with disabilities, including disability-related academic, personal and vocational counseling, academic accommodations and special classes. Please see the Instructional Support Services section of this Catalog or call (805) 654-6300 for additional 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 counseling faculty. EOPS counselors meet regularly with EOPS students.

•**Special Services:** A multi-ethnic staff is available. They can provide Spanish language assistance.

•**Transfer:** EOPS provides assistance to EOPS-eligible students with the transfer process to four-year institutions.

•**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. Book vouchers, bus tokens as available.

•**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 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 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, advocacy, and early registration.

•**EOPS** is located in the Financial Services, Building EOP. 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 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 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 - RETURN OF TITLE 5 FUNDS

Federal Law requires that if you leave school and have received aid, you may owe money to the Federal Student Aid Programs. If you get a GRANT or LOAN and withdraw from all your classes or receive W's and F's in all your classes, you may also owe funds.

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/VENTURA COLLEGE PROMISE GRANT

Scholarships and grants are specific gifts of money which are provided to help students continue their studies. Each year, the Ventura College Scholarship Program awards nearly \$500,000 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.

Students within Ventura County who graduate from high school or receive their G.E.D. in the 2008-2009 academic year may be eligible to have their first-year enrollment fees paid by the VC Foundation through the *Ventura College Promise Grant*.

For more information, contact the Foundation Office at (805) 654-6461.

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 related to academics, enrollment, and personal or career growth and awareness. Topics offered vary each semester 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. Selection and securing of housing, financial arrangements, and supervision are the responsibility of the student and their parents or guardian. However, listings of accommodations are solicited through the Student Activities Office. 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.

Housing information listings are posted on the bulletin board in building BCS. The listings include information about available rooms, room and board, rooms with kitchen privileges and other types of rentals. 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 BCS. For more information, call (805) 654-6487.

International Students Office

The International Student Office assists about 100 International Students attending Ventura College under F-1 Visa (Student Visa) from countries around the world: Albania, Canada, Brazil, England, France, India, Japan, Peru, South Korea, Switzerland, Serbia and many more. Students may apply through the office to obtain an I-20 form, which they are required to have before receiving an F-1 student Visa. Application for the F-1 Visa must be filed pursuant to the laws of their country or, if they are already in the United States, pursuant to the regulations of the United States Citizenship and Immigration Service (USCIS). Once students arrive at the college with an F-1 Visa, the International Student Office assists them with college admission, assessment, orientation, immigration matters, employment under OPT, housing, academic advising and counseling. A prospective International Student 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 Student Office at (805) 654-6313.

Office of Bilingual College Services

The OFFICE OF BILINGUAL COLLEGE SERVICES offers (in English and Spanish) academic, career, and personal counseling (as it relates to the student's academic progress). 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. For more information about ESL classes, vocational training and services provided, please call (805) 654-6484. The office is located in the Student Services Center, room 121.

Personal Counseling

Counselors understand that personal concerns sometimes interfere with learning, and that problems of a personal nature can affect many dimensions of a student's life, including their educational and career goals. Students are encouraged to come to the Counseling Department where counselors can assist them with such non-academic concerns. Appointments are available in the Counseling Office in the Student Services Center or by calling (805) 654-6448. Personal counseling is also available at the Student Health and Psychological Services. Call (805) 654-6346.

Student Health and Psychological Services

Students who received specific waivers, or paid the mandatory health fee, are entitled to on-campus accident insurance and free medical care appointments and personal counseling. Medications, lab work, and procedures are also available at a low cost. Health services include diagnosis and treatment of acute illness and general medical problems, personal counseling, women's health and family planning, dermatology, orthopedics, immunizations, and health education pamphlets. If we are unable to provide you with a needed medical service, we will refer you to an outside resource. Please visit our website for more information, hours, and specific clinic times. Student Health and Psychological Center is located in CRC-108. Call (805) 654-6346 for an appointment for information.

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 attended by over 50 colleges and universities. Workshops are held to assist students on various topics, including transfer admissions, financial aid, scholarships, and university application processes. 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 Job Fairs.

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 Student Services Center. The phone numbers are (805) 654-6473 (Transfer) and (805) 654-6411 (Career).

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.

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 receiving 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 in which the student is 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.

CO-CURRICULAR 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.

Athletics

Playing under the name of the Pirates, the participants in the Men's and Women's Intercollegiate Athletic Program compete in the Western State Conference with the exception of football, which is governed by the Southern California Football Association. 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." (California Community College Athletic Association 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. Ventura College offers a co-ed cheer team which performs at athletic contests and competes in local, regional and national cheer competitions.

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 and theatre students to gain experience in all aspects of dance performance and production.

Theatre

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 (day), 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.

STUDENT ACTIVITIES & SERVICES

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 experiences are available to students. Program areas include but are not limited to: student activities and programs, leadership and leadership internship classes, Associated Students of Ventura College (ASVC) Board and student governance, student clubs and organizations, posting approval, vendor approval, use of facilities and services by student clubs and organizations, student photo identification, short-term loans and book vouchers, and student commencement.

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 and college community. Student governance meetings are held every Tuesday at 12:30 p.m. in the Campus Center Conference room (cafeteria). Student are welcome to attend meetings and to participate in discussions and activities. Students have the opportunity and are encouraged to participate on all College-wide and District committees, councils, and boards that influence College policy making. Visit the Student Activities Office, CSA Building, room 155, or call (805) 654-6487 for more information.

ASVC Photo Identification Card

The Associated Students of Ventura College (ASVC) 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 that entitles them to a variety of goods and services, including a 10% discount on used books and most supplies in the College Bookstore, free admission to many VC athletic events and discounted student theatre performances and musical performances. In addition, discounts of 10% and greater are available from a variety of businesses in the community. Cards are issued through the Student Activities Office.

Student Leadership Course

Students on the Associated Students of Ventura College (ASVC) Executive Board or serving in other campus leadership functions have the opportunity to take a student leadership course. The course is specifically designed for the Associated Student Body (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 transferable credit to CSU and is repeatable. See the Student Activities Office or a counselor for more information.

Student Organizations

A variety of special interest and student organizations are active on campus. These organizations provide opportunities for students to meet, organize and work together to achieve specific goals. Officially registered active clubs or organizations may sit on the Associated Students of Ventura College (ASVC) Board, if they have the minimum number of student members required (15) and have a designated club representative and/or alternate representative to attend board meetings. Associate club/student organizations (nonvoting) are officially recognized, if they have a minimum number of members (8) and meet other requirements. Student association/club applications are available in the Student Activities Office. The following groups are, or have been, active in recent years:

African American Student Union (AASU)
Alpha Gamma Sigma (AGS)
American Institute of Architectural Students (AIAS)
Anthropology Club
Asian-Pacific Student Union (APSU)
Auto Technology
Biology Club
Campus Crusade for Christ
Democratic/Humanitarian Club
Engineering Club
Extended Opportunities Programs
and Services Student Association (EOPSSA)
GAIA Club
Gay-Straight Alliance
International Students Association
Latter Day Saints Student Organization (LDSSA)
Math Club
Model United Nations Club
Movimiento Estudiantil Chicano de Aztlan (MEChA)
Native-American Club
Planet Preservation Club
Pre-medicine Society
Psychology Club
Society for the Advancement of Chicanos and Native Americans
in Science (SACNAS)
Society for Hispanic Professional Engineers (SHPE)
Sociology Club
Student Arts Guild Evolving (SAGE)
Student Nurses Association
Success Through Diversity
Ventura Anime Club
Ventura College Spirit Club
Vocational Industrial Clubs of America (VICA)

Advertising, Posting and Distribution of Information 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. Only use transparent tape, tacks or staples. No information may be placed on walls, vehicles, sidewalks, windows, trash cans, benches, etc. Unapproved items, or those placed over approved information, may be removed by staff. The Office is also authorized to determine the place, time, and manner of the dissemination or disbursement of any information on campus. Advance scheduling is required for all such activities.



The Annual Transfer Day brings more than 60 colleges and universities from around the country.

SPECIAL PROGRAMS

Community Education

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 not for credit and must be supported by fees, tuition, and other charges. No tax revenues of any sort support the Community Education Program. The Community Education Office is located in the Ventura College Institute for Community and Professional Development (ICPD) at 71 Day Road. For information or to register for Community Education classes, please call (805) 654-6459 or visit CommunityEd.venturacollege.edu

CIVIC CENTER (FACILITY RENTALS)

The Civic Center Office 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. The Civic Center Office is located in the Ventura College Institute for Community and Professional Development (ICPD) located at 71 Day Road.

East Campus

Offices: 115 Dean Drive, Suite A, Santa Paula
Classrooms: 105 Dean Drive, Santa Paula

Phone: (805) 525-7136

Fax: (805) 647-1801

From main campus, dial extension 6580

Office Hours:

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

Friday: 8:00 a.m. to 5:00 p.m.

Ventura College East Campus in Santa Paula is the center of operations for Ventura College Off-Campus Programs that serves the Santa Clara Valley communities of Santa Paula and Fillmore.

At the East Campus, students can choose from a wide variety of educational programs from basic skills and English as a Second Language (ESL) classes to career technical training and general education transfer courses.

Career technical training programs and classes include: computerized office assistant, CNA training, medical assisting, phlebotomy, interior design and child development. The general education courses vary semester to semester but generally include several A-G transfer courses.

The East Campus has a complete Library/Learning Resource Center (LRC) which is open Monday-Thursday, 8:00 a.m. to 7:30 p.m., and Friday from 8:00 a.m. to 5:00 p.m. Students can use the LRC to do research and write papers for their classes, check out books via inter-library loan, and work with software programs for their specific classes.

The East Campus offers all Ventura College students a full range of student services including academic and career counseling, financial aid information and assistance, orientation, registration, and assessment testing.

Customized Training and Services to Businesses and Organizations

Businesses and organizations can access world-class, cost efficient training through the Ventura College Institute for Community and Professional Development. Sample programs include Preventing Sexual Harassment, Supervisory Skills Training, Workplace Spanish, Dealing with Difficult People, Microsoft Access, Excel, Powerpoint, and many others. For additional information or to request a free catalog, please call (805) 648-8904.

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.

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; 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.

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.



The James Doyle Memorial Scholarship honors Officer Doyle who died in the line of duty, and is awarded to a student who plans on entering the field of law enforcement.

PROGRAMS: AWARDS, CERTIFICATES, AND DEGREES EDUCATIONAL PATHWAYS

Core Skill Sets for Students Graduating With an Associate Degree or Certificate of Achievement

The six competencies (and their subsets) listed below describe the core skill sets a student should be able to demonstrate after completing the requirements for an associate degree at Ventura College. These core skill sets are embedded in our established pattern of general education courses, in our more advanced major preparation courses, and in student service learning experiences we provide over the span of a student's enrollment at the College. In addition, assignments that lead to the acquisition of these core skill sets are embedded in the coursework required for career and technical education certificates.

Communication

Students show that they can communicate effectively when they:

- Read, retain and apply published ideas.
- Write clearly and accurately in a variety of contexts and formats.
- Speak clearly and coherently in both formal and informal settings.
- Demonstrate active listening skills and effective interpersonal communication.
- Employ the vocabulary of the subject being studied.
- Become proficient in a second language or in an alternative form of communication.

Information Competency

Students show that they have information competency skills when they:

- Recognize the need for information and/or identify and clarify the question that needs to be answered.
- Differentiate between major and minor arguments or ideas.
- Find and interpret relevant information from text, tables, graphs, maps, media, personal communication, observation, and electronic databases.
- Evaluate authority, veracity and bias of information.
- Utilize the data gathered to draw conclusions or to create new sources of information that can be shared with others.
- Document their sources of information.
- Use technology to acquire and process information.

Critical Thinking and Problem Solving

Students show that they have critical thinking and problem solving skills when they:

- Evaluate their own beliefs, biases, and assumptions.
- Evaluate strengths, weaknesses, and fallacies of logic in arguments and information.
- Apply lessons from the past or learned knowledge and skills to new and varied situations.
- Apply the principles of scientific reasoning to solve problems.
- Perform basic computations or approach practical problems by choosing appropriately from a variety of mathematical techniques.
- Devise and defend a logical hypothesis to explain observed phenomenon.
- Recognize a problem, devise and implement a plan of action.

Creative Expression

Students demonstrate creative expression when they:

- Generate new ideas, express themselves creatively, or solve complex problems in an original way.
- Collaborate to perform the work of others or to create original work.
- Apply feedback to improve their performance.
- Evaluate diverse artistic works in varied media.

Civic Responsibility

Students show an ability to assume civic responsibility when they:

- Demonstrate a knowledge of current events and social issues.
- Work effectively as a leader and/or participant in group settings.
- Assume civic, political, or social responsibilities.
- Identify their personal convictions and explore options for putting these convictions into practice.
- Accept responsibility for their own actions.
- Demonstrate respect for a diversity of ideas and the rights of others.
- Exhibit personal, professional, and academic honesty.
- Display behavior consistent with the ethical standards within a discipline or profession.

Social Interaction and Life Skills

Students show that they have effective social interaction and life skills when they:

- Work as an effective member of a team.
- Demonstrate etiquette both in face-to-face and written interactions and communications.
- Use language appropriate to the situation.
- Utilize conflict resolution skills when appropriate.
- Demonstrate the ability to give and receive constructive feedback.
- Apply time management skills to complete a task.
- Develop stress management skills and/or other skills to maintain health and wellness.

PROGRAMS

Plan your Education

Make Fully Informed Educational Choices to Support Your Goals

Why Ventura College?

People attend Ventura College (VC) for a wide range of reasons based on their individual interests and goals. The College offers courses in an array of disciplines that can prepare students for skilled trades, specialized careers, job advancement, and transfer to four-year colleges or universities. Students should select courses and programs that will assist them in achieving their goals. Also, students need to remain current about developments and changes in requirements specific to the programs they select.

What do you want to do at Ventura College?

- Transfer to a four-year college or university to earn a Bachelor's degree.
- Earn an Associate degree in a specific major or in General Studies with an area of emphasis.
- Gain skills for job placement or advancement through a Certificate of Achievement or Proficiency Award.
- Qualify for continuing education units or for other awards issued by external certifying agencies.
- Improve basic skills in reading, writing, and mathematics.

Planning is Critical

Some students attending already know what they want to accomplish while attending VC; others want to explore available options. Counseling is designed especially to help students identify their goals and to plan their course and program selections accordingly.

An Education Plan is developed with a counselor to provide the student with a map that lists courses that are required or recommended for successful attainment of the student's goals. It is to the student's advantage to develop an Education Plan as soon as possible. Even if a student is undecided as to his or her goals, a counselor can provide timely and helpful information to assist the student in choosing appropriate goals.

Proof of Your Success

Hard work can result in an award, regardless of the student's selected goal. For those hoping to apply their skills and knowledge to the job market after college or to improve their current employment situation, having proof of their academic accomplishments can be an asset. Ventura College offers three distinct types of recognition that documents educational achievements.

Proficiency Awards show successful completion of one or more courses in a targeted career or skills area.

Certificates of Achievement require concentrated study in a specific skill or knowledge area.

Associate degrees are awards that are broader in scope than certificates because they require coursework in an array of disciplines to broaden one's learning experience and strengthen one's critical thinking skills. This is referred to as **General Education**.

See a counselor to help determine which goal is most appropriate.

Other Achievements

The College offers a number of courses that provide continuing education units (CEUs) to students who want to maintain or acquire certification by external agencies. The College also provides coursework separate from CEUs that leads to permits, licensure and/or certification in a variety of fields.

Other Achievements Available:

Agriculture	Medical Assistant
Aquatics	Medical Terminology
Automotive	NAUI Assistant
Certified Nurse Assistant	Paramedic
Child Development	Personal Fitness Training
Construction Technology	Phlebotomy
Criminal Justice	SCUBA Diving
Emergency Medical Technician	Water Safety Instructor
Health Education	Water Science
Lifeguard Training	Welding

CURRICULUM: COURSES, DEGREES, CERTIFICATES, AND AWARDS

+Preparation for license/permit

Ventura College Fall 2009-2010

◆Not offered 2009-10

Curriculum	C	AA/AS	CoA	PA
Agriculture	X	X	X	
American Ethnic Studies	X			
Anatomy	X			
Anatomy/Physiology	X			
Anthropology	X			
Architecture	X	X	X	
Art	X	X	X	
Asian American Studies	X			
Assistive Computer Technology	X			
Astronomy	X			
Automotive +	X	X	X	
Bilingual/Cross-Cultural Studies		X	X	
Biology	X	X	X	X
Business	X	X	X	X
Business Information Systems	X			X
Chemistry	X			
Chicano Studies	X			
Child Development +	X	X	X	
Cognitively Diverse Learners	X			
Computer Science	X	X	X	
Construction Technology +	X	X	X	X
Criminal Justice	X	X	X	
CSU-GE			X	
Dance	X			
Developmental Studies	X			
Drafting	X	X	X	
Economics	X			
Education	X			
Educational Assistance Ctr	X			

Curriculum	C	AA/AS	CoA	PA
Emergency Medical Technology	X			
Engineering	X	X	X	
English	X			
English as a Second Language	X			
Environmental Science & Resource Management	X			X
Fashion Design & Merchandising	X	X	X	
Film Studies	X			
French	X			
General Studies		X		
Geographic Info Systems	X			X
Geography	X			
Geology	X			
German	X			
Guidance Workshops	X			
Health Education	X			
Health Science +	X			
History	X			
Holistic Studies				X
Home Economics	X	X	X	X
Human Services	X	X	X	X
Humanities	X			
IGETC			X	
Interdisciplinary Studies	X			
International Studies		X	X	
Internship	X			
Italian	X			
Japanese	X			
Journalism	X	X◆	X◆	X
Leadership	X			

Curriculum	C	AA/AS	CoA	PA
Learning Skills	X			
Library Instruction	X			
Manufacturing Technology	X			X
Mathematics	X			
Microbiology	X			
Multimedia	X	X◆	X◆	X◆
Music	X	X	X	
Nursing Science +	X	X		
Paramedic +	X	X	X	
Philosophy	X			
Photography	X	X	X	
Physical Education +	X			
Physical Science	X			
Physics	X			
Physiology	X			
Political Science	X			
Psychology	X			
Real Estate	X			X
Recreation	X			
Sign Language	X			
Sociology	X			
Spanish	X			
Speech	X			
Study Skills	X			
Supervision	X	X	X	
Theatre Arts	X	X	X	X
Water Science +	X	X	X	
Welding +	X	X	X	
Work Experience	X			

C = Courses

AA/AS = Associate Degree

CoA = Certificate of Achievement

PA = Proficiency Award

Choose an Educational Goal

Which Educational Program is the Right Fit?

Use the chart to get a better sense of what is needed to meet one's particular goals. Choose the type of program that would meet these goals. The information provided is not intended to be used in place of an individual counseling appointment. Schedule an appointment with a counselor to develop specific educational goals. Refer to this section of the Catalog for a list of all awards offered at Ventura College.

Take a Proficiency Award to work

Proficiency Awards are given to students who have satisfactorily completed a course or a sequence of courses designed to lead them to specific types of employment or to updating their skills.



Take a Certificate of Achievement to work

Certificates of Achievement require concentrated study in specific skill or knowledge areas. The requirements for certificates specify more units or courses and generally provide more depth than a Proficiency Award.



Take an Associate Degree to work

Most Associate degree majors at the College are applicable to the local job market. The College also offers a general degree called General Studies Pattern I. In addition to a major or area of emphasis, an Associate degree also requires courses referred to as General Education. These are intended to provide a breadth of exposure along with the depth of experience provided by a major or area of emphasis.



Transfer to a four-year school

The College has a university preparation pathway through which a student can earn an Associate degree while completing coursework that applies toward a Bachelor's degree. These are two General Studies patterns designed for transfer students that support different educational goals. In addition to completion of a general education pattern, students will need to choose and complete a major or area of emphasis from the catalog.



Educational Pathways



Earn a Proficiency Award

A Proficiency Award may be given upon successful completion of a course or series of courses as designated in this Catalog.

1. Select a Proficiency Award from the College Catalog and complete all course requirements specified.
2. Earn a cumulative grade point average of not less than 2.0 in all degree-applicable coursework attempted.
3. Apply for the Award in the Counseling Office.

Proficiency Awards Available:

Acting	Directing	Medical Transcription
Administrative Assistant	Environmental Studies	Mental Health Rehabilitation
Biotechnician	Geographic Information Systems	Microcomputers: Business Applications
Bookkeeping	Health Science Administration	Online Journalism
CNC Machine Operator	Holistic Studies	Real Estate
Computerized Office	Insurance Specialist	Reception Skills
Construction Technology: Electrician Trainee	Interior Design	Technical Theatre Production
Costume	Make-Up	Social Services Affiliate
	Manufacturing Applications	Social Welfare Specialist

Refer to the Credit Courses, Degrees, Certificates, and Awards section of this Catalog for specific course requirements.



Earn a Certificate of Achievement

Certificates of Achievement are granted in specific career and technical education areas.

1. Select a Certificate of Achievement from the College Catalog and complete all course requirements specified.
2. Earn a cumulative grade point average of not less than 2.0 in all degree-applicable college and university coursework attempted.
3. Complete at least 12 semester units in residence at the college granting the Certificate.
4. Apply for the certificate. The Certificate of Achievement is not automatically awarded upon completion of the requirements. File an application for the Certificate in the Counseling Office during the same semester in which the requirements will be completed.

Certificates of Achievement Available:

Accounting	Criminal Justice	Landscape Management
Agricultural Plant Science	CSU GE-Breadth	Medical Assistant
Architecture	Drafting Technology	Music
Automotive Technology	Emergency Medical Services: Paramedic Studies	Natural Resources
Bilingual/ Cross-Cultural Studies	Engineering	Photography
Biological Sciences	Executive Assistant	Physical Science: Engineering Technology
Business: General	Fashion Design and Merchandising	Supervision
Business Management	Fine Art	Theatre Arts
Ceramics	Home Economics	Water Science
Child Development	Human Services	Welding Technology
Commercial Art	IGETC	
Computer Science	International Studies	
Construction Technology		

Refer to the Credit Courses, Degrees, Certificates, and Awards section of this Catalog for specific course requirements.

Educational Pathways



Earn an Associate Degree

1. Fulfill the general education courses required for the Associate degree option selected.
2. Choose from these options:
 - Specific Major (A.A. or A.S.).
 - General Studies (A.A.) Pattern I; or Patterns II or III — designed for transfer.
3. Complete the College's other graduation requirements in competency, units, scholarship, and residency.
4. Apply for the degree: The Associate degree (A.A. or A.S.) is not automatically awarded when you complete the requirements. File an application for the degree in the Counseling Office after enrolling in courses for the semester in which you intend to graduate. Requirements may be completed during any semester or summer session. Please note that the graduation ceremony is held only at the end of each spring semester.

Associate Degrees Available:

Accounting	Construction Technology	International Studies
Agricultural Plant Science	Criminal Justice	Medical Assistant
Architecture	Drafting Technology	Music
Automotive Technology	Emergency Medical Services:	Natural Resources
Bilingual/ Cross-Cultural Studies	Paramedic Studies	Nursing
Biological Sciences	Engineering	Photography
Business: General	Executive Assistant	Physical Science: Engineering
Business Management	Fashion Design and Merchandising	Technology
Ceramics	Fine Art	Supervision
Child Development	General Studies	Theatre Arts
Commercial Art	Home Economics	Water Science
Computer Science	Human Services	Welding Technology

Refer to the Credit Courses, Degrees, Certificates, and Awards section of this Catalog for specific course requirements.



Earn a Bachelor's Degree

1. Explore Transfer Opportunities:
 - California State University (CSU) — 23 campuses.
 - University of California (UC) — 10 campuses.
 - Independent or Private Colleges and Universities.
 - Out-of-State Colleges and Universities.

The Transfer Center, csumentor.edu, uctransfer.universityofcalifornia.edu, assist.org, and californiacolleges.edu are some of the resources available to begin the exploration process.

2. Schedule an appointment with a counselor to:
 - Determine requirements for admission, major preparation, and general education.
 - Review General Studies (A.A.) Patterns II & III.
 - Develop an educational plan.
3. Complete the transfer requirements for the selected institution.
4. Apply to the institution selected.

DEGREES

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 in Arts Degree Associate in Science Degree

Graduation Requirements

As authorized by the California Education Code and Title 5 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 certificates.

Basic Requirements

1. **Competency:** Demonstrated competency in reading, written expression, and mathematics:
 - a. Reading – minimum competency in reading is satisfied by completion of the requirements for the associate degree.
 - b. Written expression – minimum competency in written expression is satisfied by **one** of the following: successful completion (A, B, C, or P) of a college English composition course at the freshmen composition level; or successful completion (A, B, C, or P) of an equivalent English composition course from a regionally accredited institution; or a score of 3 or higher on the Advanced Placement (AP) Language and Composition exam; or a score of 3 or higher on the Advanced Placement (AP) Literature and Composition exam; or a score of 5 or higher on the International Baccalaureate (IB) English HL exam; or a score of 50 or higher on the College Level Examination Program (CLEP) exam.



High Honor Grad, 2009



- c. Mathematics – minimum competency in mathematics is satisfied by **one** of the following: successful completion (A, B, C, or P) of a college mathematics course in intermediate algebra; or successful completion (A, B, C, or P) of a course offered by the college mathematics department with an intermediate algebra or higher prerequisite; or successful completion (A, B, C, or P) of a course offered by a different department with an enforced prerequisite of intermediate algebra or higher; or a score of 3 or higher on the AP Calculus AB or Calculus BC exam; or a score of 3 or higher on the AP Statistics exam; or a score of 5 or higher on the IB Mathematics HL exam; or successful passing of the VCCCD math competency exam; or successful completion (A, B, C, or P) of any course offered by the college's math department, or approved by the math department if offered by another department, which includes demonstrated ability in all of the following: simplify rational expressions and solve rational equations; solve problems and applications involving systems of equations in three variables; graph systems of inequalities in two variables; simplify expressions involving positive, negative, and rational exponents; perform mathematical operations on radical expressions and solve radical equations; solve quadratic equations and their applications using multiple methods; graph and evaluate elementary functions—definitions, domain and range, algebra and composition of functions; and, solve elementary exponential and logarithmic equations and related applications.
2. **Units:** Completion of at least 60 semester units of degree-applicable college coursework.
 3. **Scholarship:** A cumulative grade point average of not less than 2.0 in all degree-applicable college and university coursework attempted and a grade of C or better or a "P" in each course required in the selected major or area of emphasis.
 4. **General Education:** Completion of the general education requirements as specified below.
 5. **Major or Area of Emphasis:** Completion of all courses (at least 18 semester units) required in a curriculum specified in this College Catalog with a grade of C or better or a "P" in each course.
 6. **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.)

1. Complete the college's general education requirements (areas A-E).
2. Complete a major (minimum of 18 units).
3. Complete 60 degree-applicable semester units.
4. Complete other graduation requirements in competency, scholarship, and residency.

The Specific Major option is designed to prepare students for the job market. These degrees provide concentrated study in specific skill areas to prepare students to gain employment in their chosen fields and to advance in their specialized careers.

Majors Available:

Accounting	Executive Assistant
Agricultural Plant Science	Fashion Design and Merchandising
Architecture	Merchandising
Automotive Technology	Fine Art
Bilingual/Cross-Cultural Studies	Home Economics
Biological Sciences	Human Services
Business General	International Studies
Business Management	Medical Assistant
Ceramics	Music
Child Development	Natural Resources
Commercial Art	Nursing
Computer Science	Photography
Construction Technology	Physical Science:
Criminal Justice	Engineering Technology
Drafting Technology	Supervision
Emergency Medical Services: Paramedic Studies	Theatre Arts
Engineering	Water Science
	Welding Technology

Refer to the Credit Courses, Degrees, Certificates, and Awards section of this Catalog for specific course requirements.

Associate Degree General Education Courses 2009-2010

A. NATURAL SCIENCES - a minimum of six (6) units

1. One (1) course in biological science
AG V03, V04, V54; **ANAT** V01; **ANPH** V01; **ANTH** V01, V01L; **BIOL** V01, V01L, V03, V04, V10, V12, V14, V18, V23, V29, V29L; **ESRM** V01, V14; **MICR** V01; **PHSO** V01; **PSY** V03.
2. One (1) course in physical science
AST V01, V01L; **CHEM** V01A, V01AL, V01B, V01BL, V05, V10, V10L, V12A, V12AL, V12B, V12BL, V20, V20L, V21, V21L, V30, V30L; **ESRM** V02; **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. SOCIAL AND BEHAVIORAL SCIENCES - a minimum of six (6) units

1. One (1) 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 (1) 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, V03, V15, V19; **ECON** V01A, V01B; **ESRM** V03; **GEOG** V02, V06, V08; **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, V20, V21; **HEC** V22, V23, V24; **JOUR** V01; **POLS** V01, V02, V03, V04, V05, V09, V10, V11, V12, V14, V15, V16; **PSY** V01, V02, V05, V07-V07L, V15, V25, V29, V30, V31; **SOC** V01, V02, V03, V04, V05, V07, V13, V24, V31.

C. HUMANITIES - a minimum of six (6) units

1. One (1) course in fine or performing arts
AES V10, V12, V65, V66, V67; **ART** V01, V02A, V02B, V02C, V03, V04, V05, V06, V07, V08, V09, V11A, V12A, V13A, V19, V51A; **DANC** V01; **FILM** V01; **HEC** V05A, V07; **MUS** V01, V03, V06, V07, V08, V09A, V09B; **PHOT** V01, V02, V07; **THA** V01, V02A, V20, V29.
2. One (1) course in humanities
AES V30, V31; **ENGL** V01B, V06B, V10, V11A, V15, V16, V21A, V21B, V22A, V22B, V23, V26, V29A, V29B, V30, V31, V33, V34, V35, V36A, V36B, V133, V134, V135, V136A, V136B; **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, V03, V04, V51A, V51B; **JAPN** V01, V02, V51A, V51B; **PHIL** V01, V02, V03A, V03B, V04, V06A, V06B; **SL** V10A, V10B, V10C; **SPAN** V01, V02, V03, V03S, V04, V04S, V20, V51A, V51B; **SPCH** V05; **THA** V23, V30A.

D. LANGUAGE AND RATIONALITY - a minimum of six (6) units

1. One (1) course in English composition
ENGL V01A.
2. One (1) course in communication and analytical thinking
BUS V06; **BIS** V40; **CS** V04, V11, V15, V17, V20, V30, V40; **DRFT** V03; **ENGL** V01B, V05, V06A; **MATH** V03, V03A-V03E, V04, V05, V20, V21A, V21B, V21C, V24, V35, V38, V40, V44, V46A, V46B, V52; **PHIL** V04, V05; **PSY** V04; **SPCH** V01, V03, V10, V15.

E. HEALTH/PHYSICAL EDUCATION - a minimum of two (2) courses

1. One (1) course in health education
HED V70, V73, V76, V93, V95, V97; **HEC** V10, V97.
2. One (1) course in physical education activity
CJ V11-V12B; **DANC** V10-V50; **EAC** V21, V25-V28; **PE** V01-V23, V31-V87, V91-V94, V97-V100; **REC** V41; **THA** V14.

*F. ETHNIC/WOMEN'S STUDIES - a minimum of three (3) units

- AES** V01, V02A, V02B, V10, V11, V12, V20, V21A, V21B, V22, V23, V24, V30, V31, V40A, V40B, V41, V42A, V42B, V61, V62, V63, V65, V66, V67; **ANTH** V02, V04, V06; **ART** V02C, V03, V07, V08, V09; **AAS** V01; **CHST** V01, V02, V24; **CJ** V03; **ENGL** V06B, V33, V34, V35, V36A, V36B, V133, V134, V135, V136A, V136B; **HIST** V02A, V02B, V03A, V03B, V04B, V05A, V05B, V10A, V10B, V12, V13, V14A, V14B, V15, V17, V21; **MUS** V03, V07; **POLS** V11, V14; **PSY** V30; **SOC** V03, V04, V24; **SPAN** V20.

*General Studies degrees only; not required for degrees with specific majors.



General Studies (A.A.) Pattern I

This pattern provides an opportunity to earn an Associate in Arts in General Studies. This degree covers a broad area of study and is intended for students who may not be planning to transfer to a four-year university or who may need to explore possibilities before committing themselves to a major. Students are required to:

1. Complete the College's general education requirements to include Health Education, Physical Education, and Ethnic/Women's Studies.
2. Choose an area of emphasis from one of three categories listed below.
 - Complete a minimum of 18 units in the chosen area with a grade of "C" or better (or a "P") in each of the courses selected within the chosen area.
 - Complete a minimum of 6 of the 18 units within a single discipline.
3. Complete a minimum of 60 degree-applicable units.
4. Complete the College's other graduation requirements in competency, scholarship, and residency.

NOTE: Students planning to transfer to a four-year university are advised that this curriculum may not adequately prepare them for transfer. Patterns II and III are designed for transfer students.

Areas of Emphasis

Natural Sciences Emphasis

The courses that fulfill the **Natural Sciences** area of emphasis will examine the physical universe, its life forms and natural phenomena. The courses are designed to develop students' appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities.

AG V03, V04; **ANAT** V01; **ANPH** V01; **ANTH** V01, V01L; **AST** V01, V01L; **BIOL** V01, V01L, V03, V04, V10, V12, V14, V18, V23, V29, V29L; **CHEM** V01A, V01AL, V01B, V01BL, V05, V10, V10L, V12A, V12AL, V12B, V12BL, V20, V20L, V21, V21L, V30, V30L; **ESRM** V01, V02, V14; **GEOG** V01, V01L, V05; **GEOL** V02, V02L, V03, V07, V11; **MICR** V01; **PHSC** V01; **PHYS** V01, V02A-V02AL, V02B-V02BL, V03A-V03AL, V03B-V03BL, V04-V04L, V05-V05L, V06-V06L; **PHSO** V01; **PSY** V03.

Social and Behavioral Sciences Emphasis

The courses that fulfill the **Social and Behavioral Sciences** area of emphasis will examine people as members of society. The courses are designed to develop students' awareness of the method of inquiry used by the social and behavioral sciences; to stimulate critical thinking about the ways people respond to their societies; and to promote appreciation of how societies and social subgroups operate.

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, V03, V15, V19; **ECON** V01A, V01B; **ESRM** V03; **GEOG** V02, V06, V08; **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, V20, V21; **HEC** V22, V23, V24; **JOUR** V01; **POLS** V01, V02, V03, V04, V05, V09, V10, V11, V12, V14, V15, V16; **PSY** V01, V02, V05, V07-V07L, V15, V25, V29, V30, V31; **SOC** V01, V02, V03, V04, V05, V07, V13, V24, V31.

Arts and Humanities Emphasis

The courses that fulfill the **Arts and Humanities** area of emphasis will examine the cultural activities and artistic expressions of human beings. The courses are designed to develop students' awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and to develop students' aesthetic understanding and ability to make value judgments.

AES V10, V12, V30, V31, V65, V66, V67; **ART** V01, V02A, V02B, V02C, V03, V04, V05, V06, V07, V08, V09, V11A, V12A, V13A, V19, V51A; **DANC** V01; **ENGL** V01B, V06B, V10, V11A, V15, V16, V21A, V21B, V22A, V22B, V23, V26, V29A, V29B, V30, V31, V33, V34, V35, V36A, V36B, V133, V134, V135, V136A, V136B; **FREN** V01, V02, V03, V04, V51A, V51B, V51C; **GERM** V01, V02, V03, V04, V51A, V51B, V51C; **HIST** V01A, V01B, V18A, V18B; **HEC** V05A; **IDS** V08; **ITAL** V01, V02, V03, V04, V51A, V51B; **JAPN** V01, V02, V51A, V51B; **MUS** V01, V03, V06, V07, V08, V09A, V09B; **PHIL** V01, V02, V03A, V03B, V04, V06A, V06B; **PHOT** V01, V02, V07; **SL** V10A, V10B, V10C; **SPAN** V01, V02, V03, V03S, V04, V04S, V20, V51A, V51B; **SPCH** V05; **THA** V01, V02A, V20, V23, V29, V30A.



General Studies (A.A.) Pattern II

This pattern is intended for students who are planning to transfer to a four-year university in high-unit majors or where completion of CSU GE or IGETC is not appropriate or advisable.

1. Select and complete courses from the general education pattern of a transfer institution to include, at a minimum, the following Title 5 requirements:
 - Natural Sciences (3 units)
 - Social and Behavioral Sciences (3 units)
 - Humanities (3 units)
 - Language and Rationality English Composition (3 units)
 - Communication and Analytical Thinking (3 units)

General Studies (A.A.) Pattern III

This pattern is intended for students who are planning to transfer to a California public four-year university and who plan to use the CSU GE or IGETC program to fulfill their lower division general education requirements.

1. Complete CSU GE-Breadth or IGETC pattern.
Note: Students who complete CSU GE-Breadth or IGETC may apply for both GE certification and a Certificate of Achievement*

2. Complete local graduation requirements to include:

- Health Education (1 course)
- Physical Education (1 course)
- Ethnic/Women's Studies (3 units)

3. Choose an area of emphasis from one of four categories listed below.
 - Complete a minimum of 18 units in the chosen area with a grade of C or better (or a "P") in each of the courses selected within the chosen area.
 - Complete a minimum of 6 of the 18 units within a single discipline.
 - Select courses that fulfill major preparation requirements as identified through ASSIST articulation for the chosen transfer institution.
4. Complete a minimum of 60 transferable units.
5. Complete the college's other graduation requirements in competency, scholarship, and residency.

NOTE: Transfer requirements vary depending on major and transfer institution selected. Consult a counselor and assist.org for detailed information regarding transfer requirements for intended major and transfer institution.

Areas of Emphasis

Natural Sciences or Mathematics Emphasis

The courses that fulfill the **Natural Sciences or Mathematics** area of emphasis will examine the physical universe, its life forms and the measurement of natural phenomena. The courses are designed to develop students' appreciation and understanding of the scientific method along with mathematical evaluation, and to encourage an understanding of the relationships between science/mathematics and other human activities. This emphasis enables the student to take courses that will satisfy lower division major preparation requirements for areas including but not limited to Allied Health, Biology, Chemistry, Environmental Science, Geological Sciences, Health Sciences, Mathematics, Nursing, Physics, and Pre-Medicine.

AG V54; **ANAT** V01; **ANPH** V01; **ANTH** V01, V01L; **AST** V01, V01L; **BIOL** V01, V01L, V03, V04, V10, V18; **CHEM** V01A, V01AL, V01B, V01BL, V05, V10, V10L, V12A, V12AL, V12B, V12BL, V20, V20L, V21, V21L, V30, V30L; **ESRM** V01, V02, V03, V14; **GEOL** V02, V02L, V03, V11, V21; **MATH** V04, V05, V20, V21A, V21B, V21C, V24, V44, V46A; **MICRO** V01; **PHYS** V02A-V02AL, V02B-V02BL, V03A-V03AL, V03B-V03BL, V04-V04L, V05-V05L, V06-V06L; **PHSO** V01.

General Studies (A.A.) Pattern II / General Studies (A.A.) Pattern III

Areas of Emphasis (continued)

Social and Behavioral Sciences Emphasis

The courses that fulfill the **Social and Behavioral Sciences** area of emphasis will examine people as members of society. The courses are designed to develop students' awareness of the method of inquiry used by the social and behavioral sciences; to stimulate critical thinking about the ways people respond to their societies; and to promote appreciation of how societies and social subgroups operate. This emphasis enables the student to take courses that will satisfy lower division major preparation requirements for areas within the fields of Anthropology, Economics, Ethnic Studies, Geography, History, Political Science, Psychology, and Sociology.

AES V20, V23; **ANTH** V02, V03; **CHST** V01, V02; **ECON** V01A, V01B; **GIS** V22; **GEOG** V01, V02, V05, V08, V22; **HIST** V01A, V01B, V04B, V07A, V07B, V18A, V18B; **MATH** V40, V44; **POLS** V01, V02, V03, V04, V05; **PSY** V01, V03, V04, V05, V07-V07L, V29; **SOC** V01, V02, V07.

Arts and Humanities Emphasis

The **Arts and Humanities** area of emphasis will examine the cultural activities and artistic expressions of human beings. The courses are designed to develop students' awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and to develop students' aesthetic understanding and ability to make value judgments. This emphasis enables the student to take courses that will satisfy lower division major preparation requirements for areas within the fields of Fine Arts, Performing Arts, English, Ethnic Studies, Foreign Languages, Music, Philosophy, Photography, and Theatre Arts.

AES V67; **ART** V02A, V02B, V02C, V11A, V12A, V13A, V16A, V19; **DANC** V01, V10, V14, V15, V19, V50; **ENGL** V10, V21A, V21B, V22A, V22B, V26, V30, V31; **FREN** V01, V02, V03, V04, V51A; **GERM** V01, V02, V03, V04, V51A; **ITAL** V01, V02, V03, V04, V51A; **JAPN** V01, V02, V51A; **MUS** V02A-V02AL, V02B-V02BL, V02C-V02CL, V02D-V02DL, V09A, V09B, V24A, V24B, V24C, V24D; **PHIL** V02, V04, V05, V06A, V06B; **PHOT** V01, V02, V04A, V06A, V09A; **SPAN** V01, V02, V03, V03S, V04, V04S, V51A; **THA** V01, V02A, V02B, V05, V06, V10, V14, V21, V22.

Liberal Studies Emphasis

The courses that fulfill the **Liberal Studies** area of emphasis will examine a diverse array of academic disciplines providing a breadth of knowledge necessary to prepare students in the subject matter required for a multiple subject teaching credential in elementary or special education. In addition, the coursework is designed to enable students to: explore how knowledge across multiple disciplines is interrelated; think critically and creatively; write and speak clearly, coherently, and thoughtfully; read, understand, and evaluate all forms of text; evaluate the positive value and essential role of diversity; and formulate their own goals for continued learning and inquiry based on a foundation of intellectual curiosity.

BIOL V01, V01L; **EDU** V01; **ENGL** V01A; **HIST** V07A, V18A; **MATH** V38, V40; **PHSC** V01; **POLS** V01, V03; **SPCH** V01, V10.

NOTE: Students choosing the **Liberal Studies** Emphasis should follow CSU GE-Breadth pattern only, not IGETC, to satisfy the General Education requirements of this 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 Studies).

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 Services. Waivers may be granted under extenuating circumstances or when there has not been sufficient opportunity to enroll in required courses.

Other Programs

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

MOORPARK COLLEGE: exotic animal training and management; graphic design; and, radiologic technology.

OXNARD COLLEGE: addictive disorders studies; air conditioning/refrigeration; automotive body and fender; culinary arts; dental assisting; dental hygiene; fire academy; fire technology; restaurant management; and, legal assisting.

Catalog Rights / Continuous Enrollment

A student remaining in continuous enrollment 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 not to policies, procedures, or other regulations.

Catalog rights/continuous enrollment are defined as attendance in at least one term each calendar year. Any academic record symbol entered on a transcript (A through F, CR, NC, P, NP, I, IP, RD, W) shall constitute enrollment or attendance.

A student who has not maintained continuous enrollment is considered to be under new requirements when returning 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 may 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 Ws). Those affected by more restrictive guidelines include students receiving financial aid and alien students.

Double Counting

While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major or area of emphasis requirement.

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.

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 this College Catalog, appropriate websites, and your counselor.

TRANSFER INFORMATION

College/University Preparation Pathway

What is the College/University Preparation Pathway?

Many students attend the College to begin their pursuit of the college experience, often culminating in a Bachelor's degree, Master's degree, doctorate, or other professional degrees conferred by other institutions.

By following the college/university preparation pathway, students can complete courses that are not only applicable toward an associate degree at Ventura College, but can also fulfill lower division requirements for a bachelor's degree at the CSU or UC as well as at independent or out-of-state colleges and universities.

Transferable Courses

Transferable courses are those courses at the College that will apply toward baccalaureate credit at the institution to which the student plans to transfer. At a minimum, transferable courses provide elective credits toward admission requirements and graduation requirements.

Does This Course Transfer?

- Read the course description in this Catalog. Courses that note "Transfer credit: CSU" provide unit credit at all 23 campuses of the California State University system. Those that specify "Transfer credit: UC" also provide unit credit at all 10 campuses of the University of California system. Some transfer courses may be noted as having credit limitations; these limitations can be checked in the Counseling Office. Often independent colleges and universities will award unit credit for courses designated as CSU or UC transferable.
- Review the CSU GE and IGETC patterns which follow. Courses on these lists have been approved by the CSU and UC to fulfill general education requirements in the designated categories. If a course is not on a GE list it does not mean it won't transfer. Many courses transfer to CSU or UC that are not approved for GE credit.
- Examine **assist.org**. This website provides the most accurate and current information about CSU and UC courses that fulfill pre-major or major preparation requirements.
- Courses that are transferable but do not fulfill GE or major preparation are considered, at a minimum, elective credit. They may satisfy other requirements such as subject area coursework for admissions or additional graduation requirements.

General Education Transfer Patterns

Ventura College, the CSU, and the UC have established course patterns that community college students can use to complete lower division general education requirements for a bachelor's degree while attending the community college. The CSU GE and IGETC patterns are lists of approved courses designed for this purpose. In addition, some independent colleges and universities will accept IGETC and/or CSU GE as partially or completely fulfilling their own general education requirements.

Completion of either pattern will fulfill most of the general education requirements for the Associate degree in General Studies, Pattern III. Please note that completion of the IGETC pattern is not preferred for all schools or majors within the CSU or UC system. Pattern II of the General Studies degree is intended for students whose major/college does not recommend completion of the CSU GE or IGETC. Most importantly, students should meet with a counselor or university representative to help choose the appropriate pattern and coursework for their intended transfer institution.

Certification of General Education and Certificates of Achievement for CSU GE-Breadth or IGETC

After completing the IGETC or CSU GE patterns, the student will need to see a counselor to request that the transfer pattern coursework be certified by the Records Office. Students eligible for certification can also apply for a Certificate of Achievement. General Education certification means that the student's transfer pattern coursework at the college is officially recognized by the transfer institution as fulfillment of their lower division general education requirements for the bachelor's degree.

If the college coursework is not certified, the student can be held accountable for the selected transfer institution's general education requirements once beginning study at that institution. Partial certification in individual areas is also possible.

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. This information is also available on the Web at assist.org

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, the catalog from the selected school, and appropriate websites 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 courses required in preparation for their selected major and general education requirements.

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 that 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 that 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 and for impacted or over-subscribed majors.
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. ASSIST is an acronym for Articulation System Stimulating Interinstitutional Student Transfer. 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. The website contains articulation (formal contractual agreements) with the CSU and UC campuses for Ventura College and other California Community Colleges. ASSIST is available at 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, the Counseling Office, or the Transfer Center to determine how CAN-designated courses fit into their educational plans for transfer.

Transfer Admission Agreements

A Transfer Admission Agreement is a contract of understanding between a community college, a participating four-year university and the student guaranteeing that upon completion of the conditions of the agreement, the student will be admitted to the university for the agreed term of enrollment. Interested students should see a counselor to determine eligibility and begin the Transfer Admission Agreement process.

The following are the Transfer Admission Guarantee programs established at Ventura College.

California State University

- Northridge's TAG (Transfer Admission Guarantee)
- Channel Island's Transfer Pathway Agreement

University of California

TAG (Transfer Admission Guarantee)

- Davis
- Irvine
- Merced
- Riverside
- San Diego
- Santa Barbara
- Santa Cruz

Transfer to the California State University (CSU)

The California State University's (CSU) 23 campuses offer more than 1,800 Bachelor's and Master's degree programs in more than 350 subject areas. The CSU provides the majority of the skilled professional workers who are critical to the state's knowledge-based industries such as agriculture, engineering, business, technology, media, and computer science. In addition, the CSU is the state's leading provider of graduates in services that are critical to the state, providing more than 80 percent of the college degrees in criminal justice, education, social work, and public administration. Over 450,000 students are enrolled at the CSU each year with more than 66% of CSU Bachelor's degrees awarded to community college transfers. With proper program planning, students may complete lower division preparation at Ventura College and transfer to the campus of their choice without loss of units. Information on the major transfer fields for which students may prepare at VC is available in the Counseling Office or Transfer Center.

Transfer to the University of California (UC)

The campuses of the University of California (UC) provide exciting environments that foster world-class educational and research opportunities and generate a wide range of benefits and services that touch the lives of Californians throughout the state. The UC has established campuses throughout the state of California and enrolls more than 220,000 students. All campuses have uniform entrance requirements and certain other features in common. However, each campus is distinctive and not all majors are offered on all campuses. Students should study the list of undergraduate colleges, schools, and majors available on each campus to determine which campuses will best satisfy their educational needs. Students are encouraged to discuss with their counselors the particular advantages each campus has to offer.

More and more students are discovering the transfer path to UC. Close to a third of all UC bachelor's degrees are awarded to students who started out at community colleges. UC gives California community college students first priority over other transfer applicants.



Alpha Gamma Sigma, the national honor society, is one of more than 20 clubs on campus.

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 lower division courses required in the major and the general education requirements 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 and website 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 websites to receive the most current transfer information.

California State University (CSU)

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, 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 English Language Communication 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 website at csumentor.edu

These admission requirements are subject to change.

University of California (UC)

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.

To satisfy the scholarship requirement for eligibility, a minimum of 46 of the 60 semester units must have letter grades; in other words, a maximum of 14 of the 60 semester units can be credit/no credit or pass/no pass (see 3.a above).

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

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.

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 website at uctransfer.universityofcalifornia.edu

These admission requirements are subject to change.

CSU and UC

SUPPLEMENTAL ADMISSION CRITERIA: 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, the subject area requirements, and major preparation courses be completed no later than the prior spring. Also, some campuses do not permit pass/no pass or credit/no credit grading to meet major preparation requirements. 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 major courses and 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.



The first Ventura College Promise students, the largest program of its kind in the country, are now graduating.

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); East Bay (EB) (formerly Hayward); Fresno (FRE); Fullerton (FUL); 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, Library, or online. 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 website specifies the lower division requirements for a variety of majors throughout the state.

Third is the pattern of **general education**. This consists of approximately 35 to 50 units of required courses and restricted electives. 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 with an appropriate GPA 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.

CALIFORNIA STATE UNIVERSITY

2009-2010

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 approved course list.

Courses listed are subject to change.

Approved General Education Courses

AREA A - ENGLISH LANGUAGE COMMUNICATION 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, V03, V10, V15.

Group 2 - Written Communication

ENGL V01A.

Group 3 - Critical Thinking

ENGL V01B; **PHIL** V04, V05; **SPCH** V10.

AREA B - SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

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 corresponding to selected lecture course:

Group 1 - Physical Science

AST V01, V01L; **CHEM** V01A, V01AL, V01B, V01BL, V05, V10, V10L, V12A, V12AL, V12B, V12BL, V20, V20L, V21, V21L, V30, V30L; **ESRM** V02; **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, V23, V29, V29L; **ESRM** V01, V14; **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, V46A, V46B, V52; **PSY** V04.

*Requires a grade of C or better.

AREA C - HUMANITIES

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, V66, V67; **ART** V01, V02A, V02B, V02C, V03, V04, V05, V06, V07, V08, V09, V12A, V13A, V19, V51A; **DANC** V01; **FILM** V01; **MUS** V01, V03, V06, V07, V08, V09A, V09B; **PHOT** V01, V07; **THA** V01, V02A, V20, V29.

Group 2 - Humanities

AES V31; **ENGL** V01B, V10, V11A, V15, V16, V21A, V21B, V22A, V22B, V23, V26, V29A, V29B, V30, V31, V33, V34, V35, V36A, V36B; **FREN** V01, V02, V03, V04; **GERM** V01, V02, V03, V04; **HIST** V01A, V01B, V18A, V18B; **IDS** V08; **ITAL** V01, V02, V03, V04; **JAPN** V01, V02; **PHIL** V01, V02, V03A, V03B, V04, V06A, V06B; **SL** V10A, V10B, V10C; **SPAN** V01, V02, V03, V03S, V04, V04S, V20; **SPCH** V05; **THA** V23.

AREA D - SOCIAL SCIENCES

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.

Group 4 - Gender Studies

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

Group 5 - Geography

GEOG V02, V06, V08.

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, V20, V21.

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; **ESRM** V03; **POLS** V01‡, V02, V03‡, V04, V05, V09, V10, V11, V12, 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, V13, V24, V31.

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

‡ Will satisfy U.S. Constitution, and State and Local Government requirement.

AREA E - LIFELONG LEARNING AND SELF-DEVELOPMENT

A minimum of three (3) units, with no more than one (1) unit of physical activity:

AES V11; **ANTH** V02; **ART** V01; **BIOL** V10, V12, V18; ***CJ** V11, V12A, V12B; ***DANC** V10, V13-V19, V23, V27, V29-V31, V50; ***EAC** V21, V25-V28; **ESRM** V01; **HED** V70, V73, V76, V91, V92, V93, V95, V97; **HIST** V02A+, V02B+; **HEC** V10, V22, V23, V24, V97; ***PE** V01-V04, V06, V07, V09, V10, V12, V14, V17, V18, V20-V23, V31-V50, V52-V64, V66, V67, V69-V71, V73, V76, V78-V87, V91-V94, V97-V99; **PSY** V01, V02, V05, V25; ***REC** V41; **SOC** 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 websites (e.g., 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, 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 English Language Communication and Critical Thinking (all of Area A) and Mathematics/Quantitative Reasoning (Area B4).

TWENTY-THREE CSU CAMPUSES

Bakersfield (BAK)	Monterey Bay (MB)
Channel Islands (CI)	Northridge (NOR)
Chico (CHI)	Pomona (POM)
Dominguez Hills (DH)	Sacramento (SAC)
East Bay (EB)	San Bernardino (SB)
Fresno (FRE)	San Diego (SD)
Fullerton (FUL)	San Francisco (SF)
Humboldt (HUM)	San Jose (SJ)
Long Beach (LB)	San Luis Obispo (SLO)
Los Angeles (LA)	San Marcos (SM)
Maritime Academy (MA)	Sonoma (SON)
	Stanislaus (STA)

CONSIDERATION OF SUMMER COURSEWORK FOR FALL ADMISSION — Some campuses restrict the use of summer coursework to satisfy some fall admission requirements. Campuses known for this are: CI, FUL, LB, MB, POM, SAC, SD, SF, SJ, SLO, SM, and SON.

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 these 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 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 most courses 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 pass/no pass grades. Campuses known to impose limitations on courses graded as credit (pass/no pass) are: DH, FUL, 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 for GE and any excess units in one area shall not apply to another area.

TRANSFER COURSES — The approved CSU listing designates those courses that may be used to meet GE requirements; it is not a complete listing of all courses that transfer to CSU. Transferability of courses may be checked in the Ventura College Catalog, the Schedule of Classes, the Counseling Office, the Transfer Center, or at the ASSIST website: assist.org

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, in addition to GE requirements. Courses approved to satisfy this requirement are specified in appropriate areas. Most campuses permit double counting of courses taken to meet this requirement and GE-Breadth if the student is partially or fully certified.

MAJOR COURSES — Most campuses require a grade of C or better for each course required in preparation for a student’s major; most do not allow a “Pass” (P) for major courses. Most CSU campuses allow applicants who submit full or area certifications to double count courses for general education and major requirements. Some majors are highly selective and require completion of some, or all, of the required major preparation coursework prior to transfer. Consult your counselor for more information.

FOREIGN LANGUAGE AND SECOND SEMESTER ENGLISH — Some campuses require foreign language and/or second semester of English composition 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, DH, EB, LA, 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. 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, LB, LA, MB, SB, SD, SF, SJ, and SM.

ADDITIONAL REQUIREMENTS — You are advised to consult your counselor and the catalog of the state university that you plan to attend for requirements unique to that school. Completion of the Social Sciences 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 that may impose additional graduation requirements are: BAK, CI, CHI, EB, FUL, HUM, LB, LA, MB, NOR, SAC, SJ, SLO, SM, SON, and STA.

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.

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 or csumentor.edu or uctransfer.universityofcalifornia.edu

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 Records Office 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 or 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 assist.org

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2009-2010

General Education - Breadth Requirements

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.

Approved General Education Courses

Each course 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 (4-5 quarter units).

ENGL V01A.

B. Critical Thinking — English Composition: 1 course, 3 semester units (4-5 quarter units).

ENGL V01B; PHIL V05.

C. Oral Communication (CSU requirement only): 1 course, 3 semester units (4-5 quarter units).

SPCH V01, V03, V10, V15.

2. MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING:

1 course, 3 semester units (4-5 quarter units).

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

3. ARTS and HUMANITIES:

At least 3 courses, each at least 3 semester units (4-5 quarter units), with at least one course from the Arts and one course from the Humanities; 9 semester units (12-15 quarter units).

A. Arts

AES V10, V12, V65, V66, V67; ART V01, V02A, V02B, V02C, V03, V04, V05, V06, V07, V08, V09; DANC V01; MUS V03, V06, V07, V08, V09A, V09B; PHOT V07; THA V01, V20, V29.

B. Humanities

AES V31; ENGL V15, V16, V21A, V21B, V22A, V22B, V23, V26, V29A*, V29B*, V30, V31, V33, V34, V35, V36A, V36B; FREN V02, V03, V04; GERM V02, V03, V04; HIST V01A, V01B, V18A, V18B; IDS V08; ITAL V02, V03, V04; JAPN V02; PHIL V01, V02, V03A, V03B, V04, V06A, V06B; SL V10B, V10C; SPAN V02, V03*, V03S*, V04*, V04S*, V20; THA V23.

4. SOCIAL and BEHAVIORAL SCIENCES:

At least 3 courses, each at least 3 semester units (4-5 quarter units), from at least 2 disciplines or an interdisciplinary sequence; 9 semester units (12-15 quarter 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; **ESRM** V03; **GEOG** V02, V06, V08; **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, V20, V21; **HEC** V24*; **JOUR** V01; **POLS** V01, V02, V03, V04, V05, V11, V12, V14, V15, V16; **PSY** V01, V02, V05, V07-V07L, V15, V25, V29, V30, V31*; **SOC** V01, V02, V03, V04, V05, V07, V13, 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 (9-12 quarter units); each course must be at least 3 semester units (4-5 quarter units), except separate lab courses.

A. Physical Sciences

AST V01, V01L; **CHEM** V01A, V01AL, V01B, V01BL, V05, V10*, V10L*, V12A*, V12AL*, V12B, V12BL, V20*, V20L*, V21*, V21L*, V30, V30L; **ESRM** V02; **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, V23, V29, V29L; **ESRM** V01; **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, V02, V03, V04; **GERM** V01, V02, V03, V04; **ITAL** V01, V02, V03, V04; **JAPN** V01, V02; **SL** V10A, V10B, V10C; **SPAN** V01, V02, V03*, V03S*, V04*, V04S*.

*UC course credit may be limited. Please consult counselor or ASSIST for additional information.

U.S HISTORY, CONSTITUTION AND AMERICAN IDEALS: CSU Graduation Requirement Only. Not part of IGETC; may be completed prior to transfer. Six (6) units, one course from Group 1 and one course from Group 2. GROUP 1. **POLS** V01, V03; GROUP 2. **AES** V02A, V02B, V22, V40A, V40B, V63; **HIST** V02A, V02B, V03A, V03B, V04B, V05A, V05B, V07A, V07B, V12, V17.

General Transfer Information

CAVEAT — These courses and requirements are subject to change. Students should consult a counselor or appropriate websites to receive the most current transfer information.

Completion of the IGETC is not generally 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. It is **not** advisable for all transfer students to follow the IGETC. Some students may be better served by taking courses that fulfill the CSU General Education-Breadth requirements or those GE requirements 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 most undergraduate campuses of UC have requirements that render the use of IGETC either inappropriate or not permitted (e.g., the College of Engineering). 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. For current information consult the UC Answers for Transfers booklet).

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 online or in the Ventura College Counseling Office and the Transfer Center.

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, the subject area requirements, and major preparation courses with grades of C or better be completed by the end of the spring semester prior to transfer in the fall.

Completion of the IGETC satisfies lower division GE requirements at all CSUs and most UCs. 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 or CSU 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 or UC systems. Consult a counselor or the campus of your choice to determine transfer admission requirements.

USE OF SUMMER COURSEWORK FOR FALL ADMISSION

Some campuses permit students to use courses taken in the summer to satisfy requirements for the subsequent fall term, with the exceptions of English composition (CSU-GE, all of Area A; IGETC, Area 1) and mathematics (CSU-GE, Area B4; IGETC, Area 2). Campuses known to impose some limitations are: Cal State CI, FUL, LB, MB, POM, SAC, SD, SF, SJ, SLO, SM, and SON; and UCB, UCD, UCLA, UCSD, UCSB, and UCSC.

CERTIFICATION — All CSU and most UC campuses will accept full certification of the IGETC as meeting all of the lower division GE requirements for the baccalaureate degree. Generally, the last community college a student attends before transferring will determine certification of the IGETC. 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 full certification must include satisfaction of the Language Other Than English (LOTE) requirement. Consult a counselor to determine the options for satisfaction of the LOTE requirement.

Partial certification of IGETC is permitted. A maximum of two IGETC courses may be completed after transfer (excluding Areas 1 and 2).

CERTIFIED COURSES — Coursework completed at regionally accredited institutions to include California Community Colleges (CCCs), along with those colleges and universities which are not CCCs, including out-of-state and independent colleges, may be included among the courses to certify student completion of IGETC if such coursework is comparable to courses on any CCC approved course list. 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.

SCHOLARSHIP — Courses used for IGETC certification must be completed with a minimum grade of C (C- is not acceptable). A "Pass" (P) is acceptable, providing it is equivalent to a grade of C or higher at the institution where the course was taken. The UC system allows a maximum of 14 semester units graded Pass/No Pass. Individual CSU campuses also impose unit limitations for P/NP courses.

COURSE RESTRICTIONS — A single course may count only once; it cannot be used to fulfill GE requirements in two areas simultaneously. The more advanced coursework used to satisfy the UC requirement in Language Other Than English may also be used to satisfy the Humanities requirement. Coursework utilized to satisfy the CSU requirement in U.S. History, Constitution and American Ideals may generally 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.

TRANSFER COURSES — The approved IGETC course listing designates those courses that may be used to meet university-wide general education requirements (see Certification). The GE courses are not a complete listing of all courses that transfer to CSU and UC. Transferability of courses may be checked in the Ventura College Catalog, the Schedule of Classes, the Counseling Office, the Transfer Center, or at the ASSIST website: assist.org

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 generally be used to satisfy GE requirements for IGETC; this is at the discretion of each CSU campus. 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.

MAJOR COURSES — Most campuses require a grade of C or better for each course required in preparation for a student's major; most do not allow a "Pass" (P) for major courses. Also, UC will allow IGETC courses to count toward major requirements. Only some CSU campuses will allow double counting. See CSU General Transfer Information.

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.

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 that requires the preceding course(s) as prerequisite to advancement.

OTHER COLLEGES AND 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 Records Office 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 uctransfer.universityofcalifornia.edu and for CSU at 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 assist.org

UNIVERSITY OF CALIFORNIA AT SANTA BARBARA

General Education/Breadth Requirements

Students who transfer to UCSB have the option to follow either IGETC or the General Education/Breadth requirements at UCSB. Students should refer to assist.org "General Education/ Breadth" to see a complete listing of requirements for both the College of Letters and Science, and the College of Engineering. Please consult a counselor at Ventura College or UCSB to determine which GE pattern is most appropriate for your transfer major.

College of Letters and Science

Many California community college transfer students will complete IGETC (Intersegmental General Education Transfer Curriculum) in lieu of the UCSB College of Letters and Science general education requirements. Students planning to major in the Computer Science B.A., or in the fields of biological sciences, chemistry, economics, environmental studies, geology, geophysics, physics or other high-unit majors must be careful to complete lower division major prerequisites if they are to make normal, timely progress through the major. Therefore, students pursuing these majors are advised to focus first on major preparation and then either IGETC or UCSB general education.

While completion of IGETC is not a requirement for admission to UCSB, in order to waive the lower division general education requirements for graduation from UCSB, IGETC must be completed prior to transfer and you must obtain certification from your community college.

If you think you will not complete IGETC prior to transfer, go to assist.org to see the General Education/Breadth requirements for the College of Letters and Science at UCSB. UCSB's general education requirements do not have to be completed prior to transfer.

College of Engineering

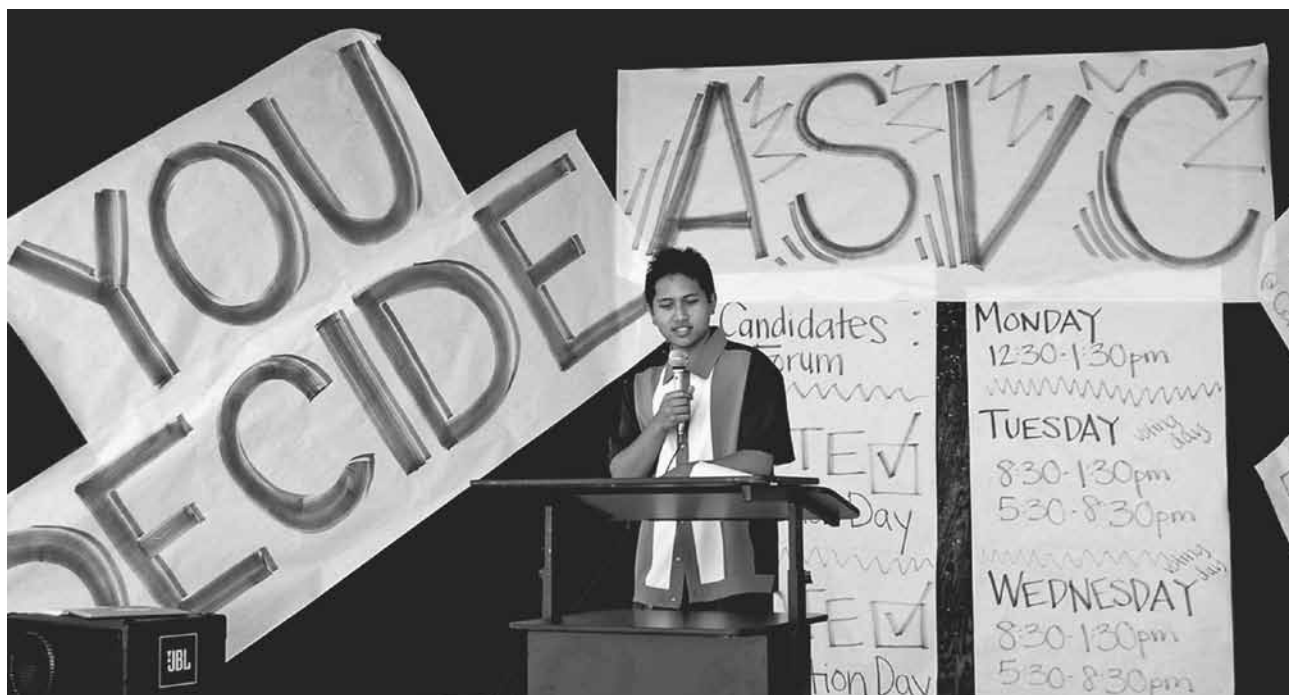
Students planning to transfer into a College of Engineering major (Chemical Engineering, Computer Engineering, Computer Science, Electrical Engineering, Mechanical Engineering) may follow IGETC, but are encouraged to follow the general education/breadth requirements in the College of Engineering (see assist.org). Students are advised to complete major preparation, English composition and two to four courses from the UCSB engineering general education pattern prior to transfer. General information about the College of Engineering Transfer Admission Guarantee (TAG) can be found at the top of the list of engineering majors in ASSIST. For specific course requirements for TAG admission into each of the engineering majors, applicants should look at each major in ASSIST.

College of Creative Studies

Students hoping to transfer into the College of Creative Studies may complete IGETC or satisfy specific College of Creative Studies general education requirements. Students seeking information about the College of Creative Studies should refer to ccs.ucsb.edu or speak to a Creative Studies advisor.

Transfer Admission Guarantee (TAG)

UCSB offers a guaranteed admission program for transfer students who meet specific requirements outlined in detail at assist.org (top of "Majors" category). The UCSB Transfer Admission Guarantee (TAG) applies to general admission to the College of Letters and Sciences but not necessarily to a specific major; the TAG also applies to the College of Engineering. Some majors in the College of Letters and Science, and all Engineering majors, may be required to complete specific major preparation coursework. The Transfer Admission Guarantee (TAG) does not apply to majors in the College of Creative Studies. See a Ventura or UCSB counselor or visit the Ventura College Transfer Center for additional information.



Student government is very active at VC.

CALIFORNIA LUTHERAN UNIVERSITY

2009-2010

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.

A course can be used only once to satisfy GE requirements. Even though a course may be listed in more than one area, the course cannot be double counted for GE.

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 website at callutheran.edu

General Education Courses

AREA I. PROFICIENCIES

A. Written Communication

1. Freshman English:
ENGL V01A or exams (with scores) in AP (4 or 5) or CLEP (50) or IB (4 or higher).
2. Writing intensive course:
Junior level transfers (58+ units) complete one course after transfer.

B. Speaking Intensive

Select one course from:
SPCH V01, V05, V10, V13; **THA** V02A; or Oral Communication Proficiency Test.

C. Foreign Language

Select two sequential courses in the same language from:
FREN V01-V04; **GERM** V01-V04; **ITAL** V01-V04; **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

Select one course from:
CS V17; **MATH** V04, V05, V20, V21A, V21B, V21C, V24, V38, V40, V44, V46A, V46B, V52; or appropriate score on CLU Math Placement Test.

AREA II. PERSPECTIVES

A. Humanities

1. History - Select one course from:
AES V02A, V02B, V21A, V21B, V22, V40A, V40B, V41, V42A, V42B, V61, V63 or any one course in history.
2. Literature - Select one course from:
AES V31; **ENGL** V01B, V15, V16, V21A, V21B, V22A, V22B, V23, V26, V30, V31, V33, V34, V35, V36A, V36B; **SPAN** V20; **THA** V23.

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

Select two courses, one with lab, from:

AG V03; **ANAT** V01; **ANPH** V01; **ANTH** V01, V01L; **AST** V01, V01L; **BIOL** V01, V01L, V03, V04, V10, V12, V14, V18, V23, V29, V29L, V30, V31, V32, V40, V41; **CHEM** V01A, V01AL, V01B, V01BL, V05, V10, V10L, V12A, V12AL, V12B, V12BL, V20, V20L, V21, V21L, V30, V30L; **ESRM** V01, V02; **GIS** V22; **GEOG** V05, V06, V22; **GEOL** V02, V02L, V03, V07, V11, V21; **MICR** V01; **PHSC** V01; **PHYS** V01, V02A-V02AL, V02B-V02BL, V03A-V03AL, V03B-V03BL, V04-V04L, V05-V05L, V06-V06L; **PHSO** V01.

C. Social Sciences

Select two courses from different disciplines from:

AES V01, V11; **ANTH** V02-V04, V06, V07; **ECON** V01A, V01B; **ESRM** V03; **GEOG** V02, V08; **HEC** V23, V24; **POLS** V01-V05, V08-V12, V14-V16; **PSY** V01-V05, V07, V25, V29-V31; **SOC** V01-V04, V07, V13, V31.

D. Visual and Performing Arts

Select one participation course from:

Note: Only one course may be less than two units credit.
ART V11A-V13C, V15A-V16B, V18A-V26B, V31A-V55B, V71-V74B; **DANC** V10, V13-V19, V23, V27, V29-V31, V50; **FDM** V18A, V18B; **MUS** V10-V27, V31A-V37, V43-V47, V60D, V60F, V61A, V61B; **PHOT** V01-V04B, V06A, V06B, V08-V09B, V73; **THA** V02A, V02B, V05, V06, V10, V14, V21, V22, V31.

One additional course from the list above or from:

AES V10, V12, V65, V66, V67; **ART** V01-V09, V14A-V14C; **DANC** V01; **MUS** V01-V09B; **PHOT** V07; **THA** V01, V20, 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. U.S. Diversity

Select one course from:

AES V01, V02A, V02B, V11, V20, V22, V23, V24, V40A, V40B, V41, V62, V63; **ANTH** V04, V06; **ART** V07; **AAS** V01; **CHST** V01, V02, V24; **ENGL** V33, V34, V35, V36A, V36B; **HIST** V02A-V03B, V05A, V05B, V12, V13, V17; **PSY** V30; **SOC** V03, V04, V24.

Note: Courses taken to meet this requirement may be double counted to meet Perspectives requirements.

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

2009-2010

General Education Requirements

GENERAL TRANSFER INFORMATION: Transfer students may enter the University of La Verne at the beginning of any term/semester. There is not a limit to the number of transfer units accepted by ULV. However, students are required to complete a minimum of 32 semester units through ULV as well as completing a minimum of 44 semester units at the upper division level. Students who have received credit through CLEP, DANES, USAFI, the military, correspondence, vocational, technical, and extension courses must follow the transfer policy as stated in the ULV catalog.

Students admitted and enrolled at ULV who are fully certified for the California State University General Education-Breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC) from a regionally accredited California Community College will be credited with fulfilling all of ULV's General Education-Breadth requirements with the exception of the Foreign Language requirement depending on the student's declared major. A copy of the certification form needs to be provided when the community college transcripts are sent to ULV. **No course will be considered for transfer unless a C- or better was received.**

Prospective students are encouraged to schedule an appointment with a ULV academic advisor for a preliminary evaluation of their transcripts.

General Education Courses*

I. WRITTEN AND ORAL COMMUNICATION

Select one course from each area:

- A. **ENGL** V01A
- B. **ENGL** V01B.
- C. **SPCH** V01, V10, V15.

II. QUANTITATIVE REASONING

Select one course from:

- CS** V17; **MATH** V04, V05, V20, V21A, V21B, V21C, V40, V44, V46A, V46B, V52; **PSY** V04.

III. SOCIAL AND BEHAVIORAL SCIENCES

Select two areas and complete one course from each area:

- A. **AES** V11; **ANTH** V02; **PSY** V01, V02, V05, V29; **SOC** V01, V02, V03, V04.
- B. **POLS** V01, V02, V05.
- C. **BUS** V30; **ECON** V01A, V01B.
- D. **ANTH** V01; **GEOG** V02, V08.

IV. HUMANITIES

Select three areas and complete one course from each area:

- A. **AES** V10, V12, V65, V66, V67; **ART** V01, V02A, V02B, V02C, V03, V04, V05, V06, V07, V08, V09; **ENGL** V29A, V29B; **HEC** V07; **MUS** V03, V06, V07, V08, V09A, V09B; **PHOT** V07; **THA** V01.
- B. **FREN** V02; **GERM** V02; **ITAL** V02; **JAPN** V02; **SPAN** V02.
- C. **HIST** V04A, V04B, V07A, V07B, V18A, V18B.
- D. **AES** V31; **ENGL** V15, V16, V21A, V21B, V22A, V22B, V23, V26, V30, V31, V33, V34, V35, V36A, V36B; **SPAN** V20; **THA** V23.
- E. **JOUR** V01, V05A.
- F. **ANTH** V07; **PHIL** V01, V02, V03A, V03B, V06A, V06B.
- G. **IDS** V08.

V. NATURAL WORLD

Select one course from each area, one of which must have a lab:

- A. **AG** V03; **BIOL** V01, V01L, V03, V04, V12, V23.
- B. **AST** V01, V01L; **CHEM** V01A, V01AL, V01B, V01BL, V10, V10L, V20, V20L, V30, V30L; **GEOL** V02, V02L, V03, V11. **PHSC** V01, **PHYS** V01, V02A, V02AL, V02B, V02BL, V03A, V03AL, V03B, V03BL.

VI. CREATIVE AND ARTISTIC EXPRESSION

Select two units from:

- ART** V11A, V11B, V12A, V12B, V13A, V13B, V13C, V15A, V15B, V15C, V16A, V16B, V19, V20C, V25A, V25B, V37A, V37B, V38, V51A, V51B, V52A, V52B, V53A, V53B; **DANC** V10, V14, V31, V50; **ENGL** V10; **MUS** V01, V13, V24A, V36, V55A; **PHOT** V01, V02, V04A, V06A; **THA** V02A, V05, V14, V20, V22, V31; or two semesters of **MUS** performance courses.

VII. LIFELONG FITNESS

Select one course from each area:

- A. **HED** V93, V95
- B. **DANC** V13, V15-V19, V23, V27, V29, V30; **PE** V01-V60.

ADDITIONAL ULV TRANSFER GUIDELINES

*Courses cannot be used to meet more than one GE-Breadth requirement. However students may take a maximum of one course in their major to fulfill a ULV GE-Breadth requirement. Transfer students will be required to complete the University Values (UV) requirements once they matriculate to ULV. These requirements will introduce students to the values of the University as they are articulated in the Mission Statement. Please refer to the catalog at laverne.edu for specific UV requirement guidelines.

CAVEAT — The courses and requirements listed are subject to change. Students should consult with a counselor or ULV academic advisor regularly throughout the school year to receive the most current transfer information.

Visit the University of La Verne website: laverne.edu



Student leaders visited Washington DC to attend a legislative Conference.

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 term 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 are not required 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. Students who believe they have met the prerequisite in ways other than by completing an equivalent course (for example, private instruction or on-the-job training) may file a petition. The Petition for Challenging a Prerequisite or Corequisite is available in the Assessment Office or the Counseling Office. The student shall bear the initial burden of showing that grounds exist for the challenge. The challenge process must be completed prior to the end of late registration. Students are encouraged to submit a prerequisite challenge seven working days prior to the first day of class. 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 co-designated or cross-referenced are identified by the phrase "Same as . . ."

Courses Offered on a Pass/No Pass Basis Only

By far, most of the courses offered by the college are offered for a letter grade. Students enrolled in these courses have the right to petition to be evaluated on a pass/no pass (P/NP) basis; interested students should consult the Academic Policies section of this Catalog. Only those courses that are offered exclusively on a P/NP basis (letter grade not possible) are so noted following the course description. All other courses without this notation are offered for a letter grade unless the student successfully petitions otherwise.

The following courses will be offered only for pass/no pass; no letter grade will be awarded:

AG V02; **ARCH** V95, V96; **ACT** V01, V02, V03, V04, V05, V08, V25, V88; **AUTO** V45, V95, V96; **BIOL** V31, V32, V60A, V95, V96; **BUS** V11, V12, V42, V95, V96; **BIS** V50, V53, V55A, V55B, V71C, V73, V76A, V76B, V77A, V77B; **CD** V95, V96; **CDL** V01, V03, V88; **CS** V95, V96; **CT** V95, V96; **CJ** V16, V40, V41, V42, V60A, V60E, V85, V86, V92, V95, V96; **DS** V88; **DRFT** V99; **EAC** V11, V19, V32, V60G, V60H, V95, V96; **ENGL** V03, V04A, V04B, V09, V133, V134, V135, V136A, V136B; **ESL** V01A, V01B, V01C, V02A, V02B, V02C, V03A, V03B, V03C, V04A, V04B, V04C, V05A, V05B, V05C, V06A, V06B, V06C, V07A, V07B, V08A, V08B, V12, V17A, V17B, V18A, V18B, V19A, V19B, V88; **GIS** V24; **GEOG** V24, V95, V96; **GW** V01A, V01G, V02A, V02B, V02Q, V02T, V02X, V88, V89, V90; **HS** V95, V96; **HEC** V95, V96; **HMSV** V96, V96; **IDS** V01, V09, V13, V60A-V60Z; **INTR** V95, V96; **JOUR** V31, V95, V96; **LDR** V88, V89; **LS** V01L; **MT** V18; **MATH** V01A, V01B, V01C, V01D, V01E, V03A, V03B, V03C, V03D, V03E; **MM** V95, V96; **NS** V15, V75, V76A, V76B, V76C, V76D, V83A, V83B, V84A, V84B, V85, V95, V96; **PM** V95; **PE** V95, V96; **POLS** V60C; **PSY** V04S; **SOC** V95, V96; **THA** V95, V96; **WS** V95, V96; **WEL** V95, V96; **WEXP** V95, V96.

Workshop series V88 & V89 courses not indicated above are pass/no pass or graded as designated in the Schedule of Classes.

Courses Not Applicable For Degree Credit

The preponderance of courses offered by the College are applicable for degree credit. Therefore, only those courses that are not applicable for degree credit are so noted following the course description. All other courses without this notation do apply for degree credit, including the awards offered by the College, whether to an Associate degree for graduation, a Certificate of Achievement, or a Proficiency Award.

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 Policies section of this Catalog. However, the units earned in these courses will not apply toward Proficiency Awards, Certificates of Achievement, or Associate degrees.

The following courses are not applicable for degree credit: **ACT** V01, V02, V03, V04, V05, V08, V25, V88; **CDL** V01, V03, V88; **ENGL** V03, V04A, V04B, V07, V08A, V08B; **ESL** V01A, V01B, V01C, V02A, V02B, V02C, V03A, V03B, V03C, V04A, V04B, V04C, V05A, V05B, V05C, V06A, V06B, V06C, V07A, V07B, V08A, V08B, V12, V17A, V17B, V18A, V18B, V19A, V19B, V33, V34A, V34B, V88; **IDS** V11, V12, V60A-V60Z; **LS** V01, V01L, V02, V03A, V03B, V03C, V07, V08, V09, V10, V14, V25, V88; **MATH** V09, V10; **NS** V84A, V84B, V85; **PSY** V04S; **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 (Channel Islands, Northridge, etc.) and/or is followed by the abbreviation **UC** meaning that the course will transfer to any of the 10 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 website: 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, area of emphasis, general education, or elective credit requirements for approved degree, certificate, or proficiency 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:

AG-Agriculture	ENGR-Engineering	MT-Manufacturing Technology
AES-American Ethnic Studies	ENGL-English	MATH-Mathematics
ANAT-Anatomy	ESL-English as a Second Language	MICR-Microbiology
ANPH-Anatomy/Physiology	ESRM-Environmental Science and Resource Management	MM-Multimedia
ANTH-Anthropology	FDM-Fashion Design and Merchandising	MUS-Music
ARCH-Architecture	FILM-Film Studies	NS-Nursing Science
ART-Art	FREN-French	PM-Paramedic
AAS-Asian American Studies	GIS-Geographic Information Systems	PHIL-Philosophy
ACT- Assistive Computer Technology	GEOG-Geography	PHOT-Photography
AST-Astronomy	GEOL-Geology	PE-Physical Education
AUTO-Automotive	GERM-German	PHSC-Physical Science
BIOL-Biology	GW-Guidance Workshops	PHYS-Physics
BUS-Business	HED-Health Education	PHSO-Physiology
BIS-Business Information Systems	HS-Health Science	POLS-Political Science
CHEM-Chemistry	HIST-History	PSY-Psychology
CHST-Chicano Studies	HEC-Home Economics	RE-Real Estate
CD-Child Development	HUM-Humanities	REC-Recreation
CDL-Cognitively Diverse Learners	HMSV-Human Services	SL-Sign Language
CS-Computer Science	IDS-Interdisciplinary Studies	SOC-Sociology
CT-Construction Technology	INTR-Internship	SPAN-Spanish
CJ-Criminal Justice	ITAL-Italian	SPCH-Speech
DANC-Dance	JAPN-Japanese	SS-Study Skills
DS-Developmental Studies	JOUR-Journalism	SUP-Supervision
DRFT-Drafting	LDR-Leadership	THA-Theatre Arts
ECON-Economics	LS-Learning Skills	WS-Water Science
EDU-Education	LIB-Library Instruction	WEL-Welding
EAC-Educational Assistance Center		WEXP-Work Experience
EMT-Emergency Medical Technology		



The bi-annual Fashion Show put on by the Fashion Design and Merchandizing students features their own designs and creations, and is industry-sponsored.

CREDIT COURSES, DEGREES, CERTIFICATES, AND AWARDS

AGRICULTURE

Associate in Science Degree
Certificate of Achievement

AGRICULTURAL PLANT SCIENCE

Transfer requirements may differ
See counselor or consult assist.org

REQUIRED COURSES:		Units
AG V03/BIOL V23	Plant Biology	4
AG V04	Soil and Water Science	3
AG V41	Language Management	3
AG V42A-V42B	Landscape Plant Identification and Uses I & II	3-3
AG V54/ ESRM V14	Conservation of Natural Resources	3
REQUIRED ADDITIONAL COURSES:		
Select one (1) of the following courses:		
BIOL V03	Introduction to Organismal and Environmental Biology	5
BIOL V04	Introduction to Cell and Molecular Biology	5
Select one (1) of the following sequences:		
CHEM V01A-V01AL	General Chemistry I & Laboratory	3-2
CHEM V20-V20L	Elementary Chemistry & Laboratory	4-1
Select one (1) of the following courses:		
MATH V04	College Algebra	4
MATH V20	Precalculus Mathematics	5
MATH V44	Elementary Statistics	4
PSY V04	Introductory Statistics for the Social and Behavioral Sciences	4
		33-34

Recommended courses: AG V21, V22, V23, V30, V40, V45; CHEM V01B-V01BL, V21-V21L; CT V37; GIS V22; GEOG V05, V08, V22; MATH V46A, V46B; MICR V01; PHYS V02A-V02AL, V03A-V03AL.

For other course descriptions, see Biology, Chemistry, Environmental Science and Resource Management, Mathematics, and Psychology

Certificate of Achievement

LANDSCAPE MANAGEMENT*

REQUIRED COURSES:		Units
AG V03/ BIOL V23	Plant Biology	4
AG V04	Soil and Water Science	3
AG V22	Insects and Diseases of Plants	3
AG V41	Landscape Management	3
AG V42A-V42B	Landscape Plant Identification and Uses I & II	3-3
AG V45	Tree Management	3
		22

*No Associate Degree awarded

Associate in Science Degree
Certificate of Achievement

NATURAL RESOURCES

Transfer requirements may differ
See counselor or consult assist.org

REQUIRED COURSES:		Units
AG V04	Soil and Water Science	3
AG V54/ESRM V14	Conservation of Natural Resources	3
BIOL V03	Introduction to Organismal and Environmental Biology	5
REQUIRED ADDITIONAL COURSE:		
Select one (1) of the following courses:		
CHEM V01A-V01AL	General Chemistry I & Laboratory	3-2
CHEM V20-V20L	Elementary Chemistry & Laboratory	4-1
Select one (1) of the following courses:		
MATH V44	Elementary Statistics	4
PSY V04	Introductory Statistics for the Social and Behavioral Sciences	4
Select one (1) of the following groups and complete all courses listed:		
GROUP A		
MATH V04	College Algebra	4
MATH V05	Plane Trigonometry	3
GROUP B		
MATH V20	Precalculus Mathematics	5
		25-27

Recommended courses: AG V02, V03, V40, V42A, V42B; BIOL V04; CHEM V01B, V01BL, V21, V21L; CT V37; GIS V22; GEOG V01, V01L, V05, V08, V22; GEOL V02, V02L; MATH V46A, V46B; MICR V01; PHYS V02A-V02AL, V03A-V03AL; REC V41; WS V10.

For other course descriptions, see Biology, Chemistry, Environmental Science and Resource Management, Mathematics, and Psychology

COURSE DESCRIPTIONS

AG V02 - AGRICULTURE 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 experience related to the student's major. The agriculture area offers project opportunities in pruning, trimming, planting, irrigation systems, landscape construction and other facility improvements.

May be taken for a maximum of 4 times. Offered on a pass/no pass basis only.

AG V03 - PLANT BIOLOGY - 4 Units

Hours: 3 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. Same as BIOL V23.

Transfer credit: CSU; UC; credit limitations - see counselor.

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.

Formerly Ag 4. Transfer credit: CSU; UC. **CAN AG 14.**

AG V21 - INTRODUCTION TO PEST MANAGEMENT - 3 Units

Hours: 3 lecture weekly

This course is a survey of and orientation to current laws, regulations and licensing requirements affecting individuals, businesses and agencies involved in pest management programs. Emphasis is on safety, environmental issues, pest identification, chemicals, eradication and control methods, equipment use, and preparation for state licensing and certification examinations.

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 are reviewed.

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.

Formerly Ag 23. Transfer credit: CSU.

AG V30 - PLANT PROPAGATION - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This course will review the principles and methods of propagating plants, sexual and asexual: field crops, fruits, vegetables, ornamentals, seeds, spores, cuttings, layering, grafting and budding. An emphasis will be placed on nursery and controlled-environment operations including propagation media, rooting aids, planting, transplanting, fertilization, irrigation, plant growth regulators, pest and disease identification and control. The use and maintenance of common tools, equipment and materials will be covered.

Field trips may be required. Transfer credit: CSU; UC.

AG V40 - NURSERY MANAGEMENT - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This course is an introduction to retail and wholesale nursery management. Topics will include: layout, schedule and operations of a nursery facility; analysis and performance of production practices; facility needs for different growing operations; plant production problems; management, marketing and sales, and, evaluation of production projects.

Field trips may be required. Transfer credit: CSU.

AG V41 - LANDSCAPE MANAGEMENT - 3 Units

Hours: 3 lecture weekly

This course introduces analysis and management practices associated with planting and maintaining landscaped grounds. Emphasis will be on pruning, selection and cultivation 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.

Transfer credit: CSU.

AG V42A - LANDSCAPE PLANT IDENTIFICATION AND USES I - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This course covers the 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 will be on plants with fall and winter unique characteristics. A plant collection will be required.

Field trips may be required. Transfer credit: CSU; UC; credit limitations - see counselor.

AG V42B - LANDSCAPE PLANT IDENTIFICATION AND USES II - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This course covers the 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 will be on plants with spring and summer unique characteristics. Studies include drought tolerant plants. A plant collection will be required.

Field trips may be required. Transfer credit: CSU; UC; credit limitations - see counselor.

AG V45 - TREE MANAGEMENT - 3 Units

Hours: 2 lecture, 3 Laboratory weekly

In this course, students will learn to identify and manage trees and large shrubs planted in southern California landscapes. Techniques for planting, pruning, staking, pest management, and general care will be emphasized. Students will gain practical experience in all aspects of tree management including trimming, repair and hazard evaluation.

Field trips may be required. Formerly HORT V45. Transfer credit: CSU.

AG V54 - CONSERVATION OF NATURAL RESOURCES - 3 Units

Hours: 3 lecture weekly

This course explores earth's natural resources and issues pertaining to their management, conservation, and preservation. Renewable and non-renewable resources will be investigated and will include conceptual methods and models for earth's hydrosphere, geosphere, biosphere, atmosphere, and pedosphere (soils). Discussion will include topics related to ecological relationships of water, energy sources, air, soil, grasslands, wetlands, forests, wildlife, and agricultural factors.

Field trips may be required. Formerly Ag 54. Same as ESRM V14. Transfer credit: CSU; UC; credit limitations - see counselor.

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 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/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 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 who wish to pursue projects not included in the regular curriculum. 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 Ag 90. Transfer credit: CSU.

AMERICAN ETHNIC STUDIES

AES V01 - NATIVE PEOPLES OF NORTH AMERICA - 3 Units

Recommended preparation: ANTH V02

Hours: 3 lecture weekly

This course is 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 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 United States history from the colonial period through Reconstruction with an emphasis on the role of Native American Indian peoples. This course emphasizes basic social, political, economic and intellectual concepts and developments of the country in general and the impact of/on Native American Indian peoples in particular.

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 the Civil War to the present with emphasis on the role and participation of the Native American Indian peoples. The course emphasizes basic American social, political, economic and intellectual concepts and developments of the country in general and in particular the impact of/on Native American Indian peoples.

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

This course is 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 cultures studied. Students will learn to identify, evaluate and appraise African and Pre-Columbian art.

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 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 that 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: ENGL V07 or ESL V33 or placement 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 V06B.

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 Reconstruction with emphasis placed on the role of African Americans. Starting in colonial America, the course will emphasize the contributions, institutions, trends, concepts, movements and problems relevant to the country in general and to African Americans in particular. 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 the Civil War 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. Analyses of amendments, and other American history topics such as industrialization, Jim Crow laws, Populist party, Spanish American war 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 the country in general and to African Americans in particular. 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, Southeast Asian and South 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.

AES V66 - INTRODUCTION TO MODERN AND CONTEMPORARY LATIN AMERICAN ART - 3 Units

Hours: 3 lecture weekly

A survey of mainstream modern and contemporary developments in painting, sculpture, crafts and architecture of selected Latin American countries, including both modernist and postmodernist forms, with particular emphasis on a Latin American identity through works of art as a form of cultural, and social expression.

Field trips will be required. Same as ART V09. Transfer credit: CSU; UC; credit limitations - see counselor.

AES V67 - INTRODUCTION TO NON-WESTERN ART - 3 Units

Hours: 3 lecture weekly

This course is a survey of Non-Western art and culture, including African, Asian, Islamic, Oceanic, and Native American. Works of art, crafts, and architecture from prehistoric to contemporary times are examined as a form of historical, cultural, and social expression.

Same as ART V02C. Transfer credit: CSU; UC; credit limitations - see counselor.

ANATOMY

ANAT V01 - GENERAL HUMAN ANATOMY - 4 Units

Prerequisite: BIOL V01-V01L or BIOL V03

Hours: 3 lecture, 3 laboratory weekly

This course is a survey of the gross anatomy and histology of the major human organ systems including the skeletal and muscle systems, the digestive, circulatory, respiratory, excretory, nervous, endocrine and reproductive systems. Laboratory work includes observation of models, and of human organs and tissues. 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]**.

ANATOMY/PHYSIOLOGY

ANPH V01 - INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY - 5 Units

Prerequisite: CHEM V10-V10L or CHEM V20-V20L or CHEM V30-V30L 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.

ANTHROPOLOGY

ANTH V01 - PHYSICAL ANTHROPOLOGY - 3 Units

Hours: 3 lecture weekly

This course is an introduction to the fundamental principles of physical anthropology. Topics will include: 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; the origins and significance of human physical diversity; and, the implications of population growth for the future of the species.

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: the 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

This course is an introduction to 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 and legal systems, language, subsistence strategies, social stratification, gender roles, art, and belief in the supernatural. Cultural change will also be addressed.

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

This course is an introduction to the history, goals, and methods of archaeological archaeology, coupled with a worldwide survey of human cultural 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 - NATIVE PEOPLES OF NORTH AMERICA - 3 Units

Recommended preparation: ANTH V02

Hours: 3 lecture weekly

This course is 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

This course is an exploration of women's roles, accomplishments and stereotypes, past and present, as they are affected by different types of cultures, simple and complex, including examples from all continents. Information and issues concerning American women are discussed from a cross-cultural perspective.

Formerly Anthro 6. Transfer credit: CSU; UC.

ANTH V07 - THE ANTHROPOLOGY OF MAGIC, RELIGION AND WITCHCRAFT - 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 V35 - INTRODUCTION TO FORENSIC SCIENCE - 3 Units

Hours: 3 lecture weekly

This course is an introduction to forensic science. The techniques and methods used by forensic scientists to evaluate biological and physical evidence in the modern forensic laboratory will be presented through demonstrations and guest presentations. Emphasis will be placed on applied forensic methods, evaluation of the limitations of current techniques and interpretations, and how to pursue a career in a particular specialty area of forensic science.

Field trips may be required. Same as CJ V35. Transfer credit: CSU; credit limitations - see counselor.

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/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.

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/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 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 who wish to pursue projects not included in the regular curriculum. 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 Anthro 90. Transfer credit: CSU; for UC, determined after admission.

ARCHITECTURE

See also: Construction Technology and Drafting
**Associate in Science Degree
 Certificate of Achievement**

ARCHITECTURE

*Transfer requirements may differ
 See counselor or consult assist.org*

REQUIRED COURSES:

	Units
ARCH V10 Introduction to Architectural Design	2
ARCH V15 Design and Model Construction	2
ARCH V21-V22 Architectural Graphics I & II	3-3
ARCH V23/ DRFT V05A Introduction to AutoCAD	2
ARCH V25 Digital Tools for Architecture	3
ARCH V31-V32 Architectural Practice I & II	3-3
ARCH V40 Architectural Design I	3

REQUIRED ADDITIONAL COURSES:

Select two (2) of the following courses:

ARCH V11/CT V20/ DRFT V02B Blueprint Reading: Architectural/Construction	3
ARCH V12/CT V12 Advanced Blueprint Reading: Commercial/Industrial	3
ARCH V24/ DRFT V05B Advanced Operations of AutoCAD	2
ARCH V33 Computer Applications in Architecture	3
ARCH V41 Architectural Design II	3
ARCH V58/CT V58 International Residential Code	3
ARCH V59/CT V59 International Building Code	3
ARCH V60/CT V60 Simplified Engineering for Building Construction	3
ARCH V64/CT V64 Building Construction: Materials and Methods	3
ARCH V75/CT V75 Introduction to Electrical, Plumbing and Mechanical Systems	3
May select two (2) units from the following courses as part of the two (2) courses additionally required:	
ARCH V95 or V96 Architecture Internship I & II	1-4/1-4 28-30

**For other course descriptions, see Construction
 Technology and Drafting**

COURSE DESCRIPTIONS

ARCH V10 - INTRODUCTION TO ARCHITECTURAL DESIGN - 2 Units

Hours: 2 lecture weekly

This course is the study of architectural design, including concepts of size, shape, material, context, number, variety, and relationship (pattern, hierarchy, contrast, and balance). Students will design and execute two-dimensional presentations composed of drawings, images and/or text that support intended communication and provide solutions to defined design problems.

Field trips may be required. 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.

Formerly Arch 11. Same as CT V20 & DRFT V02B. Transfer credit: CSU; credit limitations - see counselor.

ARCH V12 - ADVANCED BLUEPRINT READING: COMMERCIAL/ INDUSTRIAL - 3 Units

Recommended preparation: ARCH V11 or CT V20 or DRFT V02B or equivalent

Hours: 3 lecture weekly

This is an advanced blueprint reading course for inspectors, contractors and designers interested in commercial and industrial construction. This course will provide training in blueprint reading comprehension, system assemblies, and material specifications. Subjects to be covered will include soils, foundations, site work, concrete, masonry, structural steel, welding, mechanical and electrical systems.

Same as CT V12. Transfer credit: CSU; credit limitations - see counselor.

ARCH V15 - DESIGN AND MODEL CONSTRUCTION - 2 Units

Hours: 1 lecture, 3 laboratory weekly

The course is intended to provide beginning students with a hands-on design and construction experience in coordination with their first design and visual communication studios. The course has two primary content areas. The first is the safe operation of wood and metal tools and equipment and the second is the design and construction of a small scale project.

Fees will be required. Field trips may be required. May be taken for a maximum of 3 times. Transfer credit: CSU.

ARCH V21 - ARCHITECTURAL GRAPHICS I - 3 Units

Recommended preparation: DRFT V03 or 1 year of drafting experience

Hours: 2 lecture, 3 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. Formerly Arch 21. Transfer credit: CSU.

ARCH V22 - ARCHITECTURAL GRAPHICS II - 3 Units

Prerequisite: ARCH V21

Hours: 2 lecture, 3 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. 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, architectural computer assisted drafting (CAD), and an introduction to computer assisted machining (CAM).

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly Arch 24. Same as DRFT V05B

ARCH V25 - DIGITAL TOOLS FOR ARCHITECTURE - 3 Units

Recommended preparation: ARCH V23 or DRFT V05A

Hours: 2 lecture, 3 laboratory weekly

The course is designed to introduce digital tool components to architecture students. Course assignments develop the student's understanding and skills associated with 3D modeling (Form Z), image editing (Photoshop) and page layout (In-Design), or similar program applications.

Fees will be required. Field trips may be required. Transfer credit: CSU.

ARCH V31 - ARCHITECTURAL PRACTICE I - 3 Units

Recommended preparation: DRFT V03 or 1 year of drafting experience

Hours: 2 lecture, 3 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.

Fees will be required. Field trips may be required. Formerly Arch 31. Transfer credit: CSU.

ARCH V32 - ARCHITECTURAL PRACTICE II - 3 Units

Recommended preparation: DRFT V03 or 1 year of drafting experience

Hours: 2 lecture, 3 laboratory weekly

This course is designed to train students in preparing construction drawings for wood, masonry, concrete and steel. Design principles will be discussed.

Fees will be required. Field trips may be required. 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: 6 lecture-laboratory weekly

This course provides an opportunity for students to apply computer applications in architecture through the assignment of architectural projects. Students may select individual projects focusing on graphic techniques, design or construction drawings. All work will be performed using computer assisted drafting (CAD).

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 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 current 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).

Same as CT V58. Transfer credit: CSU; credit limitations - see counselor.

ARCH V59 - INTERNATIONAL BUILDING CODE - 3 Units

Hours: 3 lecture weekly

This is an introduction to the International Building Code (IBC), as published by the International Code Council (ICC). The IBC is the building code used for commercial and industrial structures. Subjects to be covered will include structural design requirements, inspection procedures, code comprehension and ICC inspector certification.

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 an introductory course designed to give the student an overview of basic construction engineering principles. This course will study subjects such as live and dead loads, uniform and concentrated loads, footing and foundation design, post and beam sizing, shear transfer, load path transfer, building material selection, connection methods, safety codes, and other aspects of structural design.

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. The course is intended to serve as an overview of the construction process.

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, such as the Americans with Disabilities Act (ADA) and California Title 24 Regulations, which 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.

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, system design, and basic inspection requirements.

Formerly Arch 75. Same as CT V75. Transfer credit: CSU; credit limitations - see counselor.

ARCH V80 - LANDSCAPE PLANNING AND DESIGN - 3 Units

Recommended preparation: DRFT V03 or 1 year of drafting experience

Hours: 6 lecture-laboratory weekly

This course is an introduction to landscape design. The course will stress planning and layout concepts, site analysis, plant use, walkways, decks, pools, irrigation systems and other exterior applications. Studies in land use, space, scale and unity will be included. Students will develop landscape design projects with emphasis on layout, graphics and presentation of drawings for residential and small commercial properties.

Transfer credit: CSU; UC.

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 who wish to pursue projects not included in the regular curriculum. 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.

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 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 pass/no pass 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 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 pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

ART

See also: Multimedia and Photography

**Associate in Arts Degree
Certificate of Achievement**

CERAMICS

*Transfer requirements may differ
See counselor or consult assist.org*

REQUIRED COURSES:

	Units
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 COURSES:	
Select two (2) of the following courses:	
ART V02A-V02B Introduction to the History of Western Art I & II	3-3
ART V02C/AES V67 Introduction to Non-Western Art	3
Select one (1) of the following courses:	
ART V41A Relief Printmaking I	3
ART V43A Silkscreen Printmaking I	3
	38

Recommended courses: ART V11B, V12B, V13B, V16A, V16B, V25B, V28A, V28B, V30A, V30B, V53B, V53C, V54A, V54B, V55A, V55B, V56; PHOT V01, V04A.

**Associate in Science Degree
Certificate of Achievement**

COMMERCIAL ART

*Transfer requirements may differ
See counselor or consult assist.org*

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
ART V02C/ AES V67	Introduction to Non-Western Art	3
Select one (1) of the following courses:		
ART V13A	Life Drawing I	3
ART V49	Commercial Art Portfolio Development	3
ART V73/ PHOTO V73	Digital Imaging	3
ART V74A-V74B	Digital Painting I & II	3-3
		36

Recommended courses: ART V06, V12B, V13B, V13C, V18A, V18B, V28C, V29C, V32A, V37A, V43A, V44A, V46A, V46B, V48, V75; FDM V18A, V18B; MM V74A, V74B; PHOT V02, V04A.

For other course descriptions, see Photography



Children from the Child Development Center love to "trick-or-treat" on Halloween.

**Associate in Arts Degree
Certificate of Achievement**

FINE ART

*Transfer requirements may differ
See counselor or consult assist.org*

REQUIRED COURSES:		Units
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 two (2) of the following courses:		
ART V02A-V02B	Introduction to the History of Western Art I & II	3-3
ART V02C/ AES V67	Introduction to Non-Western Art	3
REQUIRED ADDITIONAL COURSES FOR SPECIALIZATION AREAS:		
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 V02C/AES V67	Introduction to Non-Western Art	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 V09/AES V66	Introduction to Modern and Contemporary Latin American 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
ART V56	Ceramic Tile/Mosaic Techniques	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 V74A-V74B	Digital Painting I & II	3-3
ART V75	Digital Production for Graphic Communications	3
MM V74A-V74B	Adobe Photoshop I & II	3-3

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 V20C	Professional Practices in Painting	3
ART V36A-V36B	Head Painting I & II	3-3
ART V37A-V37B	Watercolor Painting I & II	3-3
ART V38	Landscape Painting	3
ART V39A-V39B	Intermediate Head Painting I & II	3-3
ART V40A-V40B	Intermediate Watercolor Painting I & II	3-3
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 V24	Collage and Assemblage	3
ART V25A-V25B	Beginning Sculpture I & II	3-3
ART V26A-V26B	Intermediate Sculpture I & II	3-3
		36

Recommended courses: ART V10, V21, V27; WEL V27; or any courses listed above not selected for the degree.

For other course descriptions, see American Ethnic Studies, Fashion Design Merchandising, Multimedia, and Photography

COURSE DESCRIPTIONS**ART V01 - ART APPRECIATION - 3 Units**

Hours: 3 lecture weekly

This course is designed as an introduction for the non-art major to basic concepts common to the visual arts and to acquaint the student with the major periods and styles of art. Painting, sculpture, and architecture from prehistoric times to Post-Modernism will be explored with particular emphasis on the art object as a form of cultural and social expression.

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 V02C - INTRODUCTION TO NON-WESTERN ART - 3 Units

Hours: 3 lecture weekly

This course is a survey of Non-Western art and culture, including African, Asian, Islamic, Oceanic, and Native American. Works of art, crafts, and architecture from prehistoric to contemporary times are examined as a form of historical, cultural, and social expression.

Same as AES V67. Transfer credit: CSU; UC; credit limitations - see counselor.

ART V03 - INTRODUCTION TO AFRICAN AND PRE-COLUMBIAN ART - 3 Units

Hours: 3 lecture weekly

This course is 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 cultures studied. Students will learn to identify, evaluate, and appraise African and Pre-Columbian art.

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 the Proto-Renaissance period of the 14th century through 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 V09 - INTRODUCTION TO MODERN AND CONTEMPORARY LATIN AMERICAN ART - 3 Units

Hours: 3 lecture weekly

A survey of mainstream modern and contemporary developments in painting, sculpture, crafts and architecture of selected Latin American countries, including both modernist and postmodernist forms, with particular emphasis on a Latin American identity through works of art as a form of cultural, and social expression.

Field trips will be required. Same as AES V66. 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

This course introduces theories and applications of two-dimensional composition in the visual arts using the elements of line, shape, texture, value and color. It provides an essential 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

This course explores the 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

This is an introductory drawing experience stressing graphic representation of objects through a variety of media and techniques. Particular emphasis is placed 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

This course is 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

This course provides basic instruction in drawing the human figure from the live model. It introduces theory and practice in the uses of linear and tonal form. Students will complete 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

This is a beginning oil painting course that explores the nature of structural and expressive values in traditional and 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

This is 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; UC; 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. Formerly Art 18B. Same as FDM V18B. Transfer credit: CSU; UC; 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 the exploration of materials and the 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

This intermediate course provides a more personal exploration of the scope of contemporary painting. Emphasis will be placed on additional practice in constructing and composing individual pictorial statements; the uses of light and color to define a unique communication; and 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

This course is a more highly refined exploration of oil painting that builds on the skills of the prerequisite course. Students will be expected to demonstrate a greater level of sophistication, creativity, technical accomplishment, and aesthetic sensitivity. Projects will demonstrate more individuality and personal content.

Fees will be required. Field trips may be required. Formerly Art 20B. Transfer credit: CSU; UC.

ART V20C - PROFESSIONAL PRACTICES IN PAINTING - 3 Units

Prerequisite: ART V20B or ART V37B or ART V47B

Hours: 6 lecture-laboratory weekly

This course is designed to prepare the student for a career as an artist using paint as a major medium of expression. Emphasis will be placed on working on a conceptually coherent series of paintings which will identify a personal aesthetic and content. Students will learn the skills necessary to function as a professional artist, including developing an artist statement, formulating a resume, properly documenting their work, learning how to set up a functional studio, and identifying exhibition opportunities.

Field trips may be required. May be taken for a maximum of 4 times. Transfer credit: CSU.

ART V21 - MURAL PAINTING: HISTORY AND PRACTICE - 3 Units

Recommended preparation: ART V11A and ART V13A and ART V15A and ART V16A

Hours: 6 lecture-laboratory weekly

This studio course provides an artistic and socialized overview of murals, both historical and contemporary. Primary focus will be on the application of color and design principles, and the drawing and painting skills required for the 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 V24 - COLLAGE AND ASSEMBLAGE - 3 Units

Prerequisite: ART V11A and ART V12A

Hours: 6 lecture-laboratory weekly

An intermediate-level studio class exploring the history and application of collage, assemblage and installation.

Field trips may be required. 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 hand skills, 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; UC; 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 hand skills, 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 hand skills, 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

This course is a study of head drawing at the intermediate level. Continued emphasis will be placed 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

This is an intermediate-level 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, and 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

This course provides basic instruction in mixed media in two-dimensional image making. Students will engage in analysis and studio practice with emphasis on exploration and development of various drawing media and mixed media. The media will include ink, gouache, acrylics, and collage 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

This course provides intermediate-level instruction in mixed media in two-dimensional representation. Students will engage in analysis and intensive studio practice with emphasis on exploration and development of various drawing media and mixed media. The media will include ink, gouache, acrylics, pastels, and collage 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

This course provides advanced-level instruction in mixed media in two-dimensional representation. Students will engage in analysis and intensive studio practice with emphasis on exploration and development of various drawing and mixed media. The media will include ink, gouache, acrylics, pastels, and collage 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

This is a beginning course in head painting. There will be a 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

This course is a continuation of the study of head painting with an 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 V38 - LANDSCAPE PAINTING - 3 Units

Prerequisite: ART V11A and ART V12A

Hours: 6 lecture-laboratory weekly

This course introduces painting skills and concepts applicable to landscape painting, both indoor and outdoor. It will focus on Plein Air painting in various outdoor locations. Students will paint in a variety of media, including acrylic, oil, and watercolor.

Field trips will be required. May be taken for a maximum of 4 times. 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

This course is 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

This is an intermediate-level relief printmaking course focusing on 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

This course is an introduction to intaglio printmaking, including drypoint engraving, aquatint techniques, and a full range of plate drawing and transfer techniques. Topics may also include advanced techniques, such as mezzotint, collagraph, and sugarlift.

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

This is an advanced course in intaglio printmaking. Students will work with sophisticated techniques such as sugarlift, solar plate etching, mezzotint, and chine cole. Research and exploration of current technical developments in the field of fine art intaglio printmaking will be encouraged. Students will be required to work toward a cohesive body of work, under the direction of the instructor, and will formulate clear goals and a plan of action for the semester.

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

This is a course in silkscreen process printing with an emphasis on serigraphy as a creative medium. Topics will include edition printing by using knife cut stencils, glue block-outs, 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

This course continues study of the silkscreen process printing with emphasis on serigraphy as a creative medium. Topics will include further work in edition printing using tusche and glue methods in 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

This course is an introduction to the fundamentals of lithographic printmaking. It is designed to familiarize the beginning student with a range of traditional and current lithographic techniques, including stone, aluminum plate, and paper lithography methods. Emphasis will be on the history, design, and production of fine art lithography.

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

This intermediate course in lithographic printmaking expands the student's understanding and experience with more specialized techniques such as color registration and printing, Mannerie Noire acid tinting, litho engraving and current trends in the field. Emphasis will be on the history, design, and production of fine art lithography.

Fees will be required. Field trips may be required. Formerly Art 44B. Transfer credit: CSU; UC.

ART V44C - LITHOGRAPHY: INTRODUCTION TO COLOR - 3 Units

Prerequisite: ART V44B

Recommended preparation: ART V48

Hours: 6 lecture-laboratory weekly

This course introduces color lithography with an emphasis on history, 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

This course continues study of silkscreen processing printing including fine art printing and commercial applications. Silkscreen building and studio planning will also be covered.

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 the fundamentals of relief, intaglio and planographic printmaking, designed to familiarize the beginning student with the range of traditional and current printmaking techniques available. Emphasis will be on the history, design and production of fine art printmaking.

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

This course is an introduction to the basic techniques of working with clay including coil, pinch, slab, and throwing on the potter's wheel. Topics will also include glazes and ceramic history.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. 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

This course provides continued practice in ceramic techniques. Students will experiment with sculptural ceramic forms.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly Art 51B. Transfer credit: CSU; UC.

ART V52A - CERAMIC DESIGN I - 3 Units

Prerequisite: ART V51B

Hours: 6 lecture-laboratory weekly

This course is an introduction to applied design and the use of glazes on ceramic work. Students will explore design techniques such as texture, incising, carving, sgraffito, wax resist, and slip/engobe.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly Art 52A. Transfer credit: CSU; UC.

ART V52B - CERAMIC DESIGN II - 3 Units

Prerequisite: ART V52A

Hours: 6 lecture-laboratory weekly

This course is an investigation of glazes, kiln firing and independent projects in clay. Students will be introduced to the firing processes of oxidation and reduction.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly Art 52B. Transfer credit: CSU; UC.

ART V53A - CERAMIC GLAZE THEORY I - 2 Units

Prerequisite: ART V51A

Hours: 4 lecture-laboratory weekly

This course is an introduction to the nature of clay and glaze ingredients. Students will experiment 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

This course is an investigation of glaze composition, characteristics, and methods of modification.

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

This course provides advanced experience in the development of glazes, their uses, modifications, and firing processes. Students will explore the designs of kilns, firing methods and firing effects on glazes and clays.

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

This course is an introduction to raku, saggar, and primitive-style firing processes. Students will discuss and evaluate the past and contemporary uses 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

This course is an in-depth study of the alternative firing techniques of raku, saggar and primitive-style with an emphasis on the student's own style and design and how these are enhanced by using 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. Topics will include demonstrations and discussions of clay manipulation in the wet, leatherhard, and greenware stages; underglaze, glaze, and overglaze decorating techniques; and studies in historical and contemporary decorating techniques.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. 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 offers a more in-depth study of decorating techniques that are applicable to a variety of firing processes such as carving, sgraffito, colored clay inlay, stamping, and texturing. Topics will also include the application of stains, slips, and engobes to unfired clay and the techniques of slip trailing, brushing, sponge stamping, dusting, and stenciling.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Transfer credit: CSU.

ART V56 - CERAMIC TILE/MOSAIC TECHNIQUES - 3 Units

Prerequisite: ART V51A

Hours: 6 lecture-laboratory weekly

This course presents an investigation into a variety of clay tile/mosaic construction techniques with an emphasis on low-fire decorative methods, use of electric kilns, and tile/mosaic installation.

Fees will be required. Field trips may be required. 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 is an introduction to 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 and other design projects. Students will gain a working knowledge of state-of-the-art layout and vector illustration software and an introduction to image editing software for scanning and basic 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 V71 or equivalent skills

Hours: 6 lecture-laboratory weekly

This course explores visual graphic design problems using layout, image editing, and illustration computer software applications. A series of projects will apply the elements of design and aesthetic principles to produce digital imagery, illustration, and text for print 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

Prerequisite: ART V11A and ART V12A

Recommended preparation: MM V74A or equivalent skills; and computer fundamentals

Hours: 6 lecture-laboratory weekly

This course is a creative exploration of digital image editing. Using their own photographs, and image editing software such as Adobe Photoshop, students engage in color and value correction, special effects, and creative cropping. This course emphasizes digital image problem solving with attention given to successful artistic composition. Students learn to scan, manipulate and enhance digital images for graphic and fine art reproduction.

Fees will be required. Field trips may 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; UC; credit limitations - see counselor.

ART V74A - DIGITAL PAINTING I - 3 Units

Prerequisite: ART V11A and ART V12A

Recommended preparation: computer familiarity

Hours: 6 lecture-laboratory weekly

An introduction to digital painting and illustration. Students will explore the differences and similarities of creating art using traditional and digital methods. Output and presentation will be explored.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly Art 74. Transfer credit: CSU; UC.

ART V74B - DIGITAL PAINTING II - 3 Units

Prerequisite: ART V74A

Recommended preparation: computer familiarity

Hours: 6 lecture-laboratory weekly

An introduction to digital painting and illustration. Students will explore the differences and similarities of creating art using traditional and digital methods. Students will develop a personal style through independent painting and drawing assignments. Output and presentation will be explored.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Transfer credit: CSU; UC.

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 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/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.

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 who wish to pursue projects not included in the regular curriculum. Students are accepted only by a 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 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: 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 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. 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.

ASSISTIVE COMPUTER TECHNOLOGY

These Assistive Computer Technology (ACT) courses are designed for students with disabilities.

ACT V01- ASSISTIVE COMPUTER TECHNOLOGY: EVALUATION - .5-1.5 Units

Hours: 1-3 lecture-laboratory weekly

Assess students' computer skills and techniques with Assistive Computer Technology to enable them to be successful in mainstream classes. Specifically, students will evaluate needs and get an overview of software to accommodate for their specific disabilities (e.g., voice recognition, graphic organizing, low vision, writing and reading tools, MS Windows accessibility features that accommodate computer users with disabilities). Students will utilize practice skills in individualized assessment-oriented assignments.

May be taken for a maximum of 4 times. Formerly ACT 1. Offered on a pass/no pass basis only. Not applicable for degree credit.

ACT V02 - ASSISTIVE COMPUTER TECHNOLOGY: KEYBOARDING SKILLS - .5-1.5 Units

Hours: 1-3 lecture-laboratory weekly

This course is designed to teach students basic keyboarding computer skills, techniques and assistive computer technology that will enable them to be successful in accessing the computer. Specifically, the course will review ergonomics and software that will accommodate students with disabilities (Kurzweil 3000, Jaws, Read and Write, and other assistive technology tools). Students will utilize and practice skills in individualized weekly typing tutorials and MS Word assignments that will focus on developing ACT keyboarding skills.

May be taken for a maximum of 4 times. Formerly ACT 2. Offered on a pass/no pass basis only. Not applicable for degree credit.

ACT V03 - ASSISTIVE COMPUTER TECHNOLOGY: ACCESS TO COMPUTERS - .5-1.5 Units

Hours: 1-3 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 accessing the Microsoft Office applications and basics of overall computer use. Specifically, the course will review software that will accommodate students with learning disabilities (such as Kurzweil, TextHelp, and Read Please) to aid in reading and writing. Students will also gain awareness of other ACT tools and practice skills in individualized weekly computer oriented assignments that will focus on developing better awareness of assistive computer technology skills.

May be taken for a maximum of 4 times. Formerly ACT V03A. Offered on a pass/no pass 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 pass/no pass basis only. Not applicable for degree credit.

ACT V05 - ASSISTIVE COMPUTER TECHNOLOGY: SKILLS FOR THE INTERNET - .5-1.5 Units

Hours: 1-3 lecture-laboratory weekly

This course is designed to teach students basic Internet computer skills, techniques and assistive computer technology that will enable them to be successful in accessing the World Wide Web and e-mail. Specifically, the course will review software that will accommodate students with disabilities (e.g., JAWS, Kurzweil, TextHelp, Read and Write, and ReadPlease) to aid in using the Internet. Students will utilize and practice skills in individualized weekly research, presentations and website review assignments that will focus on developing better overall research skills, as well as computing skills.

May be taken for a maximum of 4 times. Offered on a pass/no pass basis only. Not applicable for degree credit.

ACT V08 - 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.

May be taken for a maximum of 2 times. Formerly ACT V12. Offered on a pass/no pass basis only. Not applicable for degree credit.

ACT V25 - ASSISTIVE COMPUTER TECHNOLOGY: WRITING SKILLS - .5-1.5 Units

Hours: 1-3 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. Specifically, the course will review software that will accommodate students with learning disabilities (such as Kurzweil 3000, Read and Write, Inspiration, and MS Word). Students will utilize and practice skills in individualized writing assignments that will focus on writing skills.

May be taken for a maximum of 2 times. Formerly ACT V10. Offered on a pass/no pass 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 pass/no pass basis only. Not applicable for degree credit.

ASTRONOMY

AST V01 - ELEMENTARY ASTRONOMY - 3 Units

Hours: 3 lecture weekly

This course is 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 the physical laws that are relevant to the dynamics of the universe. The study will address astronomical beliefs that have influenced human thinking, philosophy, and morals.

Field trips may be required. Formerly Ast 1. Transfer credit: CSU; UC.

AST V01L - ELEMENTARY ASTRONOMY LABORATORY - 1 Unit

Prerequisite: AST V01 or concurrent enrollment

Hours: 3 laboratory weekly

This is a laboratory course in introductory astronomy that teaches observations of various astronomical objects interactively through a series of computer-based projects that act as a virtual telescope.

Transfer credit: CSU; UC.

AUTOMOTIVE

Associate in Science Degree Certificate of Achievement

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-V18L 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: WEL V01.

COURSE DESCRIPTIONS

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.

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.

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.

Field trips may be required. Formerly Auto 15.

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.

**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.

**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 V18L

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 V18LA.

**AUTO V18L - 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 V18LA.

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.

**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.

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.

Field trips may be required. Formerly Auto 26.

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.

Field trips may be required. Formerly Auto 28.

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

Recommended 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. Formerly Auto 45. Offered on a pass/no pass basis only.

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/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 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 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 pass/no pass 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 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 pass/no pass basis only.

BILINGUAL/CROSS-CULTURAL STUDIES

**Associate in Arts Degree
Certificate of Achievement**

BILINGUAL/CROSS-CULTURAL STUDIES

*Transfer requirements may differ
See counselor or consult assist.org*

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
SPAN V01	Elementary Spanish I	5
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 courses:

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

Select one (1) of the following courses:

SPAN V03	Intermediate Spanish I	5
SPAN V03S	Spanish Heritage Language I	5
		35

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

For course descriptions, see American Ethnic Studies, Chicano Studies, English, Health Education, History, and Spanish



One of the African-American History month events explored the impact of dance and music on cultures.

BIOLOGY

See also: Environmental Studies
**Associate in Arts Degree
 Certificate of Achievement**

BIOLOGICAL SCIENCES

*Transfer requirements may differ
 See counselor or consult assist.org*

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.

**For other course descriptions, see
 Chemistry, Mathematics, and Physics**



The Field Biology class takes students right to the ocean to study the impacts of man on the environment.

Associate in Science Degree Certificate of Achievement

BIOLOGICAL SCIENCES

*Transfer requirements may differ
 See counselor or consult assist.org*

REQUIRED COURSES:

	Units
BIOL V18 Human Heredity	3
BIOL V30 Introduction to Biotechnology and Molecular Biology	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
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PLANT BIOTECHNOLOGY OPTION:

BIOL V23/AG V03 Plant Biology	4
BIOL V32 Introduction to Methods of Plant Biotechnology and Molecular Biology	2
	24-26

Recommended courses: BIOL V01, V01L; MICR V01; PHIL V02.

**For other course descriptions, see
 Agriculture, Chemistry, and Mathematics**

Proficiency Award

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	1
CHEM V21-V21L Introduction to Organic and Biochemistry & Laboratory	3-2
	16

Recommended courses: MATH V03 or V03A-V03E; MICR V01.

For other course descriptions, see Chemistry

COURSE DESCRIPTIONS

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.

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.

Field trips may be required. Transfer credit: CSU; UC; credit limitations - see counselor.

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; and MATH V03 or MATH V03A-V03E or 1 year of high school intermediate algebra (Algebra II) with grade of C or better

Recommended preparation: ANPH V01 or BIOL V01-V01L or BIOL V29-V29L or MIGR 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: bacteria, 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 with grades of C or better

Recommended preparation: BIOL V03; CHEM V01B-V01BL; MATH V21A or V46A; and MATH V44

Hours: 3 lecture, 6 laboratory weekly

This course will cover principles and applications of the structure and function of biological molecules, prokaryotic and eukaryotic cell structure and function, homeostasis, cell reproduction and its controls, molecular biology, molecular genetics, transmission genetics, cell metabolism including photosynthesis, respiration and viruses. The philosophy of science, scientific methods and experimental design are foundational to the course. 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

This course is 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. Same as ESRM V01. Transfer credit: CSU; UC; credit limitations - see counselor.

BIOL V12 - PRINCIPLES OF HUMAN BIOLOGY - 3 Units

Recommended preparation: high school biology and high school chemistry

Hours: 3 lecture weekly

This is an introductory course 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, as well as a discussion of the roles and effects of human beings in the biological world.

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 is designed to introduce students to the study of biology in a field setting. Emphasis will be placed on the adaptation of organisms to their particular environment. Topics will include evolution, niche, population dynamics, community, ecosystems, energy flow, and terrestrial biomes. Field trips will stress identification and classification of common plants and animals.

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 V23 - PLANT BIOLOGY - 4 Units

Hours: 3 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. Same as AG V03. Transfer credit: CSU; UC; credit limitations - see counselor.

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 covered.

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 is a laboratory and field study of marine organisms and environments. Students will examine biological principles utilizing the scientific method.

Field trips will be required. Formerly Biol 29L. Transfer credit: CSU; UC.

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 that 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 interest in molecular biology and biotechnology. ANSI Z87.1 approved safety glasses and laboratory coats are required.

Field trips will be required. Formerly Biol 31. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

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 or BIOL V23

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 pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

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

This course provides an in-depth examination of the nature, causes, and treatment of cardiovascular diseases, stressing a comparison between normal cardiovascular physiology and pathophysiology. This course also offers the 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

The course is an in-depth examination of the nature, causes, and treatment of cancer, stressing a comparison between normal cellular physiology and cancer pathophysiology, as well as the clinical and psychosocial aspects of cancer. The course will examine the molecular, cellular and immunological mechanisms of cancer as well as the etiology and physiology of a variety of specific cancers. 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; 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 - 1 Unit

Recommended preparation: BIOL V18 and BIOL V30; CHEM V21-V21L; and MATH V03 or MATH V03A-V03E

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 pass/no pass 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/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.

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/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 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 who wish to pursue projects not included in the regular curriculum. 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 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 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 pass/no pass 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 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 pass/no pass basis only. Transfer credit: for CSU, credit limitations - see counselor; for UC, determined after admission.



The Biotech program has industry partners that supply cutting edge equipment for student use.

BUSINESS

See also: Business Information Systems and Supervision
**Associate in Science Degree
 Certificate of Achievement**

ACCOUNTING

*Transfer requirements may differ
 See counselor or consult assist.org*

REQUIRED COURSES:		Units
BUS V02	Income Tax Fundamentals	3
BUS V04	Computerized Payroll Accounting	3
BUS V07A	Business Calculations Using a Calculator	2.5
BUS V07B/ BIS V07	Business Calculations Using Excel	2.5
BUS V08	Computerized Accounting	3
BUS V30	Introduction to Business	3
BIS V40	Microcomputer Applications in Business	3
REQUIRED ADDITIONAL COURSES:		
Select one (1) of the following sequences:		
BUS V01A-V01B	Financial Accounting and 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
BIS V47A	Microsoft Access I	2
Select one (1) of the following courses:		
BUS V44/ SUP V81	Business English	3
BUS V45	Business Communications	3
		32-34

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

**For other course descriptions, see
 Business Information Systems and Supervision**

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Proficiency Award

BOOKKEEPING

(Awarded by the Department)

REQUIRED COURSES:		Units
BUS V03	Introduction to Accounting	3
BUS V04	Computerized Payroll Accounting	3
BUS V07A	Business Calculations Using a Calculator	2.5
BUS V07B/BIS V07	Business Calculations Using Excel	2.5
BUS V08	Computerized Accounting	3
		14

**For other course descriptions, see
 Business Information Systems**

**Associate in Science Degree
Certificate of Achievement**

**BUSINESS
General**

*Transfer requirements may differ
See counselor or consult assist.org*

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
BIS V40 Microcomputer Applications in Business	3

REQUIRED ADDITIONAL COURSES:

Select one (1) of the following sequences:

BUS V01A-V01B Financial Accounting and Managerial Accounting	4-4
BUS V03-V01A Introduction to Accounting & Financial Accounting	3-4
BUS V07A-V07B Business Calculations Using a Calculator & Excel	2.5-2.5

Select one (1) of the following courses:

BUS V07A Business Calculations Using a Calculator	2.5
BIS V70 Computer Fundamentals	2

Select one (1) of the following courses:

BUS V32/SUP V93 Human Resource Management	3
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 V44A-V44B Microsoft Word I & II	1-2/1-2
BIS V47A Microsoft Access I	2
BIS V70 Computer Fundamentals	2
BIS V71A Introduction to the Internet, the Web, and e-mail	1
BIS V71B Using the Web for Research	1
BIS V71C Creating a Web Page	1
BIS V77A Introduction to Microsoft Access I	1
	<u>26-30.5</u>

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

**For other course descriptions, see
Business Information Systems and Supervision**

**Associate in Science Degree
Certificate of Achievement**

BUSINESS MANAGEMENT

*Transfer requirements may differ
See counselor or consult assist.org*

REQUIRED COURSES:

BUS V31/SUP V94 Organization and Management	3
BUS V38/CD V38 Small Business Management	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
BUS V07A-V07B Business Calculations Using a Calculator & Excel	2.5-2.5

Select one (1) of the following courses:

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

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 V40/SUP V96 Organizational Behavior	3
BUS V43 Introduction to International Business	3
BUS V44/SUP V81 Business English	3
BUS V45 Business Communications	3
BIS V40 Microcomputer Applications in Business	3

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

BIS V44A Microsoft Word I	1-2
BIS V70 Computer Fundamentals	2
BIS V71A Introduction to the Internet, the Web, and e-mail	1
BIS V71B Using the Web for Research	1
BIS V71C Creating a Web Page	1
BIS V76A-V76B Microsoft Excel for Windows I & II	1-1
	<u>27-31</u>

Recommended courses: BUS V02, V40, V43, V44; CS V04; ECON V01A; SUP V81, V90, V96.

**For other course descriptions, see
Business Information Systems,
Child Development, and Supervision**

**Associate in Science Degree
Certificate of Achievement
EXECUTIVE ASSISTANT**

REQUIRED COURSES:	Units
BUS V44/ SUP V81 Business English	3
BUS V45 Business Communications	3
BIS V40 Microcomputer Applications in Business	3
BIS V70 Computer Fundamentals	2
BIS V71B Using the Web for Research	1

**REQUIRED ADDITIONAL COURSES:
Select two (2) to three (3) units from the following courses:**

BUS V06 Business Mathematics	3
BUS V07A Business Calculations Using a Calculator	2.5
BUS V12 Intermediate Keyboarding	1-3
BIS V47A Microsoft Access I	2

Select four (4) units from the following courses:

BIS V44A-V44B Microsoft Word I & II	1-2/1-2
	<u>18-19</u>

Recommended courses: BUS V07B; BIS V07, V47B, V71C;
SPCH V01.

For other course descriptions, see
Business Information Systems and Supervision

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**Proficiency Award
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 V40/ SUP V96 Organizational Behavior	<u>3</u>
	12

For other course descriptions, see **Supervision**

**Proficiency Award
INSURANCE SPECIALIST
(Awarded by the Department)**

REQUIRED COURSES:	Units
BUS V71 Insurance Fundamentals	3
BUS V72 Property and Liability Insurance	3
BUS V73 Personal Insurance	3
BUS V74 Commercial Insurance	<u>3</u>
	12

Recommended course: BUS V06.

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**Associate in Science Degree
Certificate of Achievement
MEDICAL ASSISTANT**

REQUIRED COURSES:	Units
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	3

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	<u>3</u>
	19-21

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

For other course descriptions, see
Business Information Systems and Supervision

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**Proficiency Award
MEDICAL TRANSCRIPTION
(Awarded by the Department)**

REQUIRED COURSES:	Units
BUS V27A Beginning Medical Terminology	3
BUS V27B Advanced Medical Terminology	3
BUS V44/ SUP V81 Business English	3
BIS V44A Microsoft Word I	<u>1-2</u>
	10-11

Recommended course: ANPH V01.

For other course descriptions, see
Business Information Systems and Supervision

Proficiency Award
RECEPTION SKILLS
 (Awarded by the Department)

REQUIRED COURSES:	Units
BUS V94 Professional Reception Skills	4
	4

COURSE DESCRIPTIONS

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

This course explores what financial accounting is, why it is important, and how it is used by investors and creditors to make decisions. The course covers the accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, and the classified financial statements. It includes issues relating to assets, liabilities, equity valuations, revenue and expense recognition, internal controls, and ethics.

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

This course provides an examination of how managers use accounting information in decision-making, planning, directing operations, and controlling. It will focus on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit analysis. The course includes an examination of profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in manufacturing organizations.

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.

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 A CALCULATOR - 2.5 Units

Hours: 5 lecture-laboratory weekly

This course introduces basic business math skills using a calculator and takes the student step-by-step through fundamental arithmetic concepts and a real-world application of techniques. Topics include: calculation of percentages as applied to sequential operations, trade discounts, partial payment, chain discounts, markup and markdown, payroll, taxes (payroll, real estate, sales, loans), prorations, simple and compound interest, and part compared to the whole; insurance costs for life insurance, real estate, auto, and medical; calculation of present and future value, U.S. rule and Merchant's rule for calculating interest; inventory and turnover methods, including depreciation methods; analyzing business financial statements and operating ratios; and evaluating annuities based on future and present value, early payoff, and regular payments. Students will learn how to complete basic tasks on the computer.

Formerly Bus 7A. Transfer credit: CSU.

BUS V07B - BUSINESS CALCULATIONS USING EXCEL - 2.5 Units

Prerequisite: BUS V07A or equivalent skills

Hours: 5 lecture-laboratory weekly

This course is designed to introduce the use of Excel to simplify business calculations, such as mortgages, interest, insurance costs, and "what-if" scenarios. Topics included will be: Excel templates to compute payroll; formulas; functions; analysis of commercial papers; use of scenarios for business solutions; projection of business trends; and, publishing a workbook as a Web page. Students will complete a business project using Excel.

Fees will be required. Formerly Bus 7B. Same as BIS V07. Transfer credit: CSU; credit limitations - see counselor.

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

This course provides students with the techniques necessary to master the keyboard. Students will learn basic keyboarding skills, and how to set up reports, tables, business letters, correspondence and employment documents.

May be taken for a maximum of 3 times not to exceed 3 units. Formerly Bus 11. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

BUS V12 - INTERMEDIATE KEYBOARDING - 1-3 Units

Prerequisite: BUS V11 with grade of CR or P

Hours: 2-6 lecture-laboratory weekly

This course provides students with the skills necessary to format and keyboard professional and technical forms and correspondence typical of a business, medical, legal, accounting and/or government office. Drills on speed and accuracy building are required.

May be taken for a maximum of 3 times not to exceed 3 units. Formerly BUS V12A. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

BUS V23 - BASIC PHLEBOTOMY - 2 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.

Hours: 2 lecture weekly

This course meets the California Department of Health Services minimum requirements for basic phlebotomy training. This is the first course in a sequence leading to eligibility to sit for the state certification exam as a Phlebotomy Technician I. Students will learn infection control and safety, universal precautions, basic anatomy and physiology, medical terminology, patient and specimen identification, selecting and preparing skin puncture site, blood collection equipment, post-puncture care, and medical waste and sharps. California law requires phlebotomy technicians to have a high school diploma or equivalent.

Fees will be required. Field trips may be required.

BUS V24 - ADVANCED PHLEBOTOMY - 2 Units

Prerequisite: BUS V23

Hours: 2 lecture weekly

This course meets the California Department of Health Sciences minimum requirements for advanced phlebotomy training. It leads to eligibility to sit for the state certification exam as a Phlebotomy Technician I. Students will learn advanced infection control and biohazards, preanalytical sources of error in specimen collection, anatomical site selection, patient preparation, risk and complication factors, anticoagulation theory, quality assurance in phlebotomy, corrective actions in phlebotomy and specimen processing, and legal issues related to blood collection. California law requires phlebotomy technicians to have a high school diploma or equivalent.

Field trips may be required.

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 V27A - BEGINNING MEDICAL TERMINOLOGY - 3 Units

Hours: 3 lecture weekly

This comprehensive overview of basic medical terminology provides the opportunity for the student to develop the knowledge, skills, and understanding of medical terminology. This includes basic word elements, word analysis, word building and spelling. Medical terms are identified as they relate to symptoms, pathologic conditions, diagnostic procedures, and therapeutic procedures.

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 in health related fields to communicate and understand the language of medicine by expanding their knowledge of medical terminology. The course reinforces concepts, principles, techniques and wording skills of basic medical terminology. Medical language, terms, and abbreviations commonly used in diagnostic procedures, treatment regimens, and surgical procedures are taught using an organ/systems approach. Techniques in the pronunciation, spelling, identification, and definition of complex medical terms are emphasized using case studies, medical reports and other medical forms found in the medical field. The focus of this course will be to add more terms to broaden the medical terminology vocabulary as well as to apply those terms in analysis of medical records, writing medical documentation and understanding medical writings.

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 communications, telephone techniques, medical ethics and liability, confidentiality, appointment scheduling, reading and writing of prescriptions, patient data management, and insurance basics.

Formerly Bus 28A.

BUS V28B - MEDICAL OFFICE PROCEDURES: BACK OFFICE - 3 Units

Recommended preparation: 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, 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, and medication administration techniques.

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. The course will review: the fundamental aspects of business, business organization and management, marketing, human resource management, finance, financial institutions, government and business ethics, and international business.

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 human resource management functions encompassing employer-employee relationships including major labor laws, recruitment and selection, training and development, performance management systems, wage and salary administration, benefits administration, and safety programs.

Field trips may be required. 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. In addition to general topics such as the origins and sources of law, dispute resolution and the American legal system, the primary emphasis is on the law of contracts and sale of goods under the uniform commercial code. Other areas of commercial law covered include: E-commerce, cyberlaw in a business context, torts in business, personal property (goods), and agency.

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 course is designed to provide tools for managers and potential managers to improve their decision making skills. Students will participate in group and individual exercises in managerial problem solving using the business games approach and emphasizing in-basket incidents.

Formerly Bus 34. 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 V40 - 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.

Field trips may be required. Same as SUP V96. Transfer credit: CSU; credit limitations - see counselor.

BUS V42 - DYNAMICS OF LEADERSHIP - .5-3 Units

Hours: .5-3 lecture weekly

This course is designed for students who wish to develop an understanding and appreciation of the dynamics of leadership in groups and organizations. Topics will include the elements of leadership, group dynamics and team development, application of leadership skills in a group setting, entrepreneurship in business and social sectors, serving the community, and the development of an individual leadership and entrepreneurship plan. Students will be encouraged to participate in community service projects designed to provide an opportunity to demonstrate leadership skills.

Offered on a pass/no pass basis only.

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 the practical application of college-level business English skills, which include reading, writing, speaking, and listening with comprehensive coverage of language structure, punctuation, spelling usage, word 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 focuses on 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 presentations.

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 V60A-Z - TOPICS IN BUSINESS - .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 business offerings. Example of topics to be offered from time to time include: communication; decision making; and problem solving.

Transfer credit: determined by transfer institution.

BUS V60A - COMMUNICATION IN THE WORKPLACE - .5 Unit

Hours: .5 lecture weekly

This course will offer students knowledge and skill to aid them in being more effective communicators at work. Students will learn how to prepare for and hold effective individual and group meetings and how to give clear and constructive instructions and feedback in relation to work objectives. They will learn about the power of listening in relation to effectiveness. Both oral and written communication will be addressed.

BUS V60B - PROBLEM SOLVING AND DECISION MAKING IN THE WORKPLACE - .5 Unit

Hours: .5 lecture weekly

This course covers the steps involved in problem solving and decision making in the workplace. Students will learn to recognize the difference between formal and informal values in an organization and to make decisions based on those values. The course will include problem identification, data-based decision making, problem solving guidelines, and outcome evaluation.

BUS V60C - FUNDAMENTALS OF SUPERVISION - 1 Unit

Hours: 1 lecture weekly

This course offers an overview of the principles of effective supervision in the workplace. Students will learn the transition issues from colleague to supervisor, the role of the supervisor, and effective performance management. In addition, students will learn an array of communication styles which will enable them to understand and interact with a variety of people.

BUS V71 - INSURANCE FUNDAMENTALS - 3 Units

Hours: 3 lecture weekly

This course is designed to provide the general public and business students with a basic background in the modern system of insurance including different types of insurance, how insurance products are developed and distributed, and how insurance companies function. The fundamentals of common types of insurance policies are covered, including health and life insurance, homeowners' and renters' policies, as well as automobile and commercial insurance.

BUS V72 - PROPERTY AND LIABILITY INSURANCE - 3 Units

Hours: 3 lecture weekly

This course covers the fundamentals of property and liability insurance, including types of insurers, how insurance is regulated, and measuring financial performance. Also addressed are insurance operations such as marketing, underwriting and claims, loss exposure, and risk management.

BUS V73 - PERSONAL INSURANCE - 3 Units

Hours: 3 lecture weekly

Designed for the general public and the person aspiring to enter the insurance field, this course provides basic information about personal insurance for the individual. It covers topics such as automobile insurance, homeowners and renters insurance, other property insurance such as fire and earthquake insurance, as well as personal liability insurance, life insurance, financial planning and health insurance.

BUS V74 - COMMERCIAL INSURANCE - 3 Units

Hours: 3 lecture weekly

This course covers the full scope of commercial insurance, including commercial property and business income insurance, commercial crime insurance, equipment breakdown insurance, inland and ocean marine insurance, commercial general liability insurance, commercial automobile insurance, business owners policies and farm insurance, and workers compensation insurance.

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.

Field trips may be required. May be taken for a maximum of 2 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 not to exceed 12 units.

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/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 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 who wish to pursue projects not included in the regular curriculum. 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 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. Additionally, students will 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 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 pass/no pass 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 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 pass/no pass 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 a 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 a computer. It will provide back office skills training in asepsis, drug administration, exam preparation and assisting, vital signs, basic lab testing, and emergency first aid. Students will be 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 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 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

See also: Business and Computer Science

Proficiency Award

ADMINISTRATIVE ASSISTANT

(Awarded by the Department)

REQUIRED COURSES:

BIS V98	Administrative Assistant	Units 16
		16

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Proficiency Award

COMPUTERIZED OFFICE

(Awarded by the Department)

REQUIRED COURSES:

BUS V07A	Business Calculations Using a Calculator	Units 2.5
BIS V44A-V44B	Microsoft Word I & II	1-2/1-2
BIS V56A-V56B	Microsoft PowerPoint I & II	1-1
BIS V70	Computer Fundamentals	2
BIS V71A	Introduction to the Internet, the Web, and e-mail	1

REQUIRED ADDITIONAL COURSES:

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

GROUP A

BUS V07B/ BIS V07	Business Calculations Using Excel	2.5
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GROUP B

BIS V76A-V76B	Microsoft Excel for Windows I & II	1-1
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Select one (1) of the following groups and complete all courses listed:

GROUP A

BIS V47A	Microsoft Access I	2
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GROUP B

BIS V77A-V77B	Introduction to Microsoft Access I & II	1-1
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13.5-16

For other course descriptions, see Business

Proficiency Award
MICROCOMPUTERS: BUSINESS APPLICATIONS

(Awarded by the Department)

REQUIRED COURSES: LEVELS I & II		Units
BIS V40	Microcomputer Applications in Business	3
BIS V44A	Microsoft Word I	1-2
BIS V70	Computer Fundamentals	2
BIS V71A	Introduction to the Internet, the Web, and e-mail	1

REQUIRED ADDITIONAL COURSES:

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

BUS V07A	Business Calculations Using a Calculator	2.5
BUS V08	Computerized Accounting	3
BIS V44B	Microsoft Word II	1-2
BIS V47A	Microsoft Access I	2
BIS V56A-V56B	Microsoft PowerPoint I & II	1-1
BIS V71B	Using the Web for Research	1
BIS V71C	Creating a Web Page	1

May select one (1) of the following groups and complete all courses listed as part of the additionally required courses to total twelve (12) or sixteen (16) units:

GROUP A

BUS V07B/ BIS V07	Business Calculations Using Excel	2.5
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GROUP B

BIS V76A-V76B	Microsoft Excel for Windows I & II	1-1
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May select one (1) of the following groups and complete all courses listed as part of the additionally required courses to total twelve (12) or sixteen (16) units:

GROUP A

BIS V47B	Microsoft Access II	2
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GROUP B

BIS V77A-V77B	Introduction to Microsoft Access I & II	1-1
		12-16

For other course descriptions, see Business

COURSE DESCRIPTIONS

BIS V07 - BUSINESS CALCULATIONS USING EXCEL - 2.5 Units

Prerequisite: BUS V07A or equivalent skills

Hours: 5 lecture-laboratory weekly

This course is designed to introduce the use of Excel to simplify business calculations, such as mortgages, interest, insurance costs, and "what if" scenarios. Topics included will be: Excel templates to compute payroll; formulas; functions; analysis of commercial papers; use of scenarios for business solutions; projection of business trends; and, publishing a workbook as a Web page. Students will complete a business project using Excel.

Fees will be required. Same as BUS V07B. Transfer credit: CSU; credit limitations - see counselor.

BIS V10 - 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.

Formerly CIS V60. Transfer credit: CSU.

BIS V13 - 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 CIS V73.

BIS V14 - COMPTIA A+ CERTIFICATION PREPARATION TRAINING - 2 Units

Hours: 4 lecture-laboratory weekly

This CompTIA A+ certification preparation training course provides instruction to help prepare students to pass the A+ certification exam. The CompTIA A+ certification exam is a nationally recognized certification for PC (personal computer) technicians. The test measures competencies for a PC technician with six month of full-time PC support experience. There are two parts of the exam: (1) PC core hardware and (2) operating systems technologies. The A+ certification is often viewed as an entry-level credential for computer technicians.

BIS V40 - MICROCOMPUTER APPLICATIONS IN BUSINESS - 3 Units

Hours: 3 lecture weekly

This course provides an overview of computer concepts, including hardware, software, business information systems, microcomputers and business software with the emphasis on integrating spreadsheets, word processing documents, database documents, and presentations. Students will also learn about software applications involving business-related scenarios and the use of the microcomputer as a tool in business problem solving and decision making. 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

This course 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, columns and tables. 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

This course introduces the advanced business uses for Microsoft Word. Topics will include: creating advanced mail merge documents, labels, hyperlinks, and nondocument files; completing paste-up masters; integrating other programs into Word; and, using Word for statistical calculations. Graphics, macros, and templates will be covered. Fill-in forms will be developed for specific business scenarios. 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 V47A - MICROSOFT ACCESS I - 2 Units

Recommended Preparation: BIS V70 or equivalent skills

Hours: 4 lecture-laboratory weekly

This course introduces students to basic Windows and allows them to explore the capabilities of Microsoft Access. Students will learn how to develop and maintain a database, and create custom tables, queries, forms, and reports commonly used in business and government.

Fees will be required. Transfer credit: CSU.

BIS V47B - MICROSOFT ACCESS II - 2 Units

Prerequisite: BIS V47A

Hours: 4 lecture-laboratory weekly

This is an advanced Microsoft Access course with an emphasis on creating custom databases. Students will learn how to integrate Access to the Web. Topics will include: advanced tables, forms, queries, and reports; automating, securing, and integrating databases; and, the application of projects to a business setting.

Fees will be required.

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 determining one's software needs before selecting a computer.

Field trips may be required. Formerly BIS 50. Offered on a pass/no pass basis only.

BIS V53 - SOFTWARE UPDATE WORKSHOP - .5 Unit

Hours: 1 lecture-laboratory 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 2 times. Formerly BIS 53. Offered on a pass/no pass basis only.

BIS V55A - WORD FOR WINDOWS I - .5 Unit

Recommended preparation: basic keyboarding skills

Hours: .5 lecture weekly

This is an introduction to Microsoft Word for beginners. Students will learn how to access the program; create and edit documents; save and print; use the block feature; split and merge paragraphs; and use printing enhancements.

Formerly BIS 55A. Offered on a pass/no pass 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.

Formerly BIS 55B. Offered on a pass/no pass basis only.

BIS V56A - MICROSOFT POWERPOINT I - 1 Unit

Recommended preparation: BIS V70 or equivalent skills

Hours: 2 lecture-laboratory weekly

Students will learn how to use this powerful graphics presentation program to create effective presentations for business or for college courses. This course will cover the basics of Microsoft PowerPoint and provide students with a working knowledge of the program. In a hands-on self-paced program, students will cover the accepted standards for developing a presentation to include a variety of formats, design templates, and the use of graphs and organization charts.

Formerly BIS 56A. Transfer credit: CSU.

BIS V56B - MICROSOFT POWERPOINT II - 1 Unit

Recommended preparation: BIS V56A or equivalent skills

Hours: 2 lecture-laboratory weekly

This course introduces the skills necessary to create advanced PowerPoint presentations. Emphasis will be placed on customizing the text and graphics to meet the specific goal of the presentation. Topics will include: creating and editing transitions effects, creating master slide, master handouts, creating organization charts, diagrams for processes and relationships, and animation with slide show effects.

Formerly BIS 56B. Transfer credit: CSU.

BIS V70 - COMPUTER FUNDAMENTALS - 2 Units

Hours: 1 lecture, 3 laboratory weekly

Students will learn the components of the computer and care and handling of storage devices. Students will also acquire the basic skills needed to use a personal PC while learning about the current Windows Operating System which includes the following: use of the mouse; working with multiple windows and software programs; and using Help. Students will have hands-on practice using Explorer to organize files and folders; to create, rename, copy and delete files and folders. Students will also learn how to use word pad, the recycle bin and paint programs. How to prevent viruses and unwelcome "cookies" ads, and hard disk management will also be discussed.

Formerly BIS V70 & V79. Transfer credit: CSU; credit limitations - see counselor.

BIS V71A - INTRODUCTION TO THE INTERNET, THE WEB, AND E-MAIL - 1 Unit

Recommended preparation: BIS V70 or equivalent skills

Hours: 2 lecture-laboratory weekly

This course provides an overview of 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, File Transfer Protocol, Telnet, Netscape, Explorer, Wide Area Information Systems, Usenet and other Internet resources will be discussed. Online activities will be a major part of the course.

Fees will be required. Formerly BIS 71A. Transfer credit: CSU.

BIS V71B - USING THE WEB FOR RESEARCH - 1 Unit

Recommended preparation: BIS V70 or equivalent skills

Hours: 2 lecture-laboratory weekly

Students will learn to search the Web and the Internet efficiently and quickly using all of the various search tools that are available. Included will be the current methods for documenting Web resources. Students will do a research project on a topic of their choice.

Fees will be required. Formerly BIS 71B. Transfer credit: CSU.

BIS V71C - CREATING A WEB PAGE - 1 Unit

Recommended preparation: BIS V71B

Hours: 1 lecture weekly

This course provides an introduction to creating a Web page using HTML. Students will learn how to design a Web page, add animation, graphics, sound, and make editing changes to the page. They will upload their Web pages to the Web at the end of the course.

Formerly BIS 71C. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

BIS V71D - DREAMWEAVER FOR BUSINESS WEBSITES - 2 Units

Recommended preparation: BIS V70 or equivalent skills

Hours: 1 lecture, 3 laboratory weekly

This course provides an introduction to creating a website for business using Dreamweaver software. Topics will include: designing a Web page; adding animation, graphics, and sound; and, editing changes to the page. Students will upload their page to the Web at the end of the course.

Fees will be required.

BIS V73 - DESKTOP PUBLISHING WORKSHOP - 1 Unit

Recommended preparation: BIS V70 or equivalent skills

Hours: 2 lecture-laboratory weekly

This instructor-led hands-on workshop is an introduction to desktop publishing. It provides students with a working knowledge of the current computer software and gives participants the skills to produce quality publications with graphics, such as advertisements, reports, brochures, and other business documents.

May be taken for a maximum of 2 times. Formerly BIS 73. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

BIS V76A - MICROSOFT EXCEL FOR WINDOWS I - 1 Unit

Hours: 1 lecture weekly

This course is an introduction to the latest version of Excel. Students will learn how to create, edit, and save a worksheet and a simple chart. Topics covered will include formulas and functions, formatting techniques, and copying and moving worksheets.

Formerly BIS 76A. Offered on a pass/no pass 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 a hands-on course using Excel to create functions, sort and filter lists, work with advanced charts, and develop multiple-sheet workbooks. Students will analyze financial functions used in business to create "best-case" scenarios. The course is designed as an introduction to some of the more advanced worksheet capabilities used by businesses. Projects will be required that will apply the skills learned in this course.

Formerly BIS 76B. Offered on a pass/no pass basis only.

BIS V77A - INTRODUCTION TO MICROSOFT ACCESS 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 Microsoft Access 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.

Formerly BIS 77A. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

BIS V77B - INTRODUCTION TO MICROSOFT ACCESS II - 1 Unit

Prerequisite: BIS V77A

Hours: 1 lecture weekly

This is an instructor-led hands-on course with advanced techniques using Access. Topics include enhanced query design, table design, customized forms, macros, and customized report design. The emphasis is on the use of a database program in an office/business environment.

Formerly BIS 77B. Offered on a pass/no pass basis only.

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/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.

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/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 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 who wish to pursue projects not included in the regular curriculum. 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 BIS 90. Transfer credit: CSU.

BIS V98 - ADMINISTRATIVE ASSISTANT - 16 Units

Hours: 16 lecture weekly

This course provides comprehensive training in the skills required of an administrative assistant including computer hard disk management, electronic and manual record management, business software with an emphasis on integrating word processing, electronic spreadsheets, and presentations. Students will learn to use the Internet to create, organize and process e-mail, share information and files, and effectively use search engines for e-commerce and job searches. Topics will include business communication skills, professional telephone techniques, keyboarding and calculating machines, interviewing techniques, resume preparation, job searches, and internships.

Fees will be required. Formerly BIS 98.

CHEMISTRY

CHEM V01A - GENERAL CHEMISTRY I - 3 Units

Prerequisite: MATH V03 or MATH V03A-V03E 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 with grade of C or better or concurrent enrollment

Hours: 6 laboratory weekly

The laboratory provides the student 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 V01AL with grade of C or better; and CHEM V01B with grade of C or better 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+V01B].**

CHEM V05 - QUANTITATIVE ANALYSIS - 4 Units

Prerequisite: CHEM V01B-V01BL with grades of C or better

Hours: 2 lecture, 6 laboratory weekly

This course covers the practice and theory of chemical laboratory methods including techniques of gravimetric, volumetric, spectrophotometric analysis and separation, and introductory instrumental analysis with a focus on precision and accuracy of experimental data. The laboratory sequence will support the above topics and emphasize quantitative measurement, analysis of data and error propagation.

Field trips may be required. Transfer credit: CSU; UC.

CHEM V10 - CHEMISTRY AND YOUR WORLD - 4 Units

Hours: 4 lecture weekly

A college-level course in chemistry for non-science majors. The fundamentals of chemistry are covered, including scientific thinking, the atom, chemical formulas and equations. Organic chemistry and biochemistry are also studied. Other topics include plastics, foods, fitness, health, household chemicals, drugs and environmental pollution.

Field trips may be required. Formerly Chem 10. Transfer credit: CSU; UC; credit limitations - see counselor.

CHEM V10L - CHEMISTRY AND YOUR WORLD LABORATORY - 1 Unit

Prerequisite: CHEM V10 or concurrent enrollment

Hours: 3 laboratory weekly

This course consists of laboratory investigations of chemicals used every day. Safety in the lab and at home is emphasized. Various experimental techniques are investigated such as chromatography, dialysis, filtration, differential solubilities. These techniques are used to investigate foods, household chemicals, drugs, air pollution and water pollution. Light, the atom, chemical changes, physical changes, chemical reactions and the properties of water are also covered.

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. **CAN CHEM 22 [with CHEM V12AL] or CAN CHEM SEQ C [with CHEM V12AL+ V12B+V12BL].**

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. **CAN CHEM 22 [with CHEM V12A] or CAN CHEM SEQ C [with CHEM V12A+ V12B+V12BL].**

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 course is devoted to the study of biochemistry.

Formerly Chem 12B. Transfer credit: CSU; UC. **CAN CHEM SEQ C [with CHEM V12A+ V12AL+V12BL].**

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. **CAN CHEM SEQ C [with CHEM V12A+ V12AL+V12BL].**

CHEM V20 - ELEMENTARY CHEMISTRY - 4 Units

Prerequisite: MATH V01 or MATH V01A-V01E or MATH V11B or 1 year of high school beginning algebra with grade of C or better

Recommended preparation: MATH V03 or MATH V03A-V03E

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 V01A-V01AL or 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 V30 - CHEMISTRY FOR HEALTH SCIENCES - 4 Units

Prerequisite: MATH V01 or MATH V01A-V01E or MATH 11B or MATH V30 or 1 year of high school beginning algebra with grade of C or better

Hours: 4 lecture weekly

This course is for biological and health science majors. General, organic and biological chemistry are studied with an emphasis placed on medical applications. Topics in general chemistry will include the modern view of the atom, molecules, chemical compounds, and reactions. Topics in organic chemistry will include hydrocarbons, alcohols, aldehydes, and ketones. Topics in biochemistry will include carbohydrates, proteins, lipids, nucleic acids, and metabolism.

Field trips may be required. Transfer credit: CSU; UC.

CHEM V30L - CHEMISTRY FOR HEALTH SCIENCES LABORATORY - 1 Unit

Prerequisite: CHEM V30 or concurrent enrollment

Hours: 3 laboratory weekly

This course consists of laboratory investigations of general, organic and biological chemistry with an emphasis on medical applications. Experiments in general chemistry will include measuring densities, the separation of mixtures and chemical reactions. Experiments in organic chemistry will include examining the properties of hydrocarbons, alcohols, aldehydes and ketones. Experiments in biochemistry will include examining carbohydrates, proteins and fats.

Field trips may be required. Transfer credit: CSU; UC.

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/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 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 study opportunities for students who wish to pursue projects not included in the regular curriculum. 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 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 that 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/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.

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/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 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 who wish to pursue projects not included in the regular curriculum. 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 ChStd 90. Transfer credit: CSU; for UC, determined after admission.



The campus Día de los Muertos celebration is a hands-on event.

CHILD DEVELOPMENT

**Associate in Science Degree
Certificate of Achievement**

CHILD DEVELOPMENT

*Transfer requirements may differ
See counselor or consult assist.org*

REQUIRED COURSES:

	Units
CD V01 Introduction to Careers in Early Childhood Education	1
CD V05 Teaching in a Diverse Society	3
CD V24 Child Nutrition, Health and Safety	3
CD V61 Child, Family and Community	3
CD V62 Introduction to Programs in Child Development	3
CD V63 Introduction to Curriculum in Child Development	3
CD V64A Practicum in Child Development: Observation and Assessment	3
CD V64B Practicum in Child Development: Field Experience	3
HEC V23 Child Growth and Development	3

REQUIRED ADDITIONAL COURSES:

Select three (3) units from the following courses:

CD V11 Language Arts and Literacy 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 V16 Behavior and Classroom Management in Child Development	1.5
CD V19 Math and Science in Early Childhood	3
	28

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

The Child Development program prepares students for an Associate in Science degree in Child Development or for completion of a Certificate of Achievement in Child Development. Students develop knowledge of the subject matter and skills needed for success in a variety of careers in child development, education, or social services.

Successful completion of specific Child Development courses fulfills the Early Childhood (ECE) requirements for the California Department of Social Services, Title 22 regulations, to work in licensed childcare settings. In addition, successful completion of specific Child Development courses fulfills the education requirements for a Child Development Permit. Permits are offered by the California Commission on Teacher Credentialing at the following levels: Assistant, Associate Teacher, Teacher, Master Teacher, Site Supervisor, and Program Director. See the Child Development faculty for further information about Title 22 requirements or the Child Development permits.

For other course descriptions, see Home Economics

COURSE DESCRIPTIONS

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 V05 - TEACHING IN A DIVERSE SOCIETY - 3 Units

Hours: 3 lecture weekly

This course examines the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms, and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. The course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling.

Field trips may be required. Transfer credit: CSU.

CD V09 - FIELD WORK: CHILD DEVELOPMENT - 1 Unit

Corequisite: current negative TB test report; and enrollment in one additional course in the discipline

Hours: 3 laboratory weekly

This course provides supervised laboratory and field experience for students interested in developing their skills of observation and working with children. Opportunities will be provided for students to work with various ages of children from infants through school-age in more than one type of setting. This course provides hours needed to meet the requirements of the California Child Development Permit.

Field trips may be required. May be taken for a maximum of 4 times.

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; and 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 V13 - SOCIAL STUDIES EXPERIENCES FOR YOUNG CHILDREN - 1.5 Units

Prerequisite: CD V62 and HEC V23 with grades of C or better; and 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; and 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 V16 - BEHAVIOR AND CLASSROOM MANAGEMENT IN CHILD DEVELOPMENT - 1.5 Units

Prerequisite: CD V62 and HEC V23 with grades of C or better; and 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; and 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; and 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 V19 - MATH AND SCIENCE IN EARLY CHILDHOOD - 3 Units

Corequisite: current negative TB test report

Recommended preparation: CD V62

Hours: 3 lecture weekly

This course includes a study of the major developmental theories as they relate to the inquiry skills of math and science as they are presented to young children. Emphasis is on the application of theory, curriculum design, and assessment, especially through the use of developmentally appropriate learning activities, teaching techniques and materials.

Field trips may be required. Formerly CD V12 & CD V15. Transfer credit: CSU.

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 V28 - DEVELOPMENTAL CURRICULUM FOR INFANTS AND TODDLERS - 3 Units

Prerequisite: CD V62 and HEC V23 with grades of C or better; and 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 V64B

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 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 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 V61 - CHILD, FAMILY AND COMMUNITY - 3 Units

Hours: 3 lecture weekly

This course is the study of interaction and interdependency between home, family, school system, and community. Patterns of child rearing in contemporary society are discussed, as well as interactions of family, culture, and community. There is exploration of individual and social resources for family health and welfare, as well as methods of advocating for children through the legislative process. Evaluation of the influences of the broader community on families, including mass media, are covered.

Field trips will be required. Formerly CD 61. Transfer credit: CSU.

CD V62 - INTRODUCTION TO PROGRAMS IN CHILD DEVELOPMENT AND CURRICULA - 3 Units

Prerequisite: current negative TB test report

Recommended preparation: HEC V23 or HEC V24 or PSY V05

Hours: 3 lecture weekly

This course includes a review of the historical roots of early childhood programs and the evolution of the practices promoting advocacy and professional ethics. It examines the principles of developmentally appropriate learning environments and constructive adult-child interactions. Students are introduced to teaching strategies based on a foundation of relationships and knowledge of child development that support physical, social, emotional, and cognitive development for all children.

Field trips may be required. Formerly CD 62. Transfer credit: CSU.

CD V63 - INTRODUCTION TO CURRICULUM IN CHILD DEVELOPMENT - 3 Units

Prerequisite: current negative TB Test report
Recommended preparation: CD V62 and HEC V23
Hours: 3 lecture weekly

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children. Students will examine the early childhood teacher's role in supporting the learning and development of children from birth through age six with an emphasis on the essential role of play. The course also includes an overview of curriculum planning in content areas such as language and literacy, social and emotional learning, sensory learning, art and creativity, and math and science.

Field trips may be required. Transfer credit: CSU.

CD V64A - PRACTICUM IN CHILD DEVELOPMENT: OBSERVATION AND ASSESSMENT - 3 Units

Prerequisite: CD V62 and CD V63 and HEC V23; and current negative TB test report

Hours: 2.5 lecture, 1.5 laboratory weekly

The course focuses on the appropriate use of assessment strategies to document children's development, play, and learning to join with families in promoting children's success and maintaining quality programs. Emphasis is on recording strategies, rating systems, and portfolios. Multiple assessment methods are explored to document and analyze children's behaviors. Observations of children are completed at the Ventura College Child Development Center or in a designated child development center through direct observation or equivalent multimedia.

Field trips may be required. Transfer credit: CSU.

CD V64B - PRACTICUM IN CHILD DEVELOPMENT: FIELD EXPERIENCE - 3 Units

Prerequisite: CD V64A; and current negative TB test report
Hours: 2 lecture, 3 laboratory weekly

This course provides supervised experience in developing early childhood teaching competencies at the Ventura College Child Development Center or a designated child care center. Students will utilize classroom experiences to make connections between theory and practice, develop professional behaviors, and build comprehensive understanding of children and families. Child-centered, play-oriented approaches to teaching, learning, assessment, and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children.

Field trips may be required. Formerly CD V64. Transfer credit: CSU.

CD V65 - ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS - 3 Units

Prerequisite: CD V62 and HEC V23 with grades of C or better; and current negative TB test report
Hours: 3 lecture weekly

This course presents and assesses the principles and practices of child development administration. The areas covered include: program planning, organizational structure, budgeting, personnel, policies and practices, records, statistics, reporting, and relationships 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 who wish to pursue projects not included in the regular curriculum. 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 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 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 pass/no pass 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 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 pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

COGNITIVELY DIVERSE LEARNERS

CDL V01 - PERSONAL AND SOCIAL SKILLS FOR COGNITIVELY DIVERSE LEARNERS - 1.5-3 Units

Hours: 3-6 lecture-laboratory weekly

This course provides training in personal and social skills for students who have developmental disabilities and/or significant cognitive deficits. Through role-playing and class discussion, students will develop the skills necessary for responsible independence and enhanced quality of life. Topics will include developing healthy relationships, values and decision making, sexuality, health, and personal protection and safety.

Field trips may be required. May be taken for a maximum of 4 times. Offered on a pass/no pass basis only. Not applicable for degree credit.

CDL V03 - CONSUMER FINANCE FOR COGNITIVELY DIVERSE LEARNERS - 1.5-3 Units

Hours: 1.5-3 lecture weekly

This basic consumer finance course is designed for the student with significant cognitive deficits who is preparing for independent living and vocational training. Topics will include: concepts of consumer finance; currency; shopping and responsible spending; banking; insurance; taxes; budget and expenses; and, consumer loans. Emphasis will be placed on the application of financial concepts in real-world situations.

Field trips may be required. Offered on a pass/no pass basis only. Not applicable for degree credit.

CDL V88 - COGNITIVELY DIVERSE LEARNERS 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 pass/no pass basis only. Not applicable for degree credit.

COMPUTER SCIENCE

See also: Business, Mathematics, and Multimedia

Associate in Science Degree Certificate of Achievement

COMPUTER SCIENCE

*Transfer requirements may differ
See counselor or consult assist.org*

REQUIRED COURSES:

	Units
CS V11	3
CS V13	3
CS V15	3
CS V17/ MATH V52	3
CS V19	3

REQUIRED ADDITIONAL COURSES:

Select two (2) courses from any of the following courses in addition to the option selected: 6-8

REQUIRED ADDITIONAL COURSES FOR OPTION:

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

BIOINFORMATICS OPTION:

BIOL V30	3
MM V66	3
MM V82	3

JAVA OPTION:

CS V40	3
CS V42	3

MULTIMEDIA PROGRAMMING FOR GAMING OPTION:

CS V30	3
MM V61	3

VISUAL BASIC / C++ OPTION:

CS V20	3
CS V30	3

WEB PROGRAMMING OPTION:

MM V63	4
MM V64	4
MM V66	3

27-34

Recommended courses: MATH V21A, V21B; PHYS V04-V04L, V05-V05L.

**For other course descriptions, see Biology,
Mathematics, and Multimedia**

COURSE DESCRIPTIONS

CS V04 - 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. Formerly MATH V50. 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 MATH V03A-V03E 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 MATH V03A-V03E 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 includes 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 MATH V52 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 MATH V03A-V03E 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 V30 - BEGINNING C++ - 3 Units

Prerequisite: CS V04 or equivalent; and MATH V03 or MATH V03A-V03E 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 object-oriented programming. The course reviews control structures and data types with emphasis on structured data types and array processing. It introduces 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, 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. Formerly MATH V55. Transfer credit: CSU; UC. **CAN CSCI 18.**

CS V40 - BEGINNING JAVA - 3 Units

Prerequisite: CS V04 or equivalent; and MATH V03 or MATH V03A-V03E 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. Formerly MATH V56. 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 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/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.

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/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. 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 who wish to pursue projects not included in the regular curriculum. 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. 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 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 pass/no pass 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 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 pass/no pass basis only. Transfer credit: for CSU, credit limitation—see counselor; for UC, determined after admission.



Congratulations!

CONSTRUCTION TECHNOLOGY

See also: Architecture and Drafting
**Associate in Science Degree
Certificate of Achievement**

**CONSTRUCTION TECHNOLOGY
Building Inspection Option**

*Transfer requirements may differ
See counselor or consult assist.org*

REQUIRED COURSES:

	Units
CT V59/ARCH V59 International 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 V12/ARCH V12 Advanced Blueprint Reading: Commercial/Industrial	3
CT V20/ARCH V11/ DRFT V02B Blueprint Reading: Architectural/ Construction	3
CT V40 Building Code Certification Preparation	2
CT V41 IAPMO Plumbing Code Certification Preparation	2
CT V42 IAPMO Mechanical Code Certification Preparation	2
CT V43 Electrical Code Certification Preparation	2
CT V46 Building Permit Technician	2
CT V47/CJ V47 Building and Zoning Code Enforcement	3
CT V58/ARCH 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

May select three (3) units from the following courses as part of the six (6) courses additionally required:

CT V95-V96 Construction Technology Internship I & II	1-4/1-4 24-30
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**For other course descriptions, see Architecture,
Criminal Justice, Drafting, and Welding**

**Associate in Science Degree
Certificate of Achievement**

**CONSTRUCTION TECHNOLOGY
Construction Management Option**

*Transfer requirements may differ
See counselor or consult assist.org*

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 V77	Construction Business Management	3
CT V79	Construction Estimating	3
REQUIRED ADDITIONAL COURSES:		
Select six (6) 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 V12/ARCH V12	Advanced Blueprint Reading: Commercial/Industrial	3
CT V30	Shop Woodworking	3
CT V37	Landscape Construction	3
CT V50	Construction Contractor License Preparation	3
CT V52	Property Inspection	2
CT V58/ARCH V58	International Residential Code	3
CT V59/ARCH V59	International Building Code	3
CT V75/ARCH V75	Introduction to Electrical, Plumbing and Mechanical Systems	3
CT V76	Construction Job Site Management	3
DRFT V04/MT V04	Measurements and Computations	3
ENGR V05A	Plane Surveying	3
SUP V90	Introduction to Supervision	3
May select one (1) of the following courses as part of the six (6) 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 six (6) courses additionally required:		
CT V95-V96	Construction Technology Internship I & II	1-4/1-4 29-30

**For other course descriptions, see
Architecture, Business, Child Development, Drafting,
Engineering, Manufacturing Technology, and Supervision**

Proficiency Award

**CONSTRUCTION TECHNOLOGY
Electrician Trainee**
(Awarded by the Department)

REQUIRED COURSES:		Units
CT V20/ARCH V11/ DRFT V02B	Blueprint Reading: Architectural/ Construction	3
CT V66	National Electrical Code	3
CT V76	Construction Job Site Management	3
DRFT V04/MT V04	Measurements and Computations	3
		<hr/> 12

**For other course descriptions, see
Architecture, Drafting, and Manufacturing Technology**

COURSE DESCRIPTIONS

**CT V12 - ADVANCED BLUEPRINT READING:
COMMERCIAL/INDUSTRIAL - 3 Units**

Recommended preparation: ARCH V11 or CT V20 or DRFT V02B or equivalent

Hours: 3 lecture weekly

This is an advanced blueprint reading course for inspectors, contractors and designers interested in commercial and industrial construction. This course will provide training in blueprint reading comprehension, system assemblies, and material specifications. Subjects to be covered will include soils, foundations, site work, concrete, masonry, structural steel, welding, mechanical and electrical systems.

Same as ARCH V12. Transfer credit: CSU; credit limitations - see counselor.

**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.

Formerly CT 20. Same as ARCH V11 & DRFT V02B. Transfer credit: CSU; credit limitations - see counselor.

CT V30 - SHOP WOODWORKING - 3 Units

Hours: 6 lecture-laboratory weekly

This course is offered in a woodworking shop facility. It is a study of operations commonly performed in furniture and cabinet shops. Topics will include safety procedures, material selection, project design, wood fabrication, assembly methods, and finishing procedures. Students will work on individual woodworking projects as they learn both shop safety and craftsmanship.

Fees will be required. May be taken for a maximum of 4 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 also be reviewed.

Transfer credit: CSU.

**CT V40 - BUILDING CODE CERTIFICATION
PREPARATION - 2 Units**

Recommended preparation: ARCH V59 or CT V59 or 2 years of experience using the International Building Code

Hours: 2 lecture weekly

This course will provide a review of the International Building Code and focus on information necessary to pass the International Code Council (I.C.C.) "Building Inspector" certification examination. This I.C.C. certification is required for employment as a building or combination inspector.

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 CODE 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 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, professional certification, and career opportunities.

Same as CJ V47.

**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.

Formerly CT 50.

CT V52 - PROPERTY INSPECTION - 3 Units

Hours: 3 lecture weekly

This course is an introduction to real estate property inspection. Topics covered include foundations, roofing, utility systems, common defects, building codes, business liability, and industry licensing. This course is intended for individuals interested in buying property, property managers, property inspectors and those seeking a broad knowledge of construction.

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 current 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).

Same as ARCH V58. Transfer credit: CSU; credit limitations - see counselor.

CT V59 - INTERNATIONAL BUILDING CODE - 3 Units

Hours: 3 lecture weekly

This is an introduction to the International Building Code (IBC), as published by the International Code Council (ICC). The IBC is the building code used for commercial and industrial structures. Subjects to be covered will include structural design requirements, inspection procedures, code comprehension and ICC inspector certification.

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 an introductory course designed to give the student an overview of basic construction engineering principles. This course will study subjects such as live and dead loads, uniform and concentrated loads, footing and foundation design, post and beam sizing, shear transfer, load path transfer, building material selection, connection methods, safety codes, and other aspects of structural design.

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 covered will include soil mechanics, geological reports, land development, site preparation, foundation design, drainage control, and underground utilities.

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 covered 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.

Formerly CT 62.

CT V63 - REINFORCED CONCRETE CONSTRUCTION - 3 Units

Hours: 3 lecture weekly

This course is an introduction to reinforced concrete construction. Subjects to be covered will include soil strength factors, foundation design, structure design, concrete systems, reinforcements, cement composition, admixtures and strength of materials. This course will stress construction methods, building materials, the inspection process, and industry certifications.

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. The course is intended to serve as an overview of the construction process.

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.

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.

Formerly CT 66.

CT V67 - BUILDING ACCESSIBILITY REGULATIONS - 2 Units

Hours: 2 lecture weekly

This course is a study of California and federal regulations, such as the Americans with Disabilities Act (ADA) and California Title 24 Regulations, which 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.

Formerly CT 67. Same as ARCH V67.

CT V68 - STATE ARCHITECT (DSA) PROJECT INSPECTOR CERTIFICATION - 3 Units

Hours: 3 lecture weekly

This course is designed for individuals seeking Division of the State Architect (DSA) Project Inspector certification. DSA is responsible for government and school construction. This course will describe the qualifications, application and testing procedures required for the different levels of DSA certification. Inspectors and superintendents wanting to work on government projects are required to be DSA certified.

CT V69 - CALIFORNIA ENERGY REGULATIONS - 2 Units

Hours: 2 lecture weekly

This course is a study of the Title 24 California Energy Standards as they pertain to residential construction. Subjects to be studied will include the quality and selection of building materials, architectural design requirements, minimum construction standards, and compliance inspections.

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 include vocabulary, water supply systems, waste drainage, construction materials, and code inspection.

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.

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, system design, and basic inspection requirements.

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.

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 take-off lists. Topics will include materials, labor, overhead, profit, and other costs. Additional topics will include working with subcontractors and material suppliers, change orders, and scheduling problems.

Formerly CT 79. Transfer credit: CSU.

CT V84 - CONSTRUCTION SKILLS TRAINING - 3 Units

Hours: 6 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 4 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/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 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 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 pass/no pass 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 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 pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

CRIMINAL JUSTICE**Associate in Science Degrees
Certificate of Achievement****CRIMINAL JUSTICE***Transfer requirements may differ
See counselor or consult assist.org***REQUIRED COURSES:**

	Units
CJ V01 Introduction to Criminal Justice	3
CJ V02 Concepts of Criminal Law	3
CJ V03 Community Relations and Diversity	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 V19 Anatomy of Murder	3
CJ V25 Introduction to 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 V35/ANTH V35 Introduction to Forensic Science	3
CJ V60B Criminal Justice Employment Orientation	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
	21

Recommended courses: AES V11; BUS V44, V45; CS V04; CJ V11, V12A, V12B; PHOT V01; PE V32, V33, V34; PSY V15; SOC V03; SPCH V01; SUP V81.

The Criminal Justice program is 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.

COURSE DESCRIPTIONS**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 - COMMUNITY RELATIONS AND DIVERSITY - 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, along with communications and crisis management by persons working in the criminal justice system. Students will explore the complex relationship between the community and the justice system with emphasis on the challenges of dealing with the role of race, ethnicity, gender, sexual orientation, social class, language, and culture in shaping these relations.

Field trips may be required. Formerly CJ 3. Transfer credit: CSU; UC.

CJ V04 - LEGAL ASPECTS OF EVIDENCE - 3 Units

Recommended preparation: CJ V02

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 course 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 V02

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. Focus will also be placed on the importance of information gathering techniques, and thorough, accurate, and well-written report writing, not only as a reflection of professionalism, but also to ensure the ability of the justice system to prosecute the criminal case.

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 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-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. 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 JITSU - 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. It is designed to provide instruction in the simplest and most effective methods for neutralizing and controlling an attacker or suspect. Emphasis will be placed on Ju Jitsu techniques that do not require upper body strength.

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 JITSU - 1-1.5 Units

Prerequisite: CJ V12A or PE V33

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This is a self-defense course for students desiring to develop intermediate-level skills in Ju Jitsu.

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 pass/no pass 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 V19 - ANATOMY OF MURDER - 3 Units

Recommended preparation: CJ V01 and CJ V08

Hours: 3 lecture weekly

This course is a historical and contemporary analysis of criminal homicide. Using actual case studies, students will examine the nature and extent of murder, including serial murder and sex-crime-related murder. Victimology, suspect profiling and investigative techniques will also be assessed in relationship to current and appropriate investigative procedures for the identification, collection, preservation, and presentation of evidence from a homicide crime scene.

Field trips may be required. 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 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

Trends of crime and delinquency will be investigated. Major types of criminal behavior are explored. The major theories of the causes of criminality will be discussed and critiqued. Crime control theories and programs will be discussed. Classifications of crimes and their relationship to criminal behavior will also be explored.

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 legal and 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. Students will participate in simulated correctional setting scenarios and apply the appropriate lawful solutions.

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 sociological 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 V35 - INTRODUCTION TO FORENSIC SCIENCE - 3 Units

Hours: 3 lecture weekly

This course is an introduction to forensic science. The techniques and methods used by forensic scientists to evaluate biological and physical evidence in the modern forensic laboratory will be presented through demonstrations and guest presentations. Emphasis will be placed on applied forensic methods, evaluation of the limitations of current techniques and interpretations, and how to pursue a career in a particular specialty area of forensic science.

Field trips may be required. Same as ANTH V35. Transfer credit: CSU; credit limitations - see counselor.

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 pass/no pass 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. Formerly CJ 41. Offered on a pass/no pass 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. Formerly CJ 42. Offered on a pass/no pass basis only.

**CJ 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, professional certification, and career opportunities.

Same as CT V47.

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: .5 lecture weekly, plus 4 hours total by arrangement

This is a certification course designed for criminal justice professionals that explores the historical and scientific aspects of preliminary breath alcohol testing devices. It 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 Officers Standards and Training) certification.

Fees will be required. Formerly CJ 60A. Offered on a pass/no pass basis only.

**CJ V60B - CRIMINAL JUSTICE EMPLOYMENT
ORIENTATION - 3 Units**

Hours: 3 lecture weekly

This course is designed to assist students in preparing for employment in the criminal justice field by identifying areas of training and knowledge that are necessary for employment. In addition, students will identify effective strategies and techniques to rehabilitate and minimize those areas where they may demonstrate substandard performance and those areas of the background process and/or testing process that can or will disqualify them from service in the criminal justice system.

Field trips may be required.

**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 pass/no pass 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 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 pass/no pass 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, including the information necessary for an officer to perform as a member of a police or allied agency. Topics will include safety aspects in the use of firearms and practical application of firearms on a range. Completion of this training is required for state certification under P.O.S.T. (Peace Officers Standards and Training) guidelines.

Fees will be required. Field trips will be required. Formerly CJ 86. Offered on a pass/no pass basis only.

CJ V88 - CRIMINAL JUSTICE 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 CJ V89.

CJ V89 - WORKSHOPS IN CRIMINAL JUSTICE - .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. Transfer credit: CSU.

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 offers specialized study opportunities for students who wish to pursue projects not included in the regular curriculum. 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 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 pass/no pass 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 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 pass/no pass 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 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 pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

DANCE**DANC V01 - DANCE APPRECIATION - 3 Units**

Hours: 3 lecture weekly

This course is an introduction to the main stylistic periods and developments in dance, from ancient times to the present. Topics will include style as a reflection of the culture and era, choreography and choreographers, dance forms and approaches to movement, and the social and cultural factors affecting the development of dance.

Field trips may be required. Transfer credit: CSU; UC.

DANC V10 - MODERN DANCE - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course is an introduction to 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 music and dance techniques for students in the theatre and related arts. The course introduces theory and the practice of stage movement while developing the body as an expressive instrument. Flexibility, relaxation, control, and creative expression will be developed.

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 the development of basic ballet positions, steps and combinations. Consideration of ballet as an art form is covered.

Field trips may be required. DANC V15 & V19 may be taken in any combination 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

This is 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 previous dances.

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 such as waltz, two-step, contra, and swing. Topics will include: history and techniques of pairs dancing, basic steps, music rhythms, styles, and tempos.

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

This course is designed to explore 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 skill level.

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 V19 - CLASSICAL BALLET TECHNIQUE - 1-1.5 Units

Prerequisite: DANC V15 or equivalent skills

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course introduces knowledge and development of classical ballet technique both at the barre and in center, concentrating on the discipline of ballet form and the physical abilities necessary to execute movements. Emphasis will be placed on the refinement of technique, the introduction of new movements and the development of heightened technical skills.

Field trips may be required. DANC V15 & V19 may be taken in any combination for a maximum of 4 times. Transfer credit: CSU; UC.

DANC V23 - BALLROOM DANCE - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course introduces the history, music and fundamental practices of ballroom dancing. Students will learn the basic steps, variations, and styling techniques of classical ballroom dances such as salsa, fox trot, swing, rumba, waltz, and tango. Students will develop flexibility, strength, control, coordination, endurance, style and an understanding and appreciation of ballroom dance and its cultural significance.

Field trips may be required. May be taken for a maximum of 4 times. Transfer credit: CSU; UC.

DANC V27 - STREET DANCE - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course introduces the fundamentals of street dance, including dances such as hip-hop, pop and lock, hip-hop funk, freestyling, and break dancing, as well as an examination of the music, syncopations and rhythms utilized in commercial street dance venues. Students will develop flexibility, strength, control, coordination, endurance, style, and an understanding and appreciation of street dance and its cultural significance and history.

Field trips may be required. May be taken for a maximum of 4 times. Transfer credit: CSU; UC.

DANC V29 - JAZZ DANCE - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course introduces jazz dance techniques, skills, movements, turns, slides, combinations, and different jazz dance styles, and includes the history and appreciation of jazz dance as a performing art form.

Field trips may be required. DANC V29 & V31 may be taken in any combination 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

This course is designed to give students an opportunity to develop dance skills at a high level in a concentrated time frame. Students will learn and apply principles of dance fundamentals, forms, movements, and choreography. Students will participate in public dance performance including the opportunity to perform in dance concerts.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Dance 30. Transfer credit: CSU; UC.

DANC V31 - CLASSICAL AND CONTEMPORARY JAZZ TECHNIQUE - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course introduces knowledge and development of classical and contemporary jazz dance techniques, including intermediate-level turns, floor work, leaps, jumps, hinges, and choreography. Topics will include jazz dance music, styles and history, and the analysis of jazz dance as an art form, both in cultural and historical contexts.

Field trips may be required. DANC V29 & V31 may be taken in any combination for a maximum of 4 times. Transfer credit: CSU; UC.

DANC V50 - CHOREOGRAPHY - 1 Unit

Hours: 2 lecture-laboratory weekly

This course introduces the study of dance choreography. Practical application includes the composition of solo and group dances, and the presentation of dances in 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, ballroom dancing, improvisation, and dance production.

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/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.

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 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 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 offers specialized study opportunities for students who wish to pursue projects not included in the regular curriculum. 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 Dance 90. Transfer credit: CSU; for UC, determined after admission.

DEVELOPMENTAL STUDIES

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 pass/no pass basis only.

DRAFTING

See also: Architecture and Construction Technology
Associate in Science Degree
Certificate of Achievement

DRAFTING TECHNOLOGY
Electronic Drafting and Manufacturing Option

Transfer requirements may differ
 See counselor.org or consult.org

REQUIRED COURSES:		Units
DRFT V04/ MT V04	Measurements and Computations	3
DRFT V05A/ ARCH V23	Introduction to AutoCAD	2
DRFT V05B/ ARCH V24	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
		19

Recommended courses: ENGL V01A; PHYS V01.

For other course descriptions, see Architecture and Manufacturing Technology



Industrial Manufacturing students blend engineering and creativity in the auto-cad computer lab.

**Associate in Science Degree
Certificate of Achievement**

**DRAFTING TECHNOLOGY
Industrial Design and Manufacturing Option**

*Transfer requirements may differ
See counselor or consult assist.org*

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	Introduction to Solidworks	3
DRFT V44	Rapid Design and Prototyping	3
DRFT 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/ WEL V02	Blueprint Reading: Manufacturing	3
DRFT V04/MT V04	Measurements and Computations	3
DRFT V14A	Technical Illustration I	3
DRFT V18	Drafting Projects	3
MT V02	Applied Machining I	2
MT V35	Production Machining and Tooling Design Techniques	3
WEL V01	Introduction to Welding	2
		<hr/> 27-29

Recommended courses: DRFT V02B, V51; MM V74A, V74B.

**For other course descriptions, see Architecture,
Manufacturing Technology, and Welding**

COURSE DESCRIPTIONS

**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 WEL V02.

**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.

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 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 emphasizes AutoCad instruction including three-dimensional drafting, customization of AutoCad, architectural computer assisted drafting (CAD), and an introduction to computer assisted machining (CAM).

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly Drft 5B. Same as ARCH V24.

DRFT V10A - ELECTRONIC DRAFTING I - 3 Units

Recommended preparation: DRFT V03 or 1 year of drafting experience

Hours: 6 lecture-laboratory weekly

This course is a study of electronic drafting that includes block diagrams, schematics, printed circuit boards, and integrated circuits. Computer assisted drafting (CAD) will be an integral part of the course.

Fees will be required. 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 this course.

Fees will be required. 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

This course covers the application and preparation of technical illustrations to meet the standards of industry. Drawings are made from blueprints, 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

This course covers the application and preparation of perspective drawings. Topics will include information on and study of layouts and makeup of industrial manuals, and 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 civil drafting, including: grading design; contour manipulation; computations and procedures; applicable fundamental design techniques; practice with maps; land descriptions; and, estimating. Computer assisted drafting (CAD) is also an integral part of this course.

Fees will be required. 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 or electronic drafting. Students will design a project using computer assisted drafting (CAD) in the technical area of their choice.

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 - INTRODUCTION TO SOLIDWORKS - 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.

DRFT V50 - FLEXIBLE MANUFACTURING APPLICATIONS: COMPUTER ASSISTED DRAFTING (CAD)/ COMPUTER ASSISTED MACHINING (CAM) - 3 Units

Recommended preparation: ARCH V23 or DRFT V05A

Hours: 2 lecture, 3 laboratory weekly

This course is an introduction to flexible manufacturing applications and CAD/CAM. Topics include set up and operation of numerical control lathes, mills, electrical discharge machines and robotics principles.

Fees will be required. Field trips may be required. Formerly MS V50. Transfer credit: CSU.

DRFT V51 - DESIGN ANIMATION AND MODELING - 2 Units

Hours: 1 lecture, 3 laboratory weekly

This course is an introduction to design animation and modeling. Students will receive hands-on training in hardware and software applications, including conceptual principles, and will learn modeling, rendering, and animation techniques. Tutorials will focus on the primary uses of animation in the professional workplace including architectural, mechanical, and character animation.

Formerly Drft 51. Transfer credit: CSU.

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/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 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, 3D, or mechanical.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Drft 99. Offered on a pass/no pass basis only.

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/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.

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/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 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 who wish to pursue projects not included in the regular curriculum. 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 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 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 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 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. 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 placement as measured by the college assessment process

Hours: 3 lecture weekly

This introductory foundation course is designed to provide students with the fundamental knowledge 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 V02 - URBAN EDUCATION IN AMERICAN SOCIETY - 3 Units

Recommended preparation: ENGL V01A or placement as measured by the college assessment process

Hours: 3 lecture weekly

This foundation course is designed to provide students with the fundamental knowledge of the understanding of the American educational system, especially problems in urban multicultural schools. Concepts and methods from the fields of sociology, philosophy, and the politics of education are used to gain knowledge of, understand and analyze the current conditions of American schools and to evaluate selected proposals/models of reform. A minimum of 20 hours of observation and participation in a multicultural school and community 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/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.

EDUCATIONAL ASSISTANCE CENTER

Educational Assistance Center (EAC) courses are designed for students with disabilities.

EAC V01 - STRATEGIES FOR SUCCESS IN COLLEGE AND LIFE - .5-1 Unit

Hours: 3 lecture weekly

This course is 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. Emphasis will be placed on developing independent critical thinking skills while providing opportunity for construction and implementation of plans for success.

Transfer credit: CSU; UC.

EAC V11 - S.A.V.E.S.: SPECIALIZED ACADEMIC, VOCATIONAL, EMOTIONAL/SOCIAL ASSESSMENT - .5-1 Unit

Hours: 1-2 lecture-laboratory weekly

This course is designed to support the academic success of underachieving students. Students will study the relevance of various educational domains to academic success and be referred for assessment(s), as appropriate, in the areas of: cognitive performance, academic achievement, attentional capacity, cognitive/academic language proficiency, vocational readiness, and technological sophistication. Students with suspected learning disabilities will be referred to learning skills assessment and courses. After evaluating test results, students will be introduced to appropriate teaching, courses and tutoring techniques, materials, texts, and assistive technology to support their academic, vocational and social-emotional needs. Each student will leave the class with a portfolio of relevant assessments and resources.

May be taken for a maximum of 2 times. Offered on a pass/no pass basis only.

EAC V19 - LEARNING STRATEGIES AND TECHNOLOGY - .5-2 Units

Hours: .5-2 lecture weekly

This course provides students with an overview of the learning process. Students will have an opportunity to identify their learning style and develop strategies to maximize academic success. Lectures, activities, and group discussions allow students the opportunity to explore such topics as: learning styles, affect of attitude and stressors on learning, right/left brain functioning, social-emotional factors, and multiple intelligences. On-campus resources, including the latest assistive technology programs and alternate media services, will also be explored. Students will leave the class with an individualized learning strategies portfolio.

Formerly LS V19. Offered on a pass/no pass basis only.

EAC V21 - WEIGHT TRAINING AND CONDITIONING: ADAPTIVE - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This is an individualized weight training course designed to provide a physical education program for students who have limited physical capacity and require adaptive physical education. Students will improve their muscular strength and endurance, cardiovascular endurance, flexibility, posture, static and dynamic balance, locomotion, and perceptual-motor skills. 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

This course is an introduction to dance for students with disabilities. Students will learn and participate in the performance of a variety of social, folk, modern, creative, and other forms of dance with adaptations appropriate to their disability. Topics will also include: body image and awareness; the development of flexibility, coordination, muscular strength, and cardiovascular endurance; social skills in dance; rhythm and music; and cultural differences as expressed through music and dance.

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

This course provides instruction and practice in individual and team sports for students with disabilities, including wheelchair users who have limited physical capacity and require adaptive physical education. Students will be introduced to the basic fundamentals, rules, and strategies of individual and team sports such as basketball, tennis, frisbee, softball, track, volleyball, badminton, and golf.

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 AND AQUATIC FITNESS: 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, safety practices, and non-swimming aquatic fitness activities. 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

The course is an introduction to multicultural dance for students with disabilities. Students will learn and participate in the performance of a variety of dances from America and other cultures with adaptations appropriate to their disability. Topics will include: history and significance of dances from other cultures; culture and American dances; performance techniques; basic dance steps; dance forms, formations, and partner formations; dances of other cultures; social dances; dances related to social events and holidays; music and rhythm; and, creating dances. Students will participate in a culminating dance performance presentation.

May be taken for a maximum of 4 times. Transfer credit: CSU; UC; credit limitations - see counselor.

EAC V32 - JOB-SEEKING STRATEGIES - 1.5 Units

Hours: 1 lecture, 1.5 laboratory weekly

This course is 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 pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

EAC V60A-Z - TOPICS IN DISABILITY AWARENESS - .5-3 Units

Hours: lecture and/or laboratory as required by unit formula

This course introduces topics not covered in detail by the other educational assistance center, assistive computer technology and learning skills course offerings. Examples of topics to be offered from time to time include: disabilities; grief and loss; societal attitudes; law and self-advocacy; technology; personal relationships; assessment; career and vocations; and service learning opportunities.

EAC V60G - GRIEF: DEATH, LOSS AND DISABILITY - 1-2 Units

Hours: 1-2 lecture weekly

This course will provide students with an overview of the nature of the grieving process. The course will focus on interruptions to the life cycle, types of losses and reactions to them, key elements of the recovery process—including healthy and unhealthy coping mechanisms—as well as available resources for the individual. Common social customs and the nature of stigma as related to disabilities will also be discussed. Students will develop an individualized portfolio of relevant assessments and resources.

Offered on a pass/no pass basis only.

EAC V60H - HOLISTIC HEALTH AND DISABILITIES - 1-3 Units

Hours: 1-3 lecture weekly

This course introduces students to the benefits of the whole person rehabilitation model and its relevance to the current holistic health movement. Students will review key elements of holistic health practices related to enhanced quality of life experiences for persons coping with disease and disabilities. Students will evaluate the impact of the whole person rehabilitation model on the recovery process as it relates to issues of self-esteem, stress management, addiction and depression. Relevant campus, community and Web resources will also be explored.

Offered on a pass/no pass basis only.

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/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 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 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 pass/no pass 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 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 pass/no pass 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 or equivalent

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. Formerly EMT 10.

ENGINEERING

Associate in Science Degree
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ENGINEERING

Transfer requirements may differ
See counselor or consult assist.org

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
PHYS V04-V04L Mechanics & Laboratory	4-1
PHYS V05-V05L Electricity and Magnetism & Laboratory	4-1

REQUIRED ADDITIONAL COURSES:

Select ten (10) units from the following courses:

CHEM V01B-V01BL General Chemistry II & Laboratory	3-2
MATH V21C Multivariable Calculus	5
MATH V24 Differential Equations with Linear Algebra	5
PHYS V06-V06L Optics, Heat and Modern Physics & Laboratory	4-1

Select nine (9) units from the following courses:

ENGR V02 Engineering Graphics and Design	3
ENGR V12 Engineering Statics	3
ENGR V16 Electronic Circuits and Devices	3
ENGR V16L Electronic Circuits and Devices Laboratory	1
ENGR V18 Engineering Materials	3

May select six (6) units from the following courses as part of the nine (9) units additionally required:

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
CS V20 Beginning Visual Basic	3
CS V30 Beginning C++	3
CS V40 Beginning Java	3
CS V42 Intermediate Java	3
	45

For other course descriptions, see Chemistry, Computer Science, Mathematics, and Physics

Associate in Science Degree
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PHYSICAL SCIENCE Engineering Technology

Transfer requirements may differ
See counselor or consult assist.org

REQUIRED COURSES:

CHEM V01A-V01AL General Chemistry I & Laboratory	3-2
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REQUIRED ADDITIONAL COURSES:

Select two (2) of the following courses:

ARCH V23/ DRFT V05A Introduction to AutoCAD	2
DRFT V03 Drafting Fundamentals	3
ENGR V02 Engineering Graphics and Design	3

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	4
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 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
	25-35

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

For other course descriptions, see
Architecture, Chemistry, Construction Technology,
Drafting, Mathematics, and Physics

COURSE DESCRIPTIONS

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 of engineering; projected employment opportunities; professional career duties, responsibilities, and expectations; employer requirements and expectations; and recent developments in engineering and future needs.

Formerly Engr 1. Transfer credit: CSU; UC.

ENGR V02 - ENGINEERING GRAPHICS AND DESIGN - 3 Units

Recommended preparation: MATH V05 or the fourth year of high school mathematics ((advanced mathematics) with grade of C or better

Hours: 2 lecture, 3 laboratory weekly

This course applies principles of engineering drawing in visually communicating engineering designs using freehand sketching, instrument drawing, and computer-aided drafting. Topics include: orthographic and pictorial drawings; descriptive geometry; dimensioning, tolerance and scales; application of the principles of solid modeling to engineering design; production of engineering drawings; and, constructing parts, solid models, and assemblies.

Formerly Engr 2. Transfer credit: CSU; UC. **CAN ENGR 2.**

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, 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 study of rigid bodies in static equilibrium when acted upon by forces and couples in two- and three-dimensions. Topics include: equilibrium of rigid bodies; trusses, frames, and machines; the calculation of centers of mass, centroids, and moments of inertia; shear force and bending moment diagrams in beams; and friction. Methods of analysis include mathematical modeling, vectors, and scalars.

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, and operational amplifiers with negative feedback.

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.

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.

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/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.

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/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 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 V02 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 Engr 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 Engr 1B. Transfer credit: CSU; UC. **CAN ENGL 4 or CAN ENGL SEQ A [with ENGL V01A].**

**ENGL V02 - FUNDAMENTALS OF ENGLISH
COMPOSITION - 5 Units**

Prerequisite: ENGL V03 or placement as measured by the college assessment process

Recommended preparation: ENGL V06A

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. A student who completes ENGL V02, combined with ENGL V06A, ENGL V06B, and/or ENGL V09, will receive credit in only one course toward the associate degree.

Formerly ENGL V02A.

ENGL V03 - BASIC ENGLISH COMPOSITION - 5 Units

Prerequisite: ENGL V04B or placement as measured by the college assessment process

Recommended preparation: ENGL V07 or ESL V33

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 pass/no pass basis only. Not applicable for degree credit.

ENGL V04A - WRITING SKILLS: LEVEL A - 3 Units

Recommended preparation: ENGL V08A or ESL V34A

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 V190A. Offered on a pass/no pass basis only. Not applicable for degree credit.

ENGL V04B - WRITING SKILLS: LEVEL B - 3 Units

Recommended preparation: ENGL V04A; and ENGL V08A or ESL V34A

Hours: 2 lecture, 3 laboratory weekly

The student will 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.

Formerly ENGL V190B. Offered on a pass/no pass basis only. Not applicable for degree credit.

**ENGL V05 - COLLEGE-LEVEL READING FOR CRITICAL
ANALYSIS - 3.5 Units**

Recommended preparation: ENGL V06A or placement 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 V01. Transfer credit: CSU.

ENGL V06A - ACADEMIC READING - 3.5 Units

Recommended preparation: ENGL V07 or ESL V33 or placement 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. A student who completes ENGL V06A, combined with ENGL V02, ENGL V06B, and/or ENGL V09, will receive credit in only one course toward the associate degree.

Formerly READ V02A.

**ENGL V06B - READING MULTICULTURAL
LITERATURE - 3 Units**

Recommended preparation: ENGL V07 or ESL V33 or placement 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. A student who completes ENGL V06B, combined with ENGL V02, ENGL V06A, and/or ENGL V09, will receive credit in only one course toward the associate degree.

Formerly ENGL V02B/READ V02B. Same as AES V30.

**ENGL V07 - INTERMEDIATE READING COMPREHENSION AND
LANGUAGE ACQUISITION - 3.5 Units**

Recommended preparation: ENGL V08A or ENGL V08B or ESL V34A or ESL V34B or placement 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.

Formerly READ V03. Same as ESL V33. Not applicable for degree credit.

**ENGL V08A - LOW-BEGINNING READING
COMPREHENSION - 3.5 Units**

Recommended preparation: placement 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 vocabulary.

Formerly READ V04. Same as ESL V34A. Not applicable for degree credit.

**ENGL V08B - HIGH-BEGINNING READING
COMPREHENSION - 3.5 Units**

Recommended preparation: placement as measured by the college assessment process

Hours: 3 lecture, 1.5 laboratory weekly

Students will read and analyze short passages of several paragraphs in length. They will also develop a functional academic vocabulary.

Same as ESL V34B. Not applicable for degree credit.

ENGL V09 - INDIVIDUALIZED READING - 1 Unit

Hours: 2 lecture-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, students will begin work in specific skill areas. A student who completes ENGL V09, combined with ENGL V02, ENGL V06A, and/or ENGL V06B, will receive credit in only one course toward the associate degree.

Formerly READ V10. May be taken for a maximum of 4 times. Offered on a pass/no pass basis only.

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

This course is an in-depth 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

This course focuses on the analysis and interpretation of representative short stories and novels. Students will study the connection between content and form in fiction, and compare and contrast the approaches, content, and style among various writers, cultures, and time periods. Structure, style, theme, character, setting, and tone will be emphasized.

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

This course presents 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

This course presents 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

This course surveys American literature, including its religious, social, political, and historical/cultural contexts, from the colonial period through the end of the Civil War. Topics will include the literature of Puritanism, reason and revolution, transcendentalism, romanticism, the Civil War and its related subjects, abolition and slavery. Multicultural contributions to early American texts include those of the primary groups—Native American, African American, Spanish American writers—and commentators on the young republic. Readings will encompass both the traditional canon and more recent, multicultural sources.

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

This course is 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. The course will emphasize critical reading, analysis, and interpretation.

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 V29A - AESTHETICS OF FILM I - 3 Units

Recommended preparation: ENGL V01A

Hours: 3 lecture weekly

This course is an 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 V07A. Transfer credit: CSU; UC; credit limitations - see counselor.

ENGL V29B - AESTHETICS OF FILM II - 3 Units

Recommended preparation: ENGL V01A

Hours: 3 lecture weekly

This course provides additional study of film as a medium for dramatic presentation. Emphasis will be 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 V07B. Transfer credit: CSU; UC; credit limitations - see counselor.

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 V33 - INTRODUCTION TO AFRICAN AMERICAN LITERATURE - 3 Units

Recommended preparation: ENGL V01A

Hours: 3 lecture weekly

This course is an 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 V35 - MULTICULTURAL AMERICAN LITERATURE - 3 Units

Recommended preparation: ENGL V01A

Hours: 3 lecture weekly

This is a survey course on the ethnic American experience in the United States, focusing primarily on the works of African American, Asian American, Chicano, Latino, and Native American authors. Literary genres will include poetry, drama, short fiction, and the novel. Literary works will be examined within their cultural, historical, and social frameworks. A student receiving credit in ENGL V35 will not receive credit in ENGL V135.

Transfer credit: CSU; UC.

ENGL V36A - 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 V36A will not receive credit in ENGL V136A.

Field trips may be required. Formerly ENGL V32B. Transfer credit: CSU; UC.

ENGL V36B - 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 V36B will not receive credit in ENGL V136B.

Field trips may be required. Formerly ENGL V32A. Transfer credit: CSU; UC.

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/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.

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/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 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 who wish to pursue projects not included in the regular curriculum. 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 Engl 90. Transfer credit: CSU; for UC, determined after admission.

ENGL V133 - AFRICAN AMERICAN LITERATURE - 3 Units

Hours: 3 lecture weekly

This course introduces the literature of the African American experience in the United States. Discussions and assignments will emphasize appreciation rather than analysis. A student receiving credit in ENGL V133 will not receive credit in ENGL V33.

Formerly Engl 133. Offered on a pass/no pass 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 appreciation rather than analysis. 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 pass/no pass basis only.

ENGL V135 - AMERICAN MULTICULTURAL LITERATURE - 3 Units

Hours: 3 lecture weekly

This is a survey course on the ethnic American experience in the United States, focusing primarily on the works of African American, Asian American, Chicano, Latino, and Native American authors. Literary genres will include poetry, drama, short fiction, and the novel. Literary works will be examined within their cultural, historical, and social frameworks. The emphasis of this course is on appreciation rather than analysis. A student receiving credit in ENGL V135 will not receive credit in ENGL V35.

Field trips may be required. Offered on a pass/no pass basis only.

ENGL V136A - 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 V136A will not receive credit in ENGL V36A.

Field trips may be required. Formerly ENGL V132B. Offered on a pass/no pass basis only.

ENGL V136B - 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 V136B will not receive credit in ENGL V36B.

Field trips may be required. Formerly ENGL V132A. Offered on a pass/no pass basis only.

ENGLISH AS A SECOND LANGUAGE

ESL V01A - LOW-BEGINNING ENGLISH AS A SECOND LANGUAGE: LISTENING AND SPEAKING - 6 Units

Hours: 4 lecture, 6 laboratory weekly

This course emphasizes the development of elementary listening and speaking skills that relate to everyday needs and situations. Students will focus on correct pronunciation and basic communication.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V01B - LOW-BEGINNING ENGLISH AS A SECOND LANGUAGE: READING AND VOCABULARY - 6 Units

Hours: 4 lecture, 6 laboratory weekly

This emphasis in this course will be the comprehension of short, simple sentences and building vocabulary. Reading activities will be interactive and engaging and will incorporate authentic materials, such as menus, calendars, and bus schedules.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V01C - LOW-BEGINNING ENGLISH AS A SECOND LANGUAGE: WRITING AND GRAMMAR - 6 Units

Hours: 4 lecture, 6 laboratory weekly

In this course the emphasis will be on developing basic writing skills that will be immediately useful in beginning English language students' lives. Students will be introduced to spelling, punctuation, vocabulary development, and basic sentence structure.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V02A - HIGH-BEGINNING ENGLISH AS A SECOND LANGUAGE: LISTENING AND SPEAKING - 6 Units

Recommended preparation: ESL V01A or equivalent

Hours: 4 lecture, 6 laboratory weekly

The emphasis of this course will be on the development of listening and speaking skills necessary for living and working where English is used. The focus will be on building vocabulary, with some attention to basic grammatical forms.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V02B - HIGH-BEGINNING ENGLISH AS A SECOND LANGUAGE: READING AND VOCABULARY - 6 Units

Recommended preparation: ESL V01B or equivalent

Hours: 4 lecture, 6 laboratory weekly

In this course the emphasis will be on the development of basic reading skills to increase comprehension and build vocabulary. Authentic materials, such as ads, signs, schedules, forms, and traffic signs will be introduced.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V02C - HIGH-BEGINNING ENGLISH AS A SECOND LANGUAGE: WRITING AND GRAMMAR - 6 Units

Recommended preparation: ESL V01C or equivalent

Hours: 4 lecture, 6 laboratory weekly

The emphasis of this course will be on the development of grammar and writing skills for the high-beginning English language learner. Students will focus on simple sentence patterns and the punctuation needed to write short notes and descriptions. They will also be introduced to basic question patterns needed for completing forms and applications.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V03A - LOW-INTERMEDIATE ENGLISH AS A SECOND LANGUAGE: LISTENING AND SPEAKING - 6 Units

Recommended preparation: ESL V02A or equivalent

Hours: 4 lecture, 6 laboratory weekly

This course emphasizes the development of listening comprehension and oral communication. Students will begin to check themselves for grammatical accuracy in speaking, but will focus on fluency.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V03B - LOW-INTERMEDIATE ENGLISH AS A SECOND LANGUAGE: READING AND VOCABULARY - 6 Units

Recommended preparation: ESL V02B or equivalent

Hours: 4 lecture, 6 laboratory weekly

This course emphasizes the development of reading and vocabulary skills through the practice of strategies such as pre-reading, scanning for specific words, language use, or information and predicting meaning of new vocabulary.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V03C - LOW-INTERMEDIATE ENGLISH AS A SECOND LANGUAGE: WRITING AND GRAMMAR - 6 Units

Recommended preparation: ESL V02C or equivalent

Hours: 4 lecture, 6 laboratory weekly

This course will emphasize the development of the grammar and writing skills that the low-intermediate English language learner can use to communicate in writing. The focus will be on sentence structure, questions, and verb tenses. Students will begin to write responses to questions in notes, and they will learn to write related sentences to form a simple paragraph.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V04A - HIGH-INTERMEDIATE ENGLISH AS A SECOND LANGUAGE: LISTENING AND SPEAKING - 6 Units

Recommended preparation: ESL V03A or equivalent

Hours: 4 lecture, 6 laboratory weekly

The emphasis of this course is on the development of conversational fluency. Students will participate in face-to-face conversations on some topics beyond basic needs.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V04B - HIGH-INTERMEDIATE ENGLISH AS A SECOND LANGUAGE: READING AND VOCABULARY - 6 Units

Recommended preparation: ESL V03B or equivalent

Hours: 4 lecture, 6 laboratory weekly

The emphasis of this course is on the developing reading skills and vocabulary study skills to facilitate comprehension and increase vocabulary. Students will learn to note key words and look for details that provide specific information on the topic at hand.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V04C - HIGH-INTERMEDIATE ENGLISH AS A SECOND LANGUAGE: WRITING AND GRAMMAR - 6 Units

Recommended preparation: ESL V03C or equivalent

Hours: 4 lecture, 6 laboratory weekly

The emphasis of this course will be on communication and fluency. The focus will be on the development of the English grammar and writing skills that can be used by a high-intermediate English language learner at school, work, and in everyday life in the community. Attention will be given to punctuation, mechanics, spelling, complex sentence structure, and paragraph formation.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V05A - LOW-ADVANCED ENGLISH AS A SECOND LANGUAGE: LISTENING AND SPEAKING - 6 Units

Recommended preparation: ESL V04A or equivalent

Hours: 4 lecture, 6 laboratory weekly

The emphasis of this course will be on improving conversation skills, with considerable attention given to self-monitoring for accuracy and fluency. Students will begin focusing on listening and speaking skills for success in mainstream college courses.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V05B - LOW-ADVANCED ENGLISH AS A SECOND LANGUAGE: READING AND VOCABULARY - 6 Units

Recommended preparation: ESL V04B or equivalent

Hours: 4 lecture, 6 laboratory weekly

The emphasis of this course will be on understanding meaning from content and vocabulary development. Students will focus on using various reading strategies to increase their reading comprehension.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V05C - LOW-ADVANCED ENGLISH AS A SECOND LANGUAGE: WRITING AND GRAMMAR - 6 Units

Recommended preparation: ESL V04C or equivalent

Hours: 4 lecture, 6 laboratory weekly

The emphasis of this course will be on the development of writing and grammar skills accessible to low-advanced English language learners for academic and vocational purposes as well as for everyday use. Students will focus on complex sentence structure and verb tenses and will learn to write unified paragraphs on familiar topics.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V06A - HIGH-ADVANCED ENGLISH AS A SECOND LANGUAGE: LISTENING AND SPEAKING - 6 Units

Recommended preparation: ESL V05A or equivalent

Hours: 4 lecture, 6 laboratory weekly

The emphasis of this course is on the practice and improvement of conversation, class discussion, and presentation skills needed for successful interaction in social, academic, and workplace environments. Students will focus on speaking fluently in most formal and informal conversations.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V06B - HIGH-ADVANCED ENGLISH AS A SECOND LANGUAGE: READING AND VOCABULARY - 6 Units

Recommended preparation: ESL V05B or equivalent

Hours: 4 lecture, 6 laboratory weekly

This course emphasizes the development of reading comprehension and vocabulary skills through the reading of short stories, literature, and other practical materials such as newspaper or journal articles. Students will apply appropriate reading strategies to understand content, interpret main ideas, and analyze authors' various points of view.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V06C - HIGH-ADVANCED ENGLISH AS A SECOND LANGUAGE: WRITING AND GRAMMAR - 6 Units

Recommended preparation: ESL V05C or equivalent

Hours: 4 lecture, 6 laboratory weekly

In this course the emphasis will be on developing the grammar and writing skills needed for college and the workplace. The high-advanced English language learner will focus on syntax, mechanics, usage, sentence types, paragraph development, purpose, and audience. Attention will be given to the students' written fluency.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V07A - READING AND WRITING FOR VOCATIONAL PURPOSES I - 3 Units

Hours: 2 lecture, 3 laboratory weekly

The emphasis of this course is on the development of reading and writing skills needed for vocational purposes. It is designed for advanced English language learners who need to develop the reading and vocabulary skills necessary to comprehend required textbooks as well as the writing skills needed for vocational courses. Students will acquire the study skills needed for success in college.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V07B - READING AND WRITING FOR VOCATIONAL PURPOSES II - 3 Units

Recommended preparation: ESL V07A or equivalent

Hours: 2 lecture, 3 laboratory weekly

This course is designed for advanced English language learners who need to further develop their reading and writing skills and acquire the word study skills necessary to write for vocational purposes. The focus is on reading vocational materials. Students will develop critical thinking skills as they learn to make inferences, prioritize values, and analyze various authors' points of view.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V08A - WRITING AND GRAMMAR FOR ACADEMIC PREPARATION I - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This course is designed for native and non-native speakers of English who need to increase their competence in writing and grammar. In preparation for academic courses, students will write paragraphs, develop their skills in English grammar and usage, and acquire the study skills needed for success in college.

Field trips may be required. Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V08B - WRITING AND GRAMMAR FOR ACADEMIC PREPARATION II - 3 Units

Hours: 2 lecture, 3 laboratory weekly

This course is designed for native and non-native speakers of English who need to further develop their skills in English grammar and usage, and acquire the word study skills necessary to write cohesive paragraphs in preparation for academic courses.

Field trips may be required. Offered on a pass/no pass 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. Formerly EP V12. Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V17A - BEGINNING ENGLISH AS A SECOND LANGUAGE: COMMUNICATION SKILLS I - 1.5 Units

Hours: .5 lecture, 3 laboratory weekly

This course will emphasize correct pronunciation and spelling of the vocabulary introduced. There will be very limited attention to grammatical forms and writing skills. Students will acquire elementary listening and speaking skills and vocabulary related to everyday needs and situations.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V17B - BEGINNING ENGLISH AS A SECOND LANGUAGE: COMMUNICATION SKILLS II - 1.5 Units

Recommended preparation: ESL V17A or equivalent

Hours: .5 lecture, 3 laboratory weekly

The emphasis of this course will be on developing basic communication skills for everyday life in the U.S. Students will focus on extensive vocabulary building and conversation practice.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V18A - INTERMEDIATE ENGLISH AS A SECOND LANGUAGE: COMMUNICATIVE GRAMMAR I - 1.5 Units

Hours: .5 lecture, 3 laboratory weekly

The emphasis of this course will be on common grammar problems faced by English language learners at the intermediate level. The grammar activities will be interactive and engaging to make the information more memorable and relevant.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V18B - INTERMEDIATE ENGLISH AS A SECOND LANGUAGE: COMMUNICATIVE GRAMMAR II - 1.5 Units

Recommended preparation: ESL V18A or equivalent

Hours: .5 lecture, 3 laboratory weekly

The emphasis of this course will be on communication and fluency with a focus on common grammar problems faced by English language learners. Students will learn to monitor their language and apply self-help strategies. Grammar activities will be dynamic and interactive giving students opportunities to communicate and receive feedback on attempts at producing meaningful language.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ENVIRONMENTAL SCIENCE AND RESOURCE MANAGEMENT

Proficiency Award

ENVIRONMENTAL STUDIES

(Awarded by the Department)

*Transfer requirements may differ
See counselor or consult assist.org*

ESL V19A - INTERMEDIATE ENGLISH AS A SECOND LANGUAGE: INTERACTIVE PRONUNCIATION I - 1.5 Units

Hours: .5 lecture, 3 laboratory weekly

The emphasis of this course will be on clear communication and common pronunciation problems faced by English language learners. Students will acquire the cognitive ability to correct themselves. Progress may be noted in students' abilities to correct a mispronounced utterance or omission.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V19B - INTERMEDIATE ENGLISH AS A SECOND LANGUAGE: INTERACTIVE PRONUNCIATION II - 1.5 Units

Recommended preparation: ESL V19A or equivalent

Hours: .5 lecture, 3 laboratory weekly

The emphasis of this course will be on comprehensible pronunciation. Students will acquire the ability to monitor their speech carefully for common mispronunciations. They will learn how to elicit feedback on their pronunciation from their environment and then how to make constructive use of this feedback.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ESL V33 - INTERMEDIATE READING COMPREHENSION AND LANGUAGE ACQUISITION - 3.5 Units

Recommended preparation: ENGL V08A or ENGL V08B or ESL V34A or ESL V34B or placement 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.

Same as ENGL V07. Not applicable for degree credit.

ESL V34A - LOW-BEGINNING READING COMPREHENSION - 3.5 Units

Recommended preparation: placement 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 vocabulary.

Formerly ESL V34. Same as ENGL V08A. Not applicable for degree credit.

ESL V34B - HIGH-BEGINNING READING COMPREHENSION - 3.5 Units

Recommended preparation: placement as measured by the college assessment process

Hours: 3 lecture, 1.5 laboratory weekly

Students will read and analyze short passages of several paragraphs in length. They will also develop a functional academic vocabulary.

Same as ENGL V08B. 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 pass/no pass basis only. Not applicable for degree credit.

REQUIRED COURSE:	Units
ESRM V01/BIOL V10 Introduction to Environmental Issues	3
ESRM V02 Introduction to Environmental Science	3
ESRM V03/ POLS V12 Introduction to Environmental Policy and Natural Resource Management	3
REQUIRED ADDITIONAL COURSES:	
Select two (2) of the following courses:	
AG V04 Soil and Water Science	3
BIOL V01 Principles of Biology	3
BIOL V14 Field Biology	3
BIOL V29 Marine Biology	3
CHEM V01A General Chemistry I	3
ESRM V14/AG V54 Conservation of Natural Resources	3
GEOG V01 Elements of Physical Geography	3
GEOG V05 Introduction to Weather and Climate	3
GEOL V02 Physical Geology	3
GEOL V11 Introduction to Oceanography	3
May select one (1) of the following courses as part of the two (2) courses additionally required:	
BIOL V23/AG V03 Plant Biology	4
BIOL V03 Introduction to Organismal and Environmental Biology	5
ECON V01A Principles of Macro-Economics	3
ECON V01B Principles of Micro-Economics	3
GIS V22/GEOG V22 Fundamentals of Mapping and Geographic Information Systems	3
GIS V26/GEOG V26 Introduction to Geographic Information Systems Software	2
GEOG V02 Introduction to Human Geography	3
GEOG V08 World Regional Geography	3
IDS V08 Ethics in Modern Society	3
PHIL V02 Introduction to Ethics	3
POLS V01 American Government	3
POLS V14 Global Studies	3
SOC V02 Social Problems	3
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14-17	

For other course descriptions, see Agriculture, Biology, Chemistry, Economics, Geographic Information Systems, Geography, Geology, Interdisciplinary Studies, Philosophy, Political Science, and Sociology.

COURSE DESCRIPTIONS

ESRM V01 - INTRODUCTION TO ENVIRONMENTAL ISSUES - 3 Units

Hours: 3 lecture weekly

This course is 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. Same as BIOL V10. Transfer credit: CSU; UC; credit limitations - see counselor.

ESRM V02 - INTRODUCTION TO ENVIRONMENTAL SCIENCE - 3 Units

Hours: 3 lecture weekly

This course is an introduction to the physical science and geoscience concepts related to the natural environment. It is an in-depth look at the science underlying critical environmental issues including various types of pollution, resource utilization and depletion, atmospheric changes, energy sources, water resources and quality, waste management, and urban environments. The role of the physical sciences in supporting sustainability will be investigated.

Field trips may be required. Transfer credit: CSU; UC.

ESRM V03 - INTRODUCTION TO ENVIRONMENTAL POLICY AND NATURAL RESOURCE MANAGEMENT - 3 Units

Hours: 3 lecture weekly

This course examines American environmental policy and how natural resources are managed. The historical, global and ethical dimensions of how our society relates to the environment are analyzed from an interdisciplinary perspective.

Field trips may be required. Same as POLS V12. Transfer credit: CSU; UC; credit limitations - see counselor.

ESRM V14 - CONSERVATION OF NATURAL RESOURCES - 3 Units

Hours: 3 lecture weekly

This course explores earth's natural resources and issues pertaining to their management, conservation, and preservation. Renewable and non-renewable resources will be investigated and will include conceptual methods and models for earth's hydrosphere, geosphere, biosphere, atmosphere, and pedosphere (soils). Discussion will include topics related to ecological relationships of water, energy sources, air, soil, grasslands, wetlands, forests, wildlife, and agricultural factors.

Field trips may be required. Same as AG V54. Transfer credit: CSU; UC; credit limitations - see counselor.

FASHION DESIGN AND MERCHANDISING

Associate in Science Degree
Certificate of Achievement

FASHION DESIGN AND MERCHANDISING

*Transfer requirements may differ
See counselor or consult assist.org*

REQUIRED COURSES:

		Units
ART V11A	Color and Design: Two-Dimensional Design	3
FDM V10	Fashion Industry and Marketing	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
		22-29

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

For other course descriptions, see Art, Business, Home Economics, and Theatre Arts

COURSE DESCRIPTIONS

FDM V10 - FASHION INDUSTRY AND MARKETING - 3 Units

Hours: 3 lecture weekly

This course is an exploration of the fashion industry, marketing, and careers within the industry. Core components include: development of fashion; fashion terminology; exploring and assessing primary markets and producers of materials; exploring and assessing secondary markets, design and production; retailing; auxiliary fashion resources; economic importance of the industry; channels of distribution; marketing concepts; domestic and foreign markets; assessment of potential careers and job market analysis; sourcing; and, global implications. Students will integrate course information to create a collaborative, contemporary line concept and marketing strategy.

Field trips will be required. Formerly FDM 10. Transfer credit: CSU; UC. **CAN FCS 22.**

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; UC; 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. Formerly FDM 18B. Same as ART V18B. Transfer credit: CSU; UC; 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 who wish to pursue projects not included in the regular curriculum. 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 FDM 90. Transfer credit: CSU.

FILM STUDIES

FILM V01 - THE KNOWING EYE: VISUAL ASPECTS OF FILM, TELEVISION AND MEDIA ARTS - 3 Units

Hours: 6 lecture-laboratory weekly

Making powerful effective moving images demands an understanding of the fine art of transferring ideas, meanings, and feelings into emotionally charged visual communication. This course presents universal aesthetic visual concepts that underlie the timeless value of works fashioned by the world's master image-makers. Instruction includes lectures, discussion, and critical analysis of extensive examples drawn from feature films, documentaries, television, and other media. Participants are led through their own discovery process, learning to use tools to manifest ideas in cinematic form. Students will view works by such artists as Federico Fellini, Akira Kurosawa, Leni Riefenstahl, Sir Carol Reed, Lina Wertmuller, Bob Fosse, and Chris Milk, among many others.

Field trips may be required. Transfer credit: CSU.

FILM V02 - FILM PRODUCTION - 3 Units

Recommended preparation: FILM V01

Hours: 6 lecture-laboratory weekly

This course is an introduction to the film and video production process including scripting, story boarding, pre-production planning, budgeting, casting, shooting, lighting, sound, and editing in both studio and location settings. Students will write, produce, direct, and edit a personal project and participate in group assignments and projects.

Field trips may be required. Transfer credit: CSU.

FILM V03A - NON-LINEAR EDITING I - 3 Units

Hours: 6 lecture-laboratory Weekly

This course is an overview of desktop non-linear video editing, including acquiring digital video and combining and editing source material to create complete digital movies. Topics include: basic editing techniques; cuts and transitions; adding and altering audio; titling, keying and transparency; and, applying filters and effects.

Field trips may be required. Transfer credit: CSU.

FILM V03B - NON-LINEAR EDITING II - 3 Units

Prerequisite: FILM V03A

Hours: 6 lecture-laboratory weekly

This course introduces advanced studies in concepts and techniques of desktop non-linear editing including both technical and aesthetic issues. Topics will include large-project management, creating edit decision lists (EDLs), and client-based editing. The collaborative aspect of editing and how editing fits into the production workflow will be emphasized. Current trends and styles in editing will be discussed.

Field trips may be required. Transfer credit: CSU.

FILM V04 - DOCUMENTARY FILMMAKING - 3 Units

Prerequisite: FILM V02

Recommended preparation: FILM V01

Hours: 6 lecture-laboratory weekly

This course deals with advanced concepts and production skills specific to documentary filmmaking. Included are selected national and international documentary screenings and discussions, and practical exercises from conceptualization through post-production that culminate in the production of a short documentary.

Field trips may be required. May be taken for a maximum of 2 times. Transfer credit: CSU.

FILM V05 - NARRATIVE FILMMAKING - 3 Units

Prerequisite: FILM V02

Recommended preparation: FILM V01

Hours: 6 lecture-laboratory weekly

This course introduces advanced concepts and production skills specific to narrative filmmaking, including scripting, story boarding, pre-production planning, budgeting, casting, shooting, lighting, sound and editing. Students write, produce, direct, and edit a personal narrative project and participate in a group narrative project. Current trends and styles in production are discussed.

Field trips may be required. May be taken for a maximum of 2 times. Transfer credit: CSU.

FILM V89 - WORKSHOPS IN FILM - .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. Transfer credit: CSU.

FILM V90 - DIRECTED STUDIES IN FILM - 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 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. Transfer credit: CSU.

FRENCH

Intermediate French (FREN V03, V04) not offered 2009-2010

FREN V01 - ELEMENTARY FRENCH I - 5 Units

Hours: 5 lecture 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 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 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 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 2 years of high school French or equivalent

Hours: 3 lecture weekly

This course is designed to give the student with some knowledge of French further opportunity to practice 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 51A. Transfer credit: CSU.

FREN V51B - SITUATIONAL CONVERSATION IN FRENCH II - 3 Units

Prerequisite: FREN V02 or FREN V51A or 3 years of high school French or equivalent

Hours: 3 lecture weekly

This course is designed to give the intermediate-level student 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 equivalent

Hours: 3 lecture weekly

This course is designed to give the advanced-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 V80 - CONVERSATIONAL FRENCH - 3 Units

Hours: 3 lecture weekly

This is an entry-level course in oral communication in French that develops novice-level proficiencies in listening comprehension, oral expression, and vocabulary acquisition. Students imitate native pronunciation and intonation of French words and phrases through choral repetition, role playing, guided practice, responding in French to questions and commands, initiating conversations, conducting interviews in French, and by carrying out other communicative tasks used to facilitate language acquisition. Students develop the ability to use French to conduct friendly conversations, gain information, and to discuss preferences, daily activities, and other basic conversational topics.

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/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.

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 who wish to pursue projects not included in the regular curriculum. 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 Fr 90. Transfer credit: CSU; for UC, determined after admission.

GEOGRAPHIC INFORMATION SYSTEMS

Proficiency Award

**GEOGRAPHIC INFORMATION SYSTEMS (GIS)
 Basic Competency**

(Awarded by the Department)

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

REQUIRED ADDITIONAL COURSE(S):
Select one and one-half (1.5) units from the following courses:

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

For other course descriptions, see Geography



The VC Opera and Musical Theatre program provides audiences with two fun shows per year.

Proficiency Award

**GEOGRAPHIC INFORMATION SYSTEMS (GIS)
 Agricultural Applications**

(Awarded by the Department)

REQUIRED COURSES:	Units
GIS V22/GEOG V22 Fundamentals of Mapping and Geographic Information Systems	3
GIS V24/GEOG V24 Introduction to Global Positioning Systems (GPS)	.5
GIS V26/GEOG V26 Introduction to Geographic Information Systems Software	2
GIS V28/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 V90 Directed Studies in Geography (in GIS/GPS Field Data Collection)	.5-6
GEOG V95/V96 Geography Internship I & II (in GIS/GPS Field Data Collection)	1-4/1-4 9.5

For other course descriptions, see Geography

COURSE DESCRIPTIONS

GIS 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 operations of GIS. It also examines the use of other geographic technologies (maps, aerial photography, remote sensing, and global positioning systems (GPS)) as they relate to GIS use. Examples will be presented 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 may be required. Same as GEOG V22. Transfer credit: CSU; UC; credit limitations - see counselor.

GIS 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 GPS receiver for navigating in recreational activities, work, or 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. Same as GEOG V24. Offered on a pass/no pass basis only

GIS V26 - INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS SOFTWARE - 2 Units

Hours: 2 lecture weekly

This course is a hands-on computer-based mapping course covering the elements and procedures of using a Geographic Information Systems (GIS) software package (ArcGIS) to learn GIS concepts. It covers all of the basic skills needed for operating GIS including creating and editing digital maps, database access and editing, basic cartographic principles, and introductory GIS analysis. It also reviews various application areas that use GIS.

Field trips may be required. Same as GEOG V26. Transfer credit: CSU; credit limitations - see counselor.

GIS V28 - GEOGRAPHIC INFORMATION SYSTEMS (GIS) APPLICATIONS: PROJECT DEVELOPMENT - 1.5 Units

Prerequisite: GIS V26 or GEOG V26

Recommended preparation: GIS V22 or 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. Same as GEOG V28.

GEOGRAPHY

GEOG V01 - ELEMENTS OF PHYSICAL GEOGRAPHY - 3 Units

Hours: 3 lecture weekly

This course is a spatial study of planet earth's dynamic physical systems and processes. Topics include weather, climate, geomorphology, soils, and the biosphere. The emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. Tools of geographic inquiry include maps, remote sensing, graphic data, and models.

Field trips may be required. 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 - INTRODUCTION TO HUMAN GEOGRAPHY - 3 Units

Hours: 3 lecture weekly

This course is a study of diverse human populations, their cultural origins, diffusion, and contemporary spatial expressions. Topics include demography, languages and religions, urbanization and landscape modification, political units and nationalism, and economic systems. Consideration is given to interrelationships between human activities and the physical environment.

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. **CAN GEOG 12**.

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 V08 - WORLD REGIONAL GEOGRAPHY - 3 Units

Hours: 3 lecture weekly

This course is an introduction to the world's major geographic regions. Topics will include: survey of population distribution, cultural patterns, political structures and strife, and economic development; general land use patterns and resource utilization and their correlation with environment elements including weather, climate, water resources, and landforms; interpretation of maps and other geographic imagery; and, an emphasis on geography's uniquely spatial perspective within an interdisciplinary approach.

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 operations of GIS. It also examines the use of other operating geographic technologies (maps, aerial photography, remote sensing, and global positioning systems (GPS)) as they relate to GIS use. Examples will be presented 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 may be required. Same as GIS V22. Transfer credit: CSU; UC; credit limitations - see counselor.

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 GPS receiver for navigating in recreational activities, work, or 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. Same as GIS V24. Offered on a pass/no pass basis only.

GEOG V26 - INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS SOFTWARE - 2 Units

Hours: 2 lecture weekly

This course is a hands-on computer-based mapping course covering the elements and procedures of using a Geographic Information Systems (GIS) software package (ArcGIS) to learn GIS concepts. It covers all of the basic skills needed for operating GIS including creating and editing digital maps, database access and editing, basic cartographic principles, and introductory GIS analysis. It also reviews various application areas that use GIS.

Field trips may be required. Same as GIS V26. Transfer credit: CSU; credit limitations - see counselor.

GEOG V28 - GEOGRAPHIC INFORMATION SYSTEMS (GIS) APPLICATIONS: PROJECT DEVELOPMENT - 1.5 Units

Prerequisite: GIS V26 or GEOG V26

Recommended preparation: GIS V22 or 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. Same as GIS V28.

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/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.

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/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 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 who wish to pursue projects not included in the regular curriculum. 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 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 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 pass/no pass 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 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 pass/no pass 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 its dynamic forces. It includes the study of plate tectonics, rocks and minerals, weathering, mass-wasting, surface and ground water, wind, waves and currents, glaciation, mountain building volcanoes and other igneous activities, deformation and resulting structures, earthquakes, earth's interior, geologic time, and earth resources.

Field trips may be required. 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 - 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-one-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 course 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, Bryce, 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 Islands 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 oceans. 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 - NATURAL 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/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.

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

Intermediate German (GERM V03, V04) not offered 2009-2010

GERM V01 - ELEMENTARY GERMAN I - 5 Units

Hours: 5 lecture 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 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 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 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

This course is designed to give the student with some knowledge of German further opportunity to practice 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 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

This course is designed to give the intermediate-level student 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

This course is designed to give the advanced-level student of German 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

This is an entry-level course in oral communication in German that develops novice-level proficiencies in listening, comprehension, oral expression, and vocabulary acquisition. Students imitate native pronunciation and intonation of German words and phrases through choral repetition, role playing, guided practice, responding in German to questions and commands, initiating conversations, conducting interviews in German, and by carrying out other communicative tasks used to facilitate language acquisition. Students develop the ability to use German to conduct friendly conversations, gain information, and to discuss preferences, daily activities, and other basic conversational topics.

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/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.

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 who wish to pursue projects not included in the regular curriculum. 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 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 pass/no pass 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. Audio-visual instruction will include videotaped mock interviews.

Formerly GW 1G. Offered on a pass/no pass 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 pass/no pass 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.

Field trips may be required. Offered on a pass/no pass 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 pass/no pass 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 websites.

Field trips may be required. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

GW V02X - ORIENTATION WORKSHOP: EOPS - .5-1 Units

Hours: .5-1 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 pass/no pass 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/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 pass/no pass basis only.

GW V89 - WORKSHOPS IN GUIDANCE - .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 GW 89. Offered on a pass/no pass 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 a written project approved by the discipline prior to enrollment.

Field trips may be required. Field trips may be required. May be taken for a maximum of 4 times not to exceed 6 units. Offered on a pass/no pass 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; and 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 V70 - SPIRITUAL HEALTH - 3 Units

Hours: 3 lecture weekly

This course will allow students to explore, in depth, the impact of the spiritual dimension of health within their own individual state of wellness and to explore different ways to build a spiritual life and thereby improve their own health. Topics include: the difference between spiritual health and religion; history of spiritual practices throughout the world; components of spiritual health; review of current mind-body medical research; connectedness; building and strengthening one's spiritual life; opening one's heart; meditation, contemplation, mindfulness, and imagery; stress reduction and pain management through spiritual health practices; how spiritual health can improve the quality of life; and, integrating spiritual wellness into the treatment of illness and disease, dying and grief. Students will practice techniques in mindfulness, visual imagery, and mediation.

Field trips may be required. Formerly HED V60B. Transfer credit: CSU.

HED V73 - INTRODUCTION TO HOLISTIC HEALTH AND HEALING - 3 Units

Hours: 3 lecture weekly

Students will explore and examine global, cultural, ecological, scientific, spiritual, and historical influences upon humanity's perceptions and practices of health and healing. A comparison of holistic traditions and therapeutic impacts will be analyzed and discussed. Topics will include: healing philosophies; homeopathic and allopathic approaches; healthcare systems; healing sources and systems; persuasion and intention; and, health practices of the future. Holistic healing processes involving the interconnectedness of mind, body and spirit will be emphasized.

Transfer credit: CSU.

HED V76 - UNDERSTANDING AND MANAGING STRESS - 2 Units

Hours: 2 lecture weekly

This course introduces the student to the physiology of the stress response and the return to homeostasis. Topics include: the symptoms of stress overload; stress burnout; the effects of stress on the cardiovascular, immune, and digestive systems; and, the effects of chronic stress on a person's psychological health, including problems of sleep, concentration and memory. Coping strategies including downshifting, time management, task prioritization, overcoming procrastination, and developing psychological hardiness will be introduced. Stress reduction techniques including breathing exercises, mind-body forms, mindfulness, progressive muscle relaxation, the relaxation response, and meditation will be explored.

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. 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/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.

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 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 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 offers specialized study opportunities for students who wish to pursue projects not included in the regular curriculum. 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 HEd 90. Transfer credit: CSU.

HED V91 - SURVEY OF ALTERNATIVE AND INTEGRATIVE MEDICINE - 3 Units

Hours: 3 lecture weekly

This course introduces students to various alternative medicine modalities and health practices. Topics include: acupuncture, acupressure, herbal medicine, hypnosis, nutrition therapy, chiropractic, massage therapy, biofeedback, homeopathy, ayurvedic medicine, detoxification, naturopathy, bio-energy, and exercise therapy. Students will learn to analyze and evaluate the efficacy of the alternative medicine practices and discuss how they can be integrated with allopathic medicine.

Field trips may be required. Transfer credit: CSU.

HED V92 - FIRST AID, SAFETY AND CPR - 2 Units

Hours: 2 lecture weekly

This course covers prevention of accidents, procedures for treating wounds, shock, poisoning, fractures, athletic injuries and burns, and instruction in CPR and AED (Automated External Defibrillation). Students may qualify for the Standard American Red Cross First Aid Certificate, CPR community card, and AED certificate.

Formerly HEd 92. Transfer credit: CSU; UC. **CAN KINE/PE 8.**

HED V93 - HEALTH AND WELLNESS - 3 Units

Hours: 3 lecture weekly

This course introduces basic concepts of wellness including ways of achieving optimum health. Topics will include: concepts of health and wellness; stress management; psychosocial health; components of physical fitness; nutrition; weight management; relationships and sexual health; cancer, diabetes, and heart disease; substance abuse and addictive behavior; infectious diseases, including sexually transmitted infections; preventing violence and abuse; and, environmental health.

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

This is an introductory course covering the care and prevention of athletic injuries. This course is designed to provide information and skill development in the proper treatment of these injuries. Topics include: historical developments in the field of athletic training and sports medicine, injury recognition, treatment modalities, evaluation techniques, rehabilitation, emergency situations, and the demonstration of 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

This course introduces basic concepts of wellness, including ways of achieving optimum health. Topics will include: history of women's healthcare; concepts of health and wellness; stress management; psychosocial health; physical fitness; nutrition; weight management; relationships and sexual health; reproduction; cancer, diabetes and heart disease; substance abuse and addictive behavior; infectious diseases, including sexually transmitted infections; preventing violence against women; and, environmental health.

Formerly HEd 95. Transfer credit: CSU; UC; credit limitations - see counselor.

HED V97 - FUNDAMENTALS OF NUTRITION AND FITNESS - 2 Units

Hours: 2 lecture weekly

This course is a 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; and, aging and its effects on the parameters of fitness.

Field trips may be required. Formerly HEd 97. Same as HEC V97. Transfer credit: CSU; UC; credit limitations - see counselor.



The VC Spirit Team is one of the best in the nation.

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 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 be prepared to take the certification exam from the California Department of Health Services.

Fees will be required. Field trips may be required.

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 pass/no pass 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 pass/no pass 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. Emphasis will be placed on important ideas, institutions, and contributions of each major period of history in the development of western 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. Emphasis will be placed on important ideas, institutions, and contributions of each major period of history 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 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 through Reconstruction. Emphasis will be placed on the history of the country with a focus 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 Reconstruction era to the present. Emphasis will be placed on the history of the country with a focus on the participation and contributions made by women to the social, political and economic development of American society. Attention will be paid to 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 Reconstruction with emphasis placed on the role of African Americans. Starting in colonial America, the course will emphasize the contributions, institutions, trends, concepts, movements and problems relevant to the country in general and to African Americans in particular. 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 the Civil War 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. Analyses of amendments, and other American history topics such as industrialization, Jim Crow laws, Populist party, Spanish American war 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 the country in general and to African Americans in particular. 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 V05A - UNITED STATES HISTORY: FOCUS ON NATIVE AMERICANS I - 3 Units

Hours: 3 lecture weekly

This course presents a survey and analysis of United States history from the colonial period through Reconstruction with an emphasis on the role of Native American Indian peoples. This course emphasizes basic social, political, economic and intellectual concepts and developments of the country in general and the impact of/on Native American Indian peoples in particular.

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 the Civil War to the present with emphasis on the role and participation of the Native American Indian peoples. This course emphasizes basic American social, political, economic and intellectual concepts and developments of the country in general and in particular the impact of/on Native American Indian peoples.

Field trips may be required. Formerly Hist 5B. Same as AES V02B. Transfer credit: CSU; UC; credit limitations - see counselor.

HIST V07A - UNITED STATES HISTORY I - 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 Reconstruction.

Formerly Hist 7A. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN HIST 8 or CAN HIST SEQ B [with HIST V07B].**

HIST V07B - UNITED STATES HISTORY II - 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 end of 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, Afrikanners 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

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, Southeast Asian, and South 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 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 V21 - HISTORY OF THE MODERN MIDDLE EAST - 3 Units

Hours: 3 lecture weekly

This course examines the history of the Middle East from 1800 to the present. Its geographic focus will be Egypt, the Fertile Crescent, Arabia, Iran, and Turkey. Particular emphasis is given to the relationship between Islam and the social/political history of the Middle East; the impact of Western imperialism and the process of decolonization; and the historical roots of contemporary policy issues.

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; Roman history; medieval history; and the history of science.

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/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.

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/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 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 who wish to pursue projects not included in the regular curriculum. 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 Hist 90. Transfer credit: CSU; for UC, determined after admission.



Our students receive more than \$350,000 a year in scholarships from the VC Foundation.

HOLISTIC STUDIES

Proficiency Award

HOLISTIC STUDIES

(Awarded by the Physical Education Department)

REQUIRED COURSES:		Units
HED V70	Spiritual Health	3
HED V91	Survey of Alternative and Integrative Medicine	3
PHIL V03A	Survey of World Religions: East	3
REQUIRED ADDITIONAL COURSES:		
Select one (1) of the following courses:		
PE V32	Aikido	1-1.5
PE V54	Balance and Beyond	1-1.5
PE V60	Yoga Fundamentals	1-1.5
PE V66	Basic Tai Chi	1-1.5
PE V73	Mind/Body Flexibility and Movement	1-1.5
Select five (5) to six (6) units from the following courses:		
ANTH V07	The Anthropology of Magic, Religion and Witchcraft	3
EAC V60G	Grief: Death, Loss and Disability	1-2
EAC V60H	Holistic Health and Disabilities	1-3
HED V73	Introduction to Holistic Health and Healing	3
HED V76	Understanding and Managing Stress	2
HED V97/HEC V97	Fundamentals of Nutrition and Fitness	2
PHIL V03B	Survey of World Religions: West	3
PSY V02	Personal Growth and Social Awareness	3
PSY V30	Multicultural Psychology	3
May select one (1) of the following courses as part of the five (5) to six (6) units additionally required:		
IDS V08	Ethics in Modern Society	3
PHIL V02	Introduction to Ethics	3
		15 -16.5

Service Requirement:

A total of 16 hours of volunteer time is required. The hours can be accrued through any service learning class activity and/or through campus or community volunteering. A signature verifying completed volunteer hours is required. For more information, contact Linda Rovai at 654-6400 ext. 3147 or at lrovai@vcccd.edu or Raeann Koerner at 654-6394 or at rkoerner@vcccd.edu

**For course descriptions, see
Anthropology, Educational Assistance Center, Health
Education, Home Economics, Interdisciplinary Studies,
Philosophy, Physical Education, and Psychology**

HOME ECONOMICS

Associate in Science Degree Certificate of Achievement

HOME ECONOMICS

*Transfer requirements may differ
See counselor or consult assist.org*

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.

**For other course descriptions, see
Art and Child Development**

Proficiency Award

INTERIOR DESIGN

(Awarded by the Department)

*Transfer requirements may differ
See counselor or consult assist.org*

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.

**For other course descriptions, see Architecture,
Construction Technology, and Drafting**

COURSE DESCRIPTIONS

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: 3 lecture weekly

This course presents basic knowledge of food science principles and food preparation techniques. Emphasis is placed on ingredient interaction, technique and production standards, food safety, sanitation, nutrient values, and food presentations. Core components of the course are: food science principles; food preparation terminology and techniques; ingredient interaction; standards of product evaluation and quality control; selection and use of food equipment and utensils; food storage and preservation; sanitation and safety; nutrient retention techniques; and, labeling and consumer information.

Field trips may be required. Formerly HE 9. Transfer credit: CSU; UC. **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

Recommended preparation: basic sewing skills

Hours: 2 lecture, 3 laboratory weekly

This course teaches a variety of beginning to 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

This course is an introduction to textiles, including natural and man-made fibers, and yarns. Topics will include 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

This course is a study and application of the elements and principles of design as they are related to apparel for the individual. Topics covered will include: application of principles and elements of design theory; significance of apparel—psychological, sociological, physiological, and cultural; 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

The family and its interpersonal relationships, mate selection, adjustments within the family, family life cycle, parenthood, marriage enrichment, and contemporary family issues. Core components: research and theories related to marriage and the family; sociological and psychological concepts and terminology; historical development of family; marriage and family in meeting human needs; roles and expectations in couple relationships; concepts of love and infatuation; dating, courtship, engagement; gender role expectations; establishing and maintaining intimacy; cohabitation; selection of marriage partner; sexuality in couple relationship; reproduction, birth control and family planning; birthing and parenting; alternative family structures; communication skills; marriage enrichment and rebuilding relationships; current family issues; dysfunctional families; family violence; stress and conflict management; and, terminating relationships.

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

Growth and development of children from prenatal period through adolescence including individual needs of children. Core components: methods of studying children; principles and theories of development; genetics versus environment; cognitive, physical, social, and emotional development; prenatal development; birth process and neonatal period; the infant/toddler; the preschool child; the school age child; the adolescent; play and toys; observing children; parent and family influences on the child; the exceptional child; and, child abuse and neglect.

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 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: controversies in nutrition; nutrition and politics; family communication; consumer issues; and family support services.

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 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/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 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 who wish to pursue projects not included in the regular curriculum. 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 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 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 pass/no pass 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 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 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 pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

HEC V97 - FUNDAMENTALS OF NUTRITION AND FITNESS - 2 Units

Hours: 2 lecture weekly

This course is a 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; and, 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.

HUMANITIES

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/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.

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/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 Hum 89. Transfer credit: CSU.



Student clubs host a variety of events.

HUMAN SERVICES

Associate in Arts Degree Certificate of Achievement

HUMAN SERVICES

*Transfer requirements may differ
See counselor or consult assist.org*

REQUIRED COURSES:		Units
HMSV V50	Introduction to Social Work: Social Welfare Institutions	3
HMSV V51	Basic Skills in Social Work Methods I	3
PSY V01	Introduction to Psychology	3
SOC V01	Introduction to Sociology	3
REQUIRED ADDITIONAL COURSES:		
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:		
HMSV V52	Basic Skills in Social Work Methods II	3
HMSV V95	Human Services Volunteer Internship	1-4
HMSV V96	Human Services Work Experience Internship	1-4
SOC V02	Social Problems	3
May select one (1) of the following courses as part of the six (6) units additionally required:		
MATH V44	Elementary Statistics	4
PSY V04	Introductory Statistics for the Social and Behavioral Sciences	4
		24-25

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

**For other course descriptions, see Biology,
Economics, Mathematics, Psychology, and Sociology**

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Proficiency Award

HUMAN SERVICES Social Services Affiliate

(Awarded by the Department)

REQUIRED COURSES:		Units
HMSV V50	Introduction to Social work: Social Welfare Institutions	3
PSY V01	Introduction to Psychology	3
PSY V15	Introduction to Abnormal Psychology	3
SOC V02	Social Problems	3
REQUIRED ADDITIONAL COURSE:		
Select one (1) of the following courses:		
HEC V24	Human Development	3
PSY V05	Introduction to Development Psychology	3
		15

**For other course descriptions, see
Home Economics, Psychology, and Sociology**

Proficiency Award HUMAN SERVICES Social Welfare Specialist (Awarded by the Department)

REQUIRED COURSES:		Units
HMSV V51-V52	Basic Skills in Social Work Methods I & II	3-3
REQUIRED ADDITIONAL COURSES:		
Select one (1) of the following courses:		
BUS V40/SUPV96	Organizational Behavior	3
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
Select three (3) units from the following courses:		
HMSV V95	Human Services Volunteer Internship	1-4
HMSV V96	Human Services Work Experience Internship	1-4
		12

**For other course descriptions, see
American Ethnic Studies, Business,
Political Science, Sociology, Speech, and Supervision**

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Proficiency Award

HUMAN SERVICES Mental Health Rehabilitation Practitioner

(Awarded by the Department)

REQUIRED COURSES:		Units
HMSV V51	Basic Skills in Social Work Methods I	3
HMSV V53	Introduction to Mental Health Rehabilitation	3
PSY V15	Introduction to Abnormal Psychology	3
REQUIRED ADDITIONAL COURSES:		
Select two (2) units from the following courses:		
HMSV V95	Human Services Volunteer Internship	1-4
HMSV V96	Human Services Work Experience Internship	1-4
		11

For other course descriptions, see Psychology

COURSE DESCRIPTIONS

HMSV V50 - INTRODUCTION TO SOCIAL WORK: SOCIAL WELFARE INSTITUTIONS - 3 Units

Hours: 3 lecture weekly

This course provides a general understanding of social work and social welfare practice. It will include an analysis of the current functions and purposes of social welfare as an institution. The historical and philosophical perspectives of social work practice within the context of cultural, political, economic, psychological and social forces will also be examined.

Field trips may be required. Formerly SOC V50. Transfer credit: CSU.

HMSV V51 - BASIC SKILLS IN SOCIAL WORK METHODS I - 3 Units

Hours: 3 lecture weekly

This course introduces students to theoretical perspectives of social work practices, ethics and skills and will include the 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. Formerly SOC V51. Transfer credit: CSU.

HMSV V52 - BASIC SKILLS IN SOCIAL WORK METHODS II - 3 Units

Hours: 3 lecture weekly

This course 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. Formerly SOC V52. Transfer credit: CSU.

HMSV V53 - INTRODUCTION TO MENTAL HEALTH REHABILITATION - 3 Units

Hours: 3 lecture weekly

This course provides students with an introduction to the recovery process in persons with severe, persistent mental illness. The course provides the framework for understanding the social model approach to recovery and creates an awareness of the skills and knowledge needed for careers in psychosocial rehabilitation. Topics include: an overview of principles and theories of medical and social model rehabilitation for persons with mental illness; the role of the mental health rehabilitation practitioner; relapse and recovery; ethical decision making and professional boundaries; differences in learning styles; cultural and diversity issues; community resources; the judicial system; educational, vocational and leisure options for clients; theories and practices in employment placement for mentally ill persons; and, implications of the American with Disabilities Act. This course prepares the student for the National Credentialing Examination for the Mental Health Rehabilitation Practitioner.

Field trips may be required. Formerly SOC V53. Transfer credit: CSU.

HMSV V88 - HUMAN SERVICES 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.

HMSV V89 - WORKSHOPS IN HUMAN SERVICES - .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. Transfer credit: CSU.

HMSV V90 - DIRECTED STUDIES IN HUMAN 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 who wish to pursue projects not included in the regular curriculum. 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. Transfer credit: CSU.

HMSV V95 - HUMAN SERVICES 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 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 pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

HMSV V96 - HUMAN SERVICES 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 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 pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

INTERDISCIPLINARY STUDIES

IDS V01 - CALWORKS ORIENTATION - .5-3 Units

Hours: 1-6 lecture-laboratory weekly

This course is designed to provide an orientation to facilities, programs, and services at Ventura College in order to increase student success in college. Students will receive information about the county's CalWORKs history, policies, and procedures and they will complete an Individual Training Plan (ITP). Also covered in the course will be information about the college catalog, class schedule and course planning, financial aid, graduation and transfer requirements, and college success skills. Students will complete an online orientation and the Guide to Success.

May be taken for a maximum of 4 times. Offered on a pass/no pass basis only.

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 V09 - TUTORIAL PROCEDURES AND METHODS - .5 Unit

Hours: .5 lecture weekly

This course is required 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 individual and group instruction. The course is designed to provide the student tutor with experience, information, and techniques that will make him/her a more effective tutor.

Formerly HUM V15. Offered on a pass/no pass basis only.

IDS V11 - STUDY SKILLS: APPLICATIONS TO COLLEGE-LEVEL COURSEWORK - 1.5-3.5 Units

Recommended preparation: IDS V12 or SS V02 or placement as measured by the college assessment process

Hours: 1-3 lecture, 1.5 laboratory weekly

This course could save a student's 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 IdS 11. Same as SS V01. Not applicable for degree credit.

IDS V12 - STUDY SKILLS: PREPARATION FOR ACADEMIC AND VOCATIONAL COURSES - 1-3.5 Units

Recommended preparation: ENGL V08A or ENGL V08B or ESL V34A or ESL V34B or placement 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 V13 - INTRODUCTION TO TUTORING WRITING AND READING - 1 Unit

Recommended preparation: IDS V09 or concurrent enrollment

Hours: 1 lecture weekly

This course is required for students who will be tutors or supplemental instruction leaders of writing and reading at Ventura College. Students tutors will learn to help student writers throughout the writing process and to work with students of varying proficiency and from diverse backgrounds. Course topics will include: a review of general tutoring skills, tutoring writing, working with sentence-level errors, the reading-writing connection, learning skills and learning disabilities, and special tutoring situations. After an initial orientation, including readings and in-class exercises, students will complete a tutoring practicum and use class time to analyze and reflect on those tutoring sessions.

Offered on a pass/no pass basis only.

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 not to exceed 6 units. Formerly IdS 60A-Z. Offered on a pass/no pass 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.



Several of the campus clubs join together twice a year to host a beach clean-up.

INTERNATIONAL STUDIES

Associate in Arts Degree Certificate of Achievement

INTERNATIONAL STUDIES

*Transfer requirements may differ
See counselor or consult assist.org*

REQUIRED COURSES:

	Units
POLS V02 Comparative Government	3
POLS V05 Introduction to International Relations	3

REQUIRED ADDITIONAL COURSE:

Select one (1) of the following courses:

ANTH V02 Cultural Anthropology	3
ANTH V06 Anthropology of Women	3
ESRM V03/ POLS V12 Introduction to Environmental Policy and Natural Resources Management	3
GEOG V02 Introduction to Human 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 foreign language (currently used in everyday life) 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 (9) to ten (10) units from the required and optional choice lists:

INTERNATIONAL STUDIES continued

AFRICAN STUDIES AREA:

REQUIRED COURSES:

HIST V14A/ AES V42A African History to 1800	3
HIST V14B/ AES V42B African History Since 1800	3

Select one (1) of the following courses:

ART V03/ AES V10 Introduction to African and Pre-Columbian Art	3
ENGL V33 Introduction to African American Literature	3
HIST V03A/ AES V40A United States History: Focus on African Americans I	3
HIST V03B/ AES V40B United States History: Focus on African Americans II	3

ASIAN STUDIES AREA:

REQUIRED COURSES:

HIST V15/ AES V61 Introduction to the History of East Asia	3
PHIL V03A Survey of World Religions: East	3

Select one (1) of the following courses:

ART V08/ AES V65 Introduction to Asian Art	3
AAS V01/ AES V62 Introduction to Asian American Studies	3

BUSINESS/ECONOMICS AREA:

REQUIRED COURSES:

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:

PSY V30 Multicultural Psychology	3
PSY V31/SOC V31 Introduction to Social Psychology	3
Select one (1) of the following courses:	
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

ART V02C/ AES V67 Introduction to Non-Western Art	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
ENGL V35 Multicultural American Literature	3
GEOG V02 Introduction to Human 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
SOC V03/ AES V11 Racial and Ethnic Group Relations	3
SPAN V20/ AES V31 Hispanic Literature in Translation	3

EUROPE/WESTERN WORLD STUDIES AREA:

REQUIRED COURSES:

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

GLOBAL ENVIRONMENT AREA:

REQUIRED COURSES:

ESRM V01/ BIOL V10	Introduction to Environmental Issues	3
ESRM V03/ POL S V12	Introduction to Environmental Policy and Natural Resource Management	3

Select one (1) of the following courses:

ESRM V02	Introduction to Environmental Science	3
ESRM V14/ AG V54	Conservation of Natural Science	3
GEOG V01	Elements of Physical Geography	3
GEOG V08	World Regional Geography	3

INTERNATIONAL POLITICS AND DIPLOMACY AREA:

REQUIRED COURSES:

HIST V20	Introduction to World History of the 20th and 21st Centuries	3
POL S V14	Global Studies	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
HIST V21	History of the Modern Middle East	3
POL S V10	The United Nations and World Affairs	4
POL S V15	Revolution in the Third World	3

LATIN AMERICAN/AMERICAN STUDIES AREA:

REQUIRED COURSES:

HIST V04A-V04B	History of the Americas I & II	3-3
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Select one (1) of the following courses:

ANTH V04/ AES V01	Native Peoples of North America	3
ART V03/ AES V10	Introduction to African and Pre-Columbian Art	3
ART V09/ AES V66	Introduction to Modern and Contemporary Latin American Art	3
HIST V05A/ AES V02A	United States History: Focus on Native Americans I	3
HIST V05B/ AES V02B	United States History: Focus on Native Americans II	3
HIST V10A/ AES V21A	The Heritage of Mexico I	3
HIST V10B/ AES V21B	The Heritage of Mexico II	3
POL S V09	United States - Mexico Relations	3
POL S V11	Government and Politics of Mexico	3

18-29

For course descriptions, see Agriculture, American Ethnic Studies, Anthropology, Art, Asian American Studies, Biology, Business, Economics, English, Environmental Science and Resource Management, Geography, Geology, History, Journalism, Music, Philosophy, Political Science, Psychology, Sociology, and Spanish

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 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 pass/no pass 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 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 pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

ITALIAN

Intermediate Italian (ITAL V03, V04) not offered 2009-2010

ITAL V01 - ELEMENTARY ITALIAN I - 5 Units

Hours: 5 lecture 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 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].**

JAPANESE

ITAL V03 - INTERMEDIATE ITALIAN I - 4 Units

Prerequisite: ITAL V02 or 3 years of high school Italian or equivalent
Hours: 4 lecture weekly

This course is an intensive review of Italian grammar and syntax. Topics will include: introduction to new applications of grammar principles; practice in oral and written expression; reading and discussion of selections from original Italian literature to provide practice in improving fluency in communication; and, the use of the language laboratory to practice and reinforce grammatical concepts and communicative functions.

Field trips may be required. Transfer credit: CSU; UC.

ITAL V04 - INTERMEDIATE ITALIAN II - 4 Units

Prerequisite: ITAL V03 or equivalent
Hours: 4 lecture weekly

This course includes further study of grammatical principles with special emphasis on building communicative skills in Italian. Students will read and discuss essays, periodicals, short stories, drama and poetry to increase vocabulary, fluency and cultural understanding.

Field trips may be required. Transfer credit: CSU; UC.

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

This course is designed to give the student with some knowledge of Italian further opportunity to practice 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 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

This course is 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

This is an entry-level course in oral communication in Italian that develops novice-level proficiencies in listening comprehension, oral expression, and vocabulary acquisition. Students imitate native pronunciation and intonation of Italian words and phrases through choral repetition, role playing, guided practice, responding in Italian to questions and commands, initiating conversations, conducting interviews in Italian, and by carrying out other communicative tasks used to facilitate language acquisition. Students develop the abilities to use Italian to conduct friendly conversations, gain information, and to discuss preferences, daily activities, and other basic conversational topics.

JAPN V01 - ELEMENTARY JAPANESE I - 5 Units

Hours: 5 lecture 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 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

This course is designed to give the student with some knowledge of Japanese further opportunity to practice 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 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

This course is 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

This is an entry-level course in oral communication in Japanese that develops novice-level proficiencies in listening comprehension, oral expression, and vocabulary acquisition. Students imitate native pronunciation and intonation of Japanese words and phrases through choral repetition, role playing, guided practice, responding in Japanese to questions and commands, initiating conversations, conducting interviews in Japanese, and by carrying out other communicative tasks used to facilitate language acquisition. Students develop the ability to use Japanese to conduct friendly conversations, gain information, and to discuss preferences, daily activities, and other basic conversational topics.

JOURNALISM

Associate in Arts Degree
Certificate of Achievement

JOURNALISM

Program not offered 2009-2010
See counselor or Moorpark College catalog

Transfer requirements may differ
See counselor or consult assist.org

REQUIRED COURSES:		Units
JOUR V01	Mass Communication	3
JOUR V05A	Writing for the Media I	3
JOUR V10	Media Production	4
JOUR V15A	Computer Assisted Reporting and Editing	3

REQUIRED ADDITIONAL COURSES:

Select six (6) units from the following courses:

JOUR V05B	Writing for the Media II	3
JOUR V11	Visual Journalism	4
JOUR V30/ PHOT V30	Press Photography Practicum	1.5
JOUR V31	Press Lab Practicum	1-2
		19

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

Students transferring to universities with national professional accreditation are limited to fifteen (15) lower division units in journalism and related fields that will apply to the baccalaureate degree

For other course descriptions, see Photography

Proficiency Award

ONLINE JOURNALISM

(Awarded by the Department)

Program offered 2009-2010

REQUIRED COURSES:		Units
JOUR V05A	Writing for the Media I	3
JOUR V05B	Writing for the Media II	3
JOUR V09	Introduction to Online Journalism	3
JOUR V15	Computer Assisted Reporting and Editing	3
		12

COURSE DESCRIPTIONS

JOUR V01 - MASS COMMUNICATION - 3 Units

Hours: 3 lecture weekly

This course introduces students to mass communication forms, 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. It offers students an overview of all phases of mass communication and communication technology in this information-conscious society, and the effects of media on themselves and others.

Field trips may be required. Formerly Jour 1. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN JOUR 4.**

JOUR V05A - WRITING FOR THE MEDIA I - 3 Units

Prerequisite: ENGL V01A

Recommended preparation: keyboarding and word processing skills
Hours: 2 lecture, 3 laboratory weekly

This course introduces the skills that are critical to reporting and writing for print, broadcast and online media: gathering, assessing, and prioritizing information; writing news stories; and using the tools of the various media to ready the story for public consumption. The course will include news, feature, opinion, sports, and entertainment writing. Students will work collaboratively and receive hands-on experience in college media projects.

Field trips will be required. Formerly Jour 5A. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN JOUR 2.**

JOUR V05B - WRITING FOR THE MEDIA II - 3 Units

Prerequisite: JOUR V05A

Hours: 2 lecture, 3 laboratory weekly

This course continues to develop skills that are critical to reporting and writing for print, broadcast, and online media: gathering and prioritizing information, writing news stories, and using the tools of the various media to ready the story for public consumption. It emphasizes individual reporting and specialty reporting, including feature, investigative, persuasive and in-depth writing for publication. Students will work collaboratively and receive hands-on experience in college media projects.

Field trips will be required. Formerly Jour 5B. Transfer credit: CSU; UC; credit limitations - see counselor.

JOUR V09 - INTRODUCTION TO ONLINE JOURNALISM - 3 Units

Recommended preparation: JOUR V05A

Hours: 2 lecture, 3 laboratory weekly

This course introduces the information and skills that are critical to reporting and writing specifically for the Internet. Students will learn the similarities and the differences between writing for the Internet and other media, the kinds of stories the Internet requires, and the law and ethics of online journalism. They will also learn how to gather information and materials to write the stories and create multimedia elements for them. Students will work collaboratively and receive hands-on experience.

Field trips may be required. Transfer credit: CSU; credit limitations - see counselor.

JOUR V10 - MEDIA PRODUCTION - 4 Units

Recommended preparation: JOUR V05A

Hours: 2 lecture, 6 laboratory weekly

This course introduces the skills that are critical to producing news reports for print, broadcast and online media: writing, assigning, evaluating and editing stories; assigning, evaluating and editing visual components for stories; and formatting and delivering the news in any and all media. Students will work collaboratively and receive hands-on experience in college media projects.

Field trips may be required. May be taken for a maximum of 2 times. Formerly JOUR V10A. Transfer credit: CSU; credit limitations - see counselor.

JOUR V11 - VISUAL JOURNALISM - 4 Units

Recommended preparation: JOUR V05A; and basic knowledge of art and design principles

Hours: 2 lecture, 6 laboratory weekly

This course introduces the skills that are critical to visual presentation of the news for print, broadcast and online media, from visual storytelling to researching and creating visual content, including infographics, photographs, illustrations and multimedia graphics, and the written information that accompanies them. Students will work collaboratively and receive hands-on experience in college media projects.

Field trips may be required. May be taken for a maximum of 2 times. Formerly JOUR V11A. Transfer credit: CSU; credit limitations - see counselor.

JOUR V15 - COMPUTER ASSISTED REPORTING AND EDITING - 3 Units

Recommended preparation: basic word processing and Internet skills
Hours: 3 lecture weekly

This course introduces the skills that are crucial to computer assisted researching, and to investigating and editing news for print, broadcast, and online media. The course will review finding and using information sources and resources via the Web and other modes, and will examine copy-editing stories and writing headlines and cutlines. Students will work collaboratively and receive hands-on experience in college media projects.

Field trips may be required. Formerly JOUR 15A. Transfer credit: CSU; credit limitations - see counselor.

JOUR V30 - PRESS PHOTOGRAPHY PRACTICUM - 1.5 Units

Corequisite: PHOT V01 or previous practical experience
Hours: 3 lecture-laboratory weekly

Survey of the principles of photojournalism. Students will work as photographers for the college newspaper. The course stresses learning through practical experience.

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 pass/no pass 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/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.

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/or requested by persons whose needs in this area are not met by present course offerings.

Field trips may be required. 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 who wish to pursue projects not included in the regular curriculum. 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 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 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 pass/no pass 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 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 pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

LEADERSHIP

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/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 pass/no pass 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 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 Ldr 89. Offered on a pass/no pass 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 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

Learning Skills (LS) courses are designed for students with disabilities.

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 audio-visual 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

This course provides for the assessment of learning disabilities (upon referral by specially trained staff) for the purpose of determining eligibility for services through Ventura College's Educational Assistance Center (EAC). Students will be introduced to specialized techniques, materials, texts, and assistive technology to support academic success. Ventura College 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 pass/no pass 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.

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 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.

Formerly LS 7. Not applicable for degree credit.

LS V08 - SPELLING IMPROVEMENT - 3 Units

Hours: 3 lecture weekly

This is 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.

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.

Formerly LS 9. Not applicable for degree credit.

LS V10 - VOCABULARY BUILDING - 3 Units

Hours: 3 lecture weekly

This is a foundation course designed to improve vocabulary skills. Special focus will be placed upon understanding the meaning and origin of common basic language words.

Formerly LS 10. Not applicable for degree credit.

LS V14 - MEMORY POWER -1-3 Units

Hours: 1-3 lecture weekly

This course is designed for students who have serious problems remembering short- and long-term academic facts and concepts. Special emphasis will be placed upon techniques to improve attention and increase concentration power.

Formerly LS 14. 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.

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

Recommended preparation: basic computer competency
Hours: 1 lecture weekly

This course is designed to develop vital library research skills. Locating and understanding print, electronic and nonprint formats will be emphasized. A major focus of this course will be the library databases and the research potential of the Internet and the 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/or 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 - 1-6 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 a written project proposal approved by the discipline prior to enrollment.

Field trips may be required. Field trips may be required. May be taken for a maximum of 4 times not to exceed 6 units.

MANUFACTURING TECHNOLOGY

Proficiency Award

CNC MACHINE OPERATOR

(Awarded by the Department)

REQUIRED COURSES:	Units
DRFT V02A/ WEL V02	3
DRFT V50	3
MT V05-V06	2-2
MT V08	3
MT V35	3
	16

For other course descriptions, see Drafting

Proficiency Award

MANUFACTURING APPLICATIONS

(Awarded by the Department)

REQUIRED COURSES:	Units
ARCH V23/ DRFT V05A	2
DRFT V02A/ WEL V02	3
MT V02-V03	2-2
MT V04/DRFT V04	3
MT V05	2
MT V15	3
	17

For other course descriptions, see Architecture,
Drafting and Welding

COURSE DESCRIPTIONS

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.

MT V05 - CNC MACHINING I - 2 Units

Hours: 1 lecture, 3 laboratory weekly

This course consists of a series of lectures and laboratory exercises relevant to the introduction to general principles of CNC (Computer Numeric 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 set ups, and operation are also covered throughout the course.

Fees will be required. Field trips may be required.

MT V06 - CNC MACHINING II - 2 Units

Recommended preparation: MT V05

Hours: 1 lecture, 3 laboratory weekly

This course is an extension of the introductory Computer Numerical Control (CNC) operator training with the focus on extended CNC machining principles as applied to machining 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 industry standard (ASME Y14.5).

Fees will be required. Field trips may be required.

MT V07 - CNC MACHINING III - 2 Units

Recommended preparation: MT V06

Hours: 1 lecture, 3 laboratory weekly

This course is designed as an advanced general Computer Numerical Control (CNC) 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.

Fees will be required. Field trips may be required.

MT V08 - COMPUTER NUMERICAL CONTROL (CNC) PROGRAMMING - 3 Units

Recommended preparation: MT V02 and MT V05

Hours: 2 lecture, 3 laboratory weekly

This course is an introduction to Computer Numerical Control (CNC) parts programming. Topics will include: CNC concepts, axis nomenclature, tooling, programming formats, manufacturing processes, Computer Aided Manufacturing (CAM), CNC milling and turning, program editing, speeds and feeds, and machine shop safety.

Fees will be required. Field trips may be required.

MT V09 - GEOMETRIC DIMENSIONING AND TOLERANCING - 3 Units

Recommended preparation: DRFT V02A 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.

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.

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 course will also cover various manufacturing materials, techniques of machining, casting, forming, and industrial design.

Field trips will be required. Formerly MT 15. Transfer credit: CSU.

MT V18 - MANUFACTURING PROJECTS AND APPLICATIONS - 3 Units

Recommended preparation: ARCH V23 or DRFT V05A; and MT V02

Hours: 6 lecture-laboratory weekly

This course is an integration of previously acquired knowledge through assignment of projects in the areas of manufacturing, industrial design, flexible manufacturing applications, computer aided design and computer aided manufacturing (CAD/CAM). Topics will include set up and operation of computer numerical control (CNC) lathes, mills, manufacturing processes, and design principles.

Fees will be required. Field trips may be required. May be taken for a maximum of 4 times. Offer on a pass/no pass basis only.

MT V35 - PRODUCTION MACHINING AND TOOLING DESIGN TECHNIQUES - 3 Units

Recommended preparation: ARCH V23 or DRFT V05A or DRFT V41

Hours: 2 lecture, 3 laboratory weekly

This course covers production machining techniques. Topics include: production planning; production tooling design; setup and manufacturing planning; job costing and time/scheduling calculations; inspection; and blueprint reading for multiple-part manufacturing products. Computer applications in manufacturing planning are covered using computer aided design and manufacturing software (CAD/CAM), word processing, and spreadsheet applications.

Fees will be required. Field trips may be required. Formerly MS V35.

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 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, proportion and variation, linear inequalities, introduction to functions, factoring, rational expressions and equations, exponents, factorable quadratic equations, and systems of equations. Students receiving credit in MATH V01 will not receive credit in MATH V01A-V01E or MATH V11A-V11B.

Formerly Math 1.

MATH V01A - ELEMENTARY ALGEBRA: MODULE I - 1 Unit

Prerequisite: MATH V10 or 1 year of high school prealgebra with grade of C or better

Hours: 1 lecture weekly

This course is the first of five-course sequence (MATH V01A-V01E). Completion of all five courses is equivalent to MATH V01. Topics will include operations with real numbers, symbols and terminology, mathematical sets, addition and subtraction of real numbers, multiplication and division of real numbers, properties of addition and multiplication, simplifying algebraic expressions, positive and negative exponents and scientific notation. Under the guidance of the instructor, students will complete self-paced interactive competency-based computer assignments, including possible review of previously learned topics. More than one course in the sequence may be completed within the term. Students receiving credit in MATH V01A-V01E will not receive credit in MATH V01 or MATH V11A-V11B.

Offered on a pass/no pass basis only.

MATH V01B - ELEMENTARY ALGEBRA: MODULE II - 1 Unit

Prerequisite: MATH V01A or MATH V88A with grade of CR or P

Hours: 1 lecture weekly

This course is the second of a five-course sequence (MATH V01A-V01E). Completion of all five courses is equivalent to MATH V01. Topics will include solving equations of one variable, translation of word problems to equations, solving and graphing inequalities of one variable, interval and set notation, solving formulas, ratio, proportion and variation. Under the guidance of the instructor, students will complete self-paced interactive competency-based computer assignments, including possible review of previously learned topics. More than one course in the sequence may be completed within the term. Students receiving credit in MATH V01A-V01E will not receive credit in MATH V01 or MATH V11A-V11B.

Offered on a pass/no pass basis only.

MATH V01C - ELEMENTARY ALGEBRA: MODULE III - 1 Unit

Prerequisite: MATH V01B or MATH V88B with grade of CR or P

Hours: 1 lecture weekly

This course is the third of a five-course sequence (MATH V01A-V01E). Completion of all five courses is equivalent to MATH V01. Topics will include linear equations, slope, finding the equation of a line, graphing linear equations of two variables, graphing inequalities of two variables, and functions. Under the guidance of the instructor, students will complete self-paced interactive competency-based computer assignments, including possible review of previously learned topics. More than one course in the sequence may be completed within the term. Students receiving credit in MATH V01A-V01E will not receive credit in MATH V01 or MATH V11A-V11B.

Offered on a pass/no pass basis only.

MATH V01D - ELEMENTARY ALGEBRA: MODULE IV - 1 Unit

Prerequisite: MATH V01C or MATH V88C with grade of CR or P

Hours: 1 lecture weekly

This course is the fourth of a five-course sequence (MATH V01A-V01E). Completion of all five courses is equivalent to MATH V01. Topics will include solving systems of equations by graphing, solving systems of equations by substitution, solving systems of equations by addition, applications of systems of equations, solving systems of inequalities, and operations with polynomials. Under the guidance of the instructor, students will complete self-paced interactive competency-based computer assignments, including possible review of previously learned topics. More than one course in the sequence may be completed within the term. Students receiving credit in MATH V01A-V01E will not receive credit in MATH V01 or MATH V11A-V11B.

Offered on a pass/no pass basis only.

MATH V01E - ELEMENTARY ALGEBRA: MODULE V - 1 Unit

Prerequisite: MATH V01D or MATH V88D with grade of CR or P

Hours: 1 lecture weekly

This course is the fifth of a five-course sequence (MATH V01A-V01E). Completion of all five courses is equivalent to MATH V01. Topics will include factoring by grouping, factoring trinomials, factoring differences of squares, factoring sums and differences of cubes, solving quadratic equations by factoring, operations on rational expressions, equations involving rational expressions, and complex fractions. Under the guidance of the instructor, students will complete self-paced interactive competency-based computer assignments, including possible review of previously learned topics. More than one course in the sequence may be completed within the term. Students receiving credit in MATH V01A-V01E will not receive credit in MATH V01 or MATH V11A-V11B.

Offered on a pass/no pass basis only.

MATH V02 - GEOMETRY - 3 Units

Prerequisite: MATH V01 or MATH V01A-V01E or MATH V11B or MATH V88A-V88E or 1 year of high school beginning algebra with grade of C or better

Hours: 3 lecture weekly

This course covers sets, real numbers, lines and planes, triangles, congruence, proof, geometric inequalities, parallel and perpendicular lines and planes, polygons, similarity, circles, locus, construction, area, perimeter, and volume.

Formerly Math 2.

MATH V03 - INTERMEDIATE ALGEBRA - 5 Units

Prerequisite: MATH V01 or MATH V01A-V01E or MATH V11B or MATH V88A-V88E or 1 year of high school beginning algebra with grade of C or better

Hours: 5 lecture weekly

This course covers equations and inequalities, systems of equations using matrices, exponents and radicals, complex numbers, functions and graphs, quadratic equations, conic sections, exponential and logarithmic functions. Students receiving credit in MATH V03 will not receive credit in MATH V03A-V03E.

Formerly Math 3.

MATH V03A - INTERMEDIATE ALGEBRA: MODULE I - 1 Unit

Prerequisite: MATH V01 or MATH V01A-V01E or MATH V11B or MATH V88A-V88E or 1 year of high school beginning algebra with grade of C or better

Hours: 1 lecture weekly

This course is the first of a five-course sequence (MATH V03A-V03E). Completion of all five courses is equivalent to MATH V03. Topics will include compound inequalities, absolute value equations and inequalities, word problems using inequalities, and functions. Under the guidance of the instructor, students will complete self-paced interactive competency-based computer assignments, including possible review of previously learned topics. More than one course in the sequence may be completed within the term. Students receiving credit in MATH V03A-V03E will not receive credit in MATH V03.

Offered on a pass/no pass basis only.

MATH V03B - INTERMEDIATE ALGEBRA: MODULE II - 1 Unit

Prerequisite: MATH V03A with grade of P

Hours: 1 lecture weekly

This course is the second of a five-course sequence (MATH V03A-V03E). Completion of all five courses is equivalent to MATH V03. Topics will include solving systems of equations in two and three variables using the addition and substitution methods, solving systems of equations using matrix row reduction, solving word problems using systems of equations, and graphing solutions to systems of inequalities in two variables. Under the guidance of the instructor, students will complete self-paced interactive competency-based computer assignments, including possible review of previously learned topics. More than one course in the sequence may be completed within the term. Students receiving credit in MATH V03A-V03E will not receive credit in MATH V03.

Offered on a pass/no pass basis only.

MATH V03C - INTERMEDIATE ALGEBRA: MODULE III - 1 Unit

Prerequisite: MATH V03B with grade of P

Hours: 1 lecture weekly

This course is the third of a five-course sequence (MATH V03A-V03E). Completion of all five courses is equivalent to MATH V03. Topics will include positive, negative and fractional exponents, radicals, radical equations, and complex numbers. Under the guidance of the instructor, students will complete self-paced interactive competency-based computer assignments, including possible review of previously learned topics. More than one course in the sequence may be completed within the term. Students receiving credit in MATH V03A-V03E will not receive credit in MATH V03.

Offered on a pass/no pass basis only.

MATH V03D - INTERMEDIATE ALGEBRA: MODULE IV - 1 Unit

Prerequisite: MATH V03C with grade of P

Hours: 1 lecture weekly

This course is the fourth of a five-course sequence (MATH V03A-V03E). Completion of all five courses is equivalent to MATH V03. Topics will include solution of quadratic equations using factoring, the square root property, completing the square, and the quadratic formula, as well as equations reducible to quadratic form, graphing quadratic functions and conic sections, and solving word problems involving quadratic equations and quadratic inequalities. Under the guidance of the instructor, students will complete self-paced interactive competency-based computer assignments, including possible review of previously learned topics. More than one course in the sequence may be completed within the term. Students receiving credit in MATH V03A-V03E will not receive credit in MATH V03.

Offered on a pass/no pass basis only.

MATH V03E - INTERMEDIATE ALGEBRA: MODULE V - 1 Unit

Prerequisite: MATH V03D with grade of P

Hours: 1 lecture weekly

This course is the fifth of a five-course sequence (MATH V03A-V03E). Completion of all five courses is equivalent to MATH V03. Topics will include composite and inverse functions, properties of logarithms, common and natural logarithms, exponential and logarithmic equations, and solving word problems involving logarithmic and exponential equations. Under the guidance of the instructor, students will complete self-paced interactive competency-based computer assignments, including possible review of previously learned topics. More than one course in the sequence may be completed within the term. Students receiving credit in MATH V03A-V03E will not receive credit in MATH V03.

Offered on a pass/no pass basis only.

MATH V04 - COLLEGE ALGEBRA - 4 Units

Prerequisite: MATH V03 or MATH V03A-V03E or 1 year of high school intermediate algebra (Algebra II) with grade of C or better

Hours: 4 lecture weekly

This course introduces 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 MATH V03A-V03E 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 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 percentages. It provides an introduction to algebra, simple geometric figures, the metric system, and the use of formulas.

Formerly Math 9. Not applicable for degree credit.

MATH V10 - PREALGEBRA - 3 Units

Recommended preparation: MATH V09 or equivalent or math assessment test

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 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 or MATH V01A-V01E.

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 or MATH V01A-V01E.

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 V21A - CALCULUS WITH ANALYTIC
GEOMETRY I - 5 Units**

Prerequisite: both MATH V04 and MATH V05 with grades of C or better; or MATH V20 with grade of C or better; 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 Rule. 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 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; and, 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 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 V24 - DIFFERENTIAL EQUATIONS WITH LINEAR
ALGEBRA - 5 Units**

Prerequisite: MATH V21B or equivalent with grade of C or better
Hours: 5 lecture weekly

This course is 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 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 V35 - INTERMEDIATE ALGEBRA AND APPLICATIONS
FOR HEALTH CARE PERSONNEL - 4 Units**

Prerequisite: MATH V01 or MATH V01A-V01E or MATH V11B or 1 year of high school beginning algebra with grade of C or better
Hours: 4 lecture weekly

This course is designed for health care professionals and will enable them to apply mathematical concepts and skills to on-the-job situations. After reviewing elementary algebra and introducing intermediate 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.

**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 MATH V03A-V03E 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 MATH V03A-V03E 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 MATH V03A-V03E or 1 year of high school intermediate algebra (Algebra II) with grade of C or better
Hours: 4 lecture weekly

This course introduces statistics useful to students in business, economics, science, social science and education. Topics covered will include: 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; and, nonparametric statistics. This course also provides supervised computer practice designed to assist students in statistical calculations required in beginning statistics.

Formerly Math 44. Transfer credit: CSU; UC; credit limitations - see counselor. **CAN STAT 2.**

MATH V46A - APPLIED CALCULUS I - 3 Units

Prerequisite: MATH V04 or MATH V20 or the fourth year of high school mathematics (advanced mathematics) with grade of C or better

Hours: 3 lecture weekly

This is a short course in analytic geometry and calculus for students in business, social science and biology. Topics include: functions and analytic geometry; differential calculus including limits, related rates, maxima and minima; and, 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/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.

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 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 Math 90. Transfer credit: CSU; for UC, determined after admission.

MICROBIOLOGY

MICR V01 - GENERAL MICROBIOLOGY - 4 Units

Prerequisite: CHEM V01A-V01AL or CHEM V20-V20L or CHEM V30-V30L or 1 year of high school chemistry with grades of C or better; and BIOL V04 or PHSO V01 or equivalent with grades of C or better
Recommended preparation: BIOL V01-V01L and CHEM V21-V21L and ENGL V01A

Hours: 3 lecture, 3 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 study of microorganisms affecting humans, principles of disease transmission, disease prevention, immunity, and biotechnology. Required safety items include: lab coat, gloves and ANSI Z87.1 safety glasses.

Field trips may be required. Formerly Micro 1. Transfer credit: CSU; UC. **CAN BIOL 14.**

MULTIMEDIA

See also: Art and Photography
**Associate in Science Degree
 Certificate of Achievement**

MULTIMEDIA

*Program not offered 2009-2010
 Contact Sharla Fell at 654-6400 ext. 2236 or
 at sfell@vcccd.edu for information*

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 V05A	Introduction to AutoCAD	2
ARCH V24/ DRFT V05B	Advanced Operations of AutoCAD	2
ARCH V31-V32	Architectural Practice I & II	3-3
DRFT V51	Design Animation and Modeling	2

BUSINESS OPTION:

BUS V30	Introduction to Business	3
BIS V40	Microcomputer Applications in Business	3
BIS V41	The Internet and the World Wide Web	3

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 V74A	Digital Painting I	3

PROGRAMMING OPTION:

CS V20	Beginning Visual Basic	3
CS V30	Beginning 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	Website Development	2.5
MM V66	Professional Web Page Development	3
		27-36

**For other course descriptions, see Architecture,
 Art, Business, Business Information Systems,
 Computer Science, Drafting, and Photography**

Proficiency Award

MULTIMEDIA

(Awarded by the Department)

Program not offered 2009-2010

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

COURSE DESCRIPTIONS

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 V74A

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 a website, 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.

Fees will be required. Field trips may be required. Formerly IdS 30. Transfer credit: CSU; UC; 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 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. 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 - WEBSITE 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 website. Using the student's knowledge of Web page development, this course provides the design and planning skills needed to create a complete website.

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 V74A - ADOBE PHOTOSHOP I - 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. Students will create a CD-ROM cover, Web banners, and a final print or Web project.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly IDS V74A. Transfer credit: CSU; credit limitations - see counselor.

MM V74B - ADOBE PHOTOSHOP II - 3 Units

Prerequisite: MM V74A

Recommended preparation: basic English and math skills; and computer fundamentals

Hours: 6 lecture-laboratory weekly

This course is designed as a hands-on, intermediate course in the technical and artistic aspects of Adobe Photoshop. Students will learn intermediate tools and techniques needed to produce professional quality results for print and Web images. The course will include independent creative projects comprised of written proposals, timelines, and storyboarding.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly IDS V74B. 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 website development using graphics, text, animation and current computer software. Students will preview how these essentials are organized in order to plan and construct websites, adding links, navigation, frames, and tables. Students will create a website, 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 websites. 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

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.

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

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. 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 who wish to pursue projects not included in the regular curriculum. 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.

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 course offers students with 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 pass/no pass 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 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 pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

MUSIC

Associate in Arts Degree Certificate of Achievement

MUSIC

*Transfer requirements may differ
See counselor or consult assist.org*

REQUIRED COURSES:		Units
MUS V02A	Music Theory I: Beginning Diatonic Tonal Music	3
MUS V02B	Music Theory II: Intermediate Diatonic Tonal Music	3
MUS V02C	Music Theory III: Chromatic Harmony	3
MUS V02D	Music Theory IV: Sixteenth Century Counterpoint	3
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	Community Choir	1.5
MUS V14A	Beginning Orchestra: Strings	1.5
MUS V14B	Beginning Orchestra: Winds	1.5
MUS V14C	Beginning Orchestra: Percussion	1.5
MUS V15	Community Orchestra	1.5
MUS V16	Chorale	1.5
MUS V18	Band	1.5
MUS V19	Choral Rehearsal and Performance	1.5
MUS V21A	Chamber Music: Woodwinds	1
MUS V21B	Chamber Music: Brass	1
MUS V21C	Chamber Music: Strings and Keyboards	1
MUS V22A	Advanced Chamber Music: Woodwinds	1
MUS V22B	Advanced Chamber Music: Brass	1
MUS V22C	Advanced Chamber Music: Strings and Keyboards	1
MUS V34	Symphony Orchestra	1.5
MUS V35	Chamber Orchestra	1.5
MUS V43	Symphonic Choir	1.5
MUS V44	Chamber Choir	1.5
MUS V45	Beginning Opera/Musical Theatre Workshop	1.5
MUS V46	Intermediate Opera/Musical Theatre Workshop	1.5
MUS V47	Advanced Opera/Musical Theatre Workshop	1.5
		31

Recommended courses: MUS V01, V04A, V04B, V13, V27.

COURSE DESCRIPTIONS

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: BEGINNING DIATONIC TONAL MUSIC - 3 Units

Corequisite: MUS V02AL

Recommended preparation: MUS V01 or equivalent

Hours: 3 lecture weekly

This course is an introduction to tonal music harmony and covers the fundamental materials of music: scales, intervals, meter and rhythm. Topics will include: musical acoustics; triads in root position and inverted; voice leading; part building and melody writing; figured bass; cadences; and, ranges of instruments. Course requirements include written exercises, keyboard exercises, analysis, simple composition and the study of representative masterworks by composers like Mozart or Bach.

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

This course is an introduction to 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: INTERMEDIATE DIATONIC TONAL MUSIC - 3 Units

Prerequisite: MUS V02A-V02AL

Corequisite: MUS V02BL

Hours: 3 lecture weekly

This course is an intermediate-level study of tonal music harmony. Topics will include: seventh chords; secondary dominants; non-harmonic tones; diatonic linear chords; harmonic progression; harmonizing melody; music structure; and elementary orchestration. Course requirements include written exercises, keyboard exercises, analysis, compositions and the study of representative masterworks by composers from the 17th through the 18th centuries.

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

This course is a study of tonal music ear training through graded exercises in sight singing, note reading and music dictation. Some basic keyboard experience and improvisation will be 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: CHROMATIC HARMONY - 3 Units

Prerequisite: MUS V02B-V02BL

Corequisite: MUS V02CL

Hours: 3 lecture weekly

This course is a study of chromaticism in tonal music harmony. Topics will include: ninth, eleventh and thirteenth chords; chromatic chords, including augmented sixth chords; mixed modes; extended modulation; linear chords; elements of musical development; harmonizing melody; and, chromatic embellishment. Course requirements will include written exercises, keyboard exercises, analysis, composition, and the study of representative masterworks by composers from the 18th through the 19th centuries.

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

This course is a study of chromatic harmony through ear training in tonal music harmony. It will include ear training through graded exercise in sight singing, note reading, and music dictation. Some basic keyboard experience and improvisation will be included. Chromatic chords, including augmented sixth chords, mixed modes and extended modulation will also be covered.

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+V02CL].**

MUS V02D - MUSIC THEORY IV: SIXTEENTH CENTURY COUNTERPOINT - 3 Units

Prerequisite: MUS V02B-V02BL

Corequisite: MUS V02DL

Hours: 3 lecture weekly

This course is an introduction to modal counterpoint. Topics will include: understanding the fundamental materials; implications of Renaissance notational practice, modes, hexachord, and rhythm; aesthetics of 16th century melody; treatment of consonance and dissonance; species exercises in two or three parts using a cantus firmus; contrapuntal devices; canon; text setting; motet; madrigal; and, riccercare. Course requirements include written exercises, keyboard exercises, analysis, composition, and the study of representative masterworks by Renaissance composers such as Orlando di Lasso.

Field trips may be required. Formerly Mus 2D. Transfer credit: CSU; UC. **CAN MUS 12 [with MUS V02DL].**

MUS V02DL - EAR TRAINING IV - 1 Unit

Corequisite: MUS V02D

Hours: 3 laboratory weekly

This course provides advanced ear training in sight singing, dictation, and recognition of Gregorian plain chant melodies based on diatonic scales from the Middle Ages. Students will be introduced to techniques of modal counterpoint from the 14th through the 17th centuries.

Field trips may be required. Formerly Mus 2DL. Transfer credit: CSU; UC. **CAN MUS 12 [with MUS V02D].**

MUS V02E - MUSIC THEORY V: TWENTIETH CENTURY TECHNIQUES - 3 Units

Prerequisite: MUS V02B-V02BL

Hours: 3 lecture weekly

This course is an introduction to compositional techniques of the 20th century. Topics will include: 12-tone music; serialism; parallelism; modality; pan-diatonicism; polytonality; dissonant counterpoint; alternate analysis techniques; new instruments; the evolution of new music notation; and, the rise of electronic music. Course requirements include written exercises, keyboard exercises, analysis, composition, and the study of representative masterworks by 20th century composers such as Bartok, Stravinsky, Schoenberg, Debussy, Gershwin, Copland, Cage, and Stockhausen.

Field trips may be required. Transfer credit: CSU; UC.

MUS V02F - MUSIC THEORY VI: ELEMENTS OF TONAL MUSIC STRUCTURE - 3 Units

Prerequisite: MUS V02B-V02BL

Hours: 3 lecture weekly

This course is the study of form and tonal music. Topics will include: motive, phrase; period; melodic and rhythmic development; small forms; extended forms, such as dances, variation, rondo, sonata-allegro, concerto; and, structure as influenced by various performance mediums. Course requirements include written exercises, keyboard exercises, analysis, composition, and a study of representative masterworks by composers from the 18th through the 19th centuries.

Field trips may be required. Transfer credit: CSU; UC.

MUS V02G - MUSIC THEORY VII: EIGHTEENTH CENTURY COUNTERPOINT - 3 Units

Prerequisite: MUS V02C-V02CL

Hours: 3 lecture weekly

This course is an introduction to tonal counterpoint. Topics will include: interaction of functional harmony, melody and tonality; exercises in two, three and four parts, using species, cantus firmus, canon and imitation techniques; contrapuntal devices; tonal and real answers; invention; fugue; noting the rise of instrumental music; and, the influence of the keyboard. Course requirements include written exercises, keyboard exercises, analysis, composition, and a study of representative masterworks by composers from the 18th through the 19th centuries, especially the music of J.S. Bach.

Field trips may be required. Transfer credit: CSU; UC.

MUS V02H - MUSIC THEORY VIII: JAZZ HARMONY AND PRACTICE - 3 Units

Prerequisite: MUS V02B-V02BL

Hours: 3 lecture weekly

This course is an introduction to concepts of harmony used in gospel, the blues, jazz, pop and rock. Topics will include: typical music groups; review of basic triads, seventh chords and chord symbols; improvisation; reading and creating performance charts; chord alterations; chord extensions; polychords; quartal chords; chord substitutions; modulation; world music influence; setting a melody; song writing; and, arranging. Course requirements include written exercises, keyboard exercises, performance, analysis, composition, and the study of important music from the gospel, blues, jazz, pop, and rock traditions.

Field trips may be required. 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 V04A - MUSIC COMPOSITION I - 2 Units

Prerequisite: MUS V02A-V02AL

Hours: 4 lecture-laboratory weekly

This hands-on course where students will compose several works of music using traditional and modern compositional techniques. Students will produce a portfolio of works of high individuality and artistic caliber, and the successful completion and performance of these works at a concert will be the basis for the student's grade. The concert will be open to the public, and will take place at the end of the semester. More advanced students will be expected to write works of longer duration and a more challenging level.

Field trips may be required. May be taken for a maximum of 2 times. Transfer credit: CSU; UC.

MUS V04B - MUSIC COMPOSITION II - 2 Units

Prerequisite: MUS V02A-V02AL; and MUS V04A or equivalent skills

Hours: 4 lecture-laboratory weekly

This course covers the major compositional techniques used in music since 1900. Students will produce a portfolio of original works by composing at least four pieces, utilizing techniques selected from the following: 12-tone, polytonality, minimalism, tone clusters, aleatory methods, primitivism, or the "new romanticism." The completed works will be performed in a concert, open to the public, to take place at the end of the semester. More advanced students will be expected to write works of more challenging extent and for larger ensembles, including standard quartets and quintets.

Field trips may be required. May be taken for a maximum of 2 times. Formerly MUS V04. 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 music from the late 1940's to the present— its musical, socio-cultural and historical development. Emphasis on the roots and early development of rock; its stylistic trends and influential artists throughout the years including the politics of rock and the impact of technology.

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

Introduces the student to the main stylistic periods and developments in music, from ancient times to the present, with an emphasis on understanding and enjoyment in listening. It explores not only the music, composers and traditions of Western culture, but examines some of the contributions of world music, popular music, blues, jazz, and rock as well.

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, form and personalities from the Middle Ages (560) to the late Baroque era (1750). There will also be discussions about social and political influences in each era.

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, form, and personalities from the early Classical era (1750) to our current era. Discussions will also include social and political influences from each era.

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: MUS V10 or 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 may be required. May be taken for a maximum of 4 times. Formerly Mus 11. Transfer credit: CSU; UC.

MUS V12 - COMMUNITY CHOIR - 1.5 Units

Recommended preparation: singing ability

Hours: 3 lecture-laboratory weekly

Community Choir is for singers from the college and community with a desire to learn great choral music and develop their singing and music reading skills. The ensemble rehearses music to be performed in public.

Field trips will be required. May be taken for a maximum of 4 times. Formerly Mus 12. Transfer credit: CSU; UC.

MUS V13 - VOICE - 1.5 Units

Hours: 3 lecture-laboratory weekly

This course provides training in singing both as a soloist and in a group. Topics covered will include: vocal technique such as stretching and warm-up exercises, posture, breathing, basic anatomy and the vocal apparatus, pathway of singing, resonance, and vowel and consonant articulation; repertoire; and, performance techniques. Students will be required to perform solo and in a group setting.

Field trips will be required. May be taken for a maximum of 4 times. Formerly MUS V13A. Transfer credit: CSU; UC.

MUS V14A - BEGINNING ORCHESTRA: STRINGS - 1.5 Units

Recommended preparation: ability to play a string instrument and ability to read music

Hours: 3 lecture-laboratory weekly

This course is for string players who wish to experience playing in a larger ensemble. Rehearsals lead to a public performance, based upon the skill level of the group.

Field trips may be required. May be taken for a maximum of 4 times. Transfer credit: CSU; UC.

MUS V14B - BEGINNING ORCHESTRA: WINDS - 1.5 Units

Recommended preparation: ability to play a wind instrument and ability to read music

Hours: 3 lecture-laboratory weekly

This course is for woodwind and brass players who wish to experience playing in an orchestra. Rehearsals lead to a public performance, based upon the skill level of the group.

Field trips may be required. May be taken for a maximum of 4 times. Transfer credit: CSU; UC.

MUS V14C - BEGINNING ORCHESTRA: PERCUSSION - 1.5 Units

Recommended preparation: ability to play a percussion instrument and ability to read music

Hours: 3 lecture-laboratory weekly

This course is for percussion players who wish to experience playing in an orchestra. Rehearsals lead to a public performance, based upon the skill level of the group.

Field trips may be required. May be taken for a maximum of 4 times. Transfer credit: CSU; UC.

MUS V15 - COMMUNITY ORCHESTRA - 1.5 Units

Prerequisite: MUS V14A or V14B or 14C or equivalent skills

Hours: 3 lecture-laboratory weekly

This course is intended for musicians who have experience playing in an orchestra. Students will become accustomed to score reading, how to mark scores, and will learn the history of the orchestra. The ensemble rehearses standard orchestra literature in preparation for public performance.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 15. Transfer credit: CSU; UC.

MUS V16 - CHORALE - 1.5 Units

Prerequisite: MUS V12 or equivalent skills

Hours: 3 lecture-laboratory weekly

Chorale is designed for singers with singing experience. The ensemble is a balanced choir which requires students to read music and rehearse it for public performance. Music is drawn from all periods of great chorale literature.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 16. Transfer credit: CSU; UC.

MUS V17 - JAZZ BAND - 1.5 Units

Recommended preparation: ability to play an instrument and to read music

Hours: 3 lecture-laboratory weekly

Jazz Band will focus on the performance of Big Band music. Students will learn about Big Band styles and performance techniques, as well as the elements of tuning and rhythmic notation analysis. The course will emphasize ensemble performance and improvisation.

Field trips will be required. May be taken for a maximum of 4 times. 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 - CHORAL REHEARSAL AND PERFORMANCE - 1.5 Units

Prerequisite: MUS V16 or equivalent skills

Hours: 3 lecture-laboratory weekly

This course is for singers who have experience in choral singing and music reading. The ensemble is a balanced ensemble. Emphasis will be on the preparation of music for a specific performance, such as a concert, festival, tour or competition. A high standard of performance excellence will be expected.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 19. Transfer credit: CSU; UC.

MUS V21A - CHAMBER MUSIC: WOODWINDS - 1 Unit

Recommended preparation: ability to play a woodwind instrument

Hours: 2 lecture-laboratory weekly

This course will provide students an opportunity to rehearse and perform in small woodwind ensembles. Emphasis will be on ensemble balance, musical phrasing, dynamics, and interpretation. Repertoire will be taken from standard classical literature for woodwind ensembles.

Field trips may be required. May be taken for a maximum of 2 times. Formerly Mus 21A. Transfer credit: CSU; UC.

MUS V21B - CHAMBER MUSIC: BRASS - 1 Unit

Recommended preparation: ability to play a brass instrument

Hours: 2 lecture-laboratory weekly

This course will provide students an opportunity to rehearse and perform in small brass or mixed ensembles. Emphasis will be on ensemble balance, musical phrasing, dynamics, and interpretations. Repertoire will be taken from standard classical literature for brass or mixed ensembles.

Field trips may be required. May be taken for a maximum of 2 times. Formerly Mus 21B. Transfer credit: CSU; UC.

MUS V21C - CHAMBER MUSIC: STRINGS AND KEYBOARDS - 1 Unit

Recommended preparation: ability to play a string or keyboard instrument

Hours: 2 lecture-laboratory weekly

This course will provide students an opportunity to rehearse and perform in small string, keyboard or mixed ensembles. Emphasis will be on ensemble balance, musical phrasing, dynamics, and interpretation. Repertoire will be taken from standard classical literature for strings, keyboards and/or mixed ensembles.

Field trips may be required. May be taken for a maximum of 2 times. Formerly Mus 21C. Transfer credit: CSU; UC.

MUS V22A - ADVANCED CHAMBER MUSIC: WOODWINDS - 1 Unit

Prerequisite: MUS V21A or equivalent skills

Hours: 2 lecture-laboratory weekly

This course will provide students an opportunity to rehearse and perform in advanced small woodwind or mixed ensembles. Emphasis will be on ensemble balance, musical phrasing, dynamics and interpretation. Repertoire will be taken from standard classical literature for woodwind or mixed ensembles, including 20th century and contemporary repertoire.

Field trips may be required. May be taken for a maximum of 2 times. Formerly Mus 22A. Transfer credit: CSU; UC.

MUS V22B - ADVANCED CHAMBER MUSIC: BRASS - 1 Unit

Prerequisite: MUS V21B or equivalent skills

Hours: 2 lecture-laboratory weekly

This course will provide students an opportunity to rehearse and perform in advanced small brass or mixed ensembles. Emphasis will be on ensemble balance, musical phrasing, dynamics, and interpretation. Repertoire will be taken from standard classical literature for brass or mixed ensembles, including 20th century and contemporary repertoire.

Field trips may be required. May be taken for a maximum of 2 times. Formerly Mus 22B. Transfer credit: CSU; UC.

MUS V22C - ADVANCED CHAMBER MUSIC: STRINGS AND KEYBOARDS - 1 Unit

Prerequisite: MUS V21C or equivalent skills

Hours: 2 lecture-laboratory weekly

This course will provide students an opportunity to rehearse and perform in advanced small string, keyboard or mixed ensembles. Emphasis will be on ensemble balance, musical phrasing, dynamics, and interpretation. Repertoire will be taken from standard classical literature for string, keyboard or mixed ensembles, including 20th century and contemporary repertoire.

Field trips may be required. May be taken for a maximum of 2 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, V14A, V14B, V14C, V15, V16, V18, V19, V21A, V21B, V21C, V22A, V22B, V22C, V34, V35, V43, V44, V45, V46 or V47; and MUS V30
Recommended preparation: ability to play an appropriate instrument
Hours: 1 lecture, 6 laboratory weekly

Private one-hour lesson per week on specified instrument, plus six hours of practice on campus weekly. Work on playing techniques, style and interpretation, and repertoire.

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, V14A, V14B, V14C, V15, V16, V18, V19, V21A, V21B, V21C, V22A, V22B, V22C, V34, V35, V43, V44, V45, V46 or V47; and MUS V30
Recommended preparation: ability to play an appropriate instrument
Hours: 1 lecture, 6 laboratory weekly

Private one-hour lesson per week on specified instrument, plus six hours of practice on campus weekly. Work on playing techniques, style and interpretation, and repertoire.

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, V14A, V14B, V14C, V15, V16, V18, V19, V21A, V21B, V21C, V22A, V22B, V22C, V34, V35, V43, V44, V45, V46 or V47; and MUS V30
Recommended preparation: ability to play an appropriate instrument
Hours: 1 lecture, 6 laboratory weekly

Private one-hour lesson per week on specified instrument, plus six hours of practice on campus weekly. Work on playing techniques, style and interpretation, and repertoire.

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, V14A, V14B, V14C, V15, V16, V18, V19, V21A, V21B, V21C, V22A, V22B, V22C, V34, V35, V43, V44, V45, V46 or V47; and MUS V30
Recommended preparation: ability to play an appropriate instrument
Hours: 1 lecture, 6 laboratory weekly

Private one-hour lesson per week on specified instrument, plus six hours of practice on campus weekly. Work on playing techniques, style and interpretation, and repertoire.

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, V14A, V14B, V14C, V15, V16, V18, V19, V21A, V21B, V21C, V22A, V22B, V22C, V34, V35, V43, V44, V45, V46 or V47; and MUS V30
Recommended preparation: ability to play an appropriate instrument
Hours: 1 lecture, 6 laboratory weekly

Private one-hour lesson per week on specified instrument, plus six hours of practice on campus weekly. Work on playing techniques, style and interpretation, and repertoire.

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, V14A, V14B, V14C, V15, V16, V18, V19, V21A, V21B, V21C, V22A, V22B, V22C, V34, V35, V43, V44, V45, V46 or V47; and MUS V30
Recommended preparation: ability to play an appropriate instrument
Hours: 1 lecture, 6 laboratory weekly

Private one-hour lesson per week on specified instrument, plus six hours of practice on campus weekly. Work on playing techniques, style and interpretation, and repertoire.

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

Prerequisite: MUS V02A or equivalent skills

Corequisite: MUS V02B, V02C or V02D; MUS V10, V11, V12, V14A, V14B, V14C, V15, V16, V18, V19, V21A, V21B, V21C, V22A, V22B, V22C, V34, V35, V43, V44, V45, V46 or V47; and MUS V30
Hours: 1 lecture, 6 laboratory weekly

Private one-hour lesson per week in music composition, plus six hours of practice on campus in the electronic/theory lab weekly. Work on composition techniques, style, idea and form, and analysis.

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, V14A, V14B, V14C, V15, V16, V18, V19, V21A, V21B, V21C, V22A, V22B, V22C, V34, V35, V43, V44, V45, V46 or V47; and MUS V30
Recommended preparation: ability to sing
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, and repertoire.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 31H. Transfer credit: CSU; UC.

MUS V34 - SYMPHONY ORCHESTRA - 1.5 Units

Prerequisite: MUS V15 or equivalent skills

Hours: 3 lecture-laboratory weekly

Symphony Orchestra is for experienced orchestral musicians. The orchestra will concentrate on masterworks from the standard repertoire from all periods of music. The goal is to meet the highest performance standards. Members will play alongside professional musicians, who will act as their mentors. Performances may include strictly orchestra concerts, but also soloists in concertos, chorus and ballet.

Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 34. Transfer credit: CSU; UC.

MUS V35 - CHAMBER ORCHESTRA - 1.5 Units

Prerequisite: MUS V15 or equivalent skills

Hours: 3 lecture-laboratory weekly

Chamber Orchestra explores literature for smaller orchestras typical of the Baroque and Classic periods. In addition, modern scores by composers such as Stravinsky and Copland will be studied and performed. Musicians are expected to be proficient on their instruments and experienced in ensemble playing. Concerts include orchestra repertoire, choral/orchestral repertoire, ballet repertoire and concertos.

Field trips may 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 is an introduction to the many uses of the computer in today's music. Areas covered include: music notation and printing software (Finale and Sibelius); the basics of MIDI (Musical Instrument Digital Interface) and MIDI sequencing; sound synthesis and sampling; and, digital audio recording, editing, and mixing with software such as Pro Tools or Digital Performer. Students will get hands-on experience 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 - SYMPHONIC CHOIR - 1.5 Units

Prerequisite: MUS V19 or equivalent skills

Hours: 3 lecture-laboratory weekly

Symphonic Choir is for experienced musicians who would like to sing the choral-symphonic literature. Repertoire is drawn from all periods of music and will include: musical mass, oratorio, passion, choral symphony and opera.

Field trips may be required. May be taken for a maximum of 4 times. Transfer credit: CSU; UC.

MUS V44 - CHAMBER CHOIR - 1.5 Units

Prerequisite: MUS V19 or equivalent skills

Hours: 3 lecture-laboratory weekly

Chamber Choir is designed for experienced singers. Literature is drawn from all periods of music, concentrating on ensembles made up of a smaller number of singers. Typical genres include motets, madrigals, anthems, part songs, folk songs, and character pieces.

Field trips may be required. May be taken for a maximum of 4 times. Transfer credit: CSU; UC.

MUS V45 - BEGINNING OPERA/MUSICAL THEATRE WORKSHOP - 1.5 Units

Hours: 3 lecture-laboratory weekly

An in-depth study of the skills necessary for the performer in a live opera/musical theatre production. Emphasis on the script/score analysis, role preparation, theatre and rehearsal etiquette and technique, singing technique, culminating in a live scene or full-length, fully produced opera or musical.

Field trips may be required. Formerly Mus 45. Transfer credit: CSU; UC.

MUS V46 - INTERMEDIATE OPERA/MUSICAL THEATRE WORKSHOP - 1.5 Units

Recommended preparation: MUS V45

Hours: 3 lecture-laboratory weekly

An in-depth study of the skills necessary at the intermediate level for the performer in a live opera/musical theatre production. Emphasis on the script/score analysis, role preparation, theatre and rehearsal etiquette and technique, singing technique, culminating in a live scene or full-length, fully produced opera or musical.

Field trips may be required. Formerly Mus 46. Transfer credit: CSU; UC.

MUS V47 - ADVANCED OPERA/MUSICAL THEATRE WORKSHOP - 1.5 Units

Recommended preparation: MUS V46

Hours: 3 lecture-laboratory weekly

An in-depth study of the skills necessary at the advanced level for the performer in a live opera/musical theatre production. Emphasis on the script/score analysis, role preparation, theatre and rehearsal etiquette and technique, singing technique, culminating in a live scene or full-length, fully produced opera or musical.

Field trips may be required. May be taken for a maximum of 2 times. 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, 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, tone quality, style, articulation, 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 all recorders: soprano, alto, tenor and bass. Students will analyze a variety of musical literature in regards to the technical aspects of the instrument. Attention will be given to ensemble participation so they can assess and demonstrate an understanding of intonation, style, tempo, rhythm, and working together (cooperative skills), 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 on Early Music instruments. Students will analyze a variety of literature from the Renaissance and Baroque periods in three and four parts, including bass. Attention will be given to ensemble participation so they can assess and demonstrate an understanding of intonation, style, tempo, rhythm, and working together to produce a balanced sonority.

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 advanced level repertoire from the Renaissance and Baroque period as performed on Early Music instruments. Emphasis on advanced rhythmic figures, chromatics, articulation, and stylistic considerations. Advanced level expanded forms in four to eight parts, including antiphonal music, will be studied.

Field trips will be required. May be taken for a maximum of 2 times. Formerly Mus 60F. Transfer credit: CSU; UC.

MUS V61A - RECORDER CHOIR - 1.5 Units

Recommended preparation: ability to perform on any one of the four basic recorders (SATB) at an intermediate level

Hours: 3 lecture-laboratory weekly

Students are provided an opportunity to perform in a recorder choir of soprano, alto, tenor and bass. Intermediate level repertoire in three and four parts from the late 18th century to the present, including jazz and folk music, will be studied. Attention will be given to ensemble participation and learning musical skills for interpreting music of this genre. Students will learn to develop, plan, rehearse, and perform programs for the ensemble.

Field trips will be required. May be taken for a maximum of 2 times. Transfer credit: CSU; UC.

MUS V61B - ADVANCED RECORDER CHOIR - 1.5 Units

Recommended preparation: MUS V61A

Hours: 3 lecture-laboratory weekly

Advanced work in performance ensemble. This course will require advanced level techniques and reading abilities as the group will rehearse and perform rhythmically and harmonically complex repertoire at the advanced level from the 18th century to the present including jazz and folk music. Attention will be given to more densely orchestrated repertoire from four to eight parts. Emphasis is given to student leadership qualities in regards to rehearsing a group and putting on performances.

Field trips will be required. May be taken for a maximum of 2 times. 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/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.

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/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 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 who wish to pursue projects not included in the regular curriculum. 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 Mus 90. Transfer credit: CSU; for UC, determined after admission.

NURSING SCIENCE

Associate in Science Degree

NURSING◆⊕

*Transfer requirements may differ
See counselor or consult assist.org*

REQUIRED COURSES:		Units
ANAT V01	General Human Anatomy	4
ENGL V01A	English Composition	5
MICR V01	General Microbiology	4
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
PHSO V01	Introduction to Human Physiology	4
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
		71

◆ No Certificate of Achievement awarded.

⊕ Eligible candidates may challenge 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 V35; NS V07, V75.

For other course descriptions, see American Ethnic Studies, Anatomy, Anthropology, English, Home Economics, Microbiology, Physiology, Psychology, Sociology, and Speech

NURSING PROGRAM REQUIREMENTS

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 — Accepted candidates will be notified.

Qualifying Requirements

1. One of the following must be completed before applying to the program:

- a. A minimum of 12 semester units of completed college coursework with an overall GPA of 2.5; or,
- b. 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. Ventura College courses, listed with the comparable courses from Moorpark (MC) and Oxnard (OC) Colleges are:

- a. Anatomy: college anatomy with laboratory (4 semester units), with a minimum grade of C: ANAT V01 (ANAT M01–MC; ANAT R101 –OC).
- b. Chemistry - one year of high school or one semester of college chemistry with laboratory, with minimum grades of C: CHEM V01A-V01AL or CHEM V20-V20L or CHEM V30-V30L (CHEM M01A or M11 or M12 or M12H–MC; CHEM R104 or R110 or R120–OC).
- c. Math - satisfactory score on Ventura College elementary algebra placement test or completion of introductory college math course, with a minimum grade of C: MATH V03 or MATH V03A-V03E or MATH V35 (MATH M03 or M03B or M04B–MC; MATH R014–OC).
- d. Microbiology - college bacteriology/microbiology with laboratory (4 semester units), with a minimum grade of C: MICR V01; (MICR M01–MC; MICR R100-R100L–OC).
- e. Physiology - college physiology with laboratory (4 semester units), with a minimum grade of C: PHSO V01 (PHSO M01–MC; PHSO R100-R100L–OC).
- f. GPA in the core biological sciences must be 2.5. This includes anatomy, microbiology, and physiology. There may be no more than one repeat or withdrawal in any of the core biological science courses.
- g. CNA: current certification as a nursing assistant (CNA) in California or equivalent.
- h. Attainment of the "success score" on the state mandated diagnostic assessment test, the Test of Essential Academic Skills (TEAS).

4. The following must be completed before entering the Nursing program:

- a. Growth and development across the lifespan: HEC V24 or PSY V05 (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 nursing program at Ventura College. Additional courses required for those enrolled in the ADN program are listed below.

With the exception of human growth and development across the lifespan, students may complete these additional courses before or after acceptance into the nursing program. The School of Nursing recommends that students complete as many courses as possible before acceptance. These Ventura College courses, listed with the comparable courses from Moorpark (MC) and Oxnard (OC) Colleges are:

- a. ANTH V02 or SOC V01 or V02 or V03 or AES V11 (ANTH M02 or SOC M01 or M01H or M02 or M08–MC; ANTH R102 or SOC R101 or R102 or R103–OC);
- b. PSY V01 (PSY M01 or M01H–MC; PSY R101–OC);
- c. ENGL V01A (ENGL V02 or V03 not acceptable) (ENGL M01A or M01AH–MC; ENGL R101–OC);
- d. SPCH V01 or V10 (COMM M01 or M02 or M07–MC; SPCH R101 or R107–OC); and, from the approved general education course list, complete:
- e. American history and institutions (three units);
- f. Humanities (six units); and
- g. Physical education activity (one course).

All applicants must contact the nursing counselor for specific admission information regarding the ADN program.

Multi-Criteria Screening

The School of Nursing will admit a minimum of 75% of students based on enhanced admission criteria. All students admitted into the program will be admitted from the existing list, but students with the highest scores on a combination of additional criteria will, in at least 75% of cases, be admitted earlier than students with lower scores. A maximum of 25% of students will be admitted based on meeting minimum entry requirements listed in the Qualifying Requirements 1-4 above. This portion (maximum 25%) of student entries will be based on the applicant's position on the waiting list that results from the random draw.

Enhanced criteria will include: academic degrees, diplomas, or relevant certificates held by an applicant; relevant work or volunteer experience; and life experiences or special circumstances of an applicant, including but not necessarily limited to the following—disabilities, low family income, first generation of family to attend college, need to work, disadvantaged social or educational environment, difficult personal and family situations or circumstances, refugee or veteran status, proficiency or advanced level coursework in languages other than English, and assessment/readiness test results (TEAS scores).

Admission Process

Each qualified applicant will be assigned a number by the use of a random number drawing. 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 draw) 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 and Psychological Services 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, mumps, and varicella. Completion of the hepatitis B vaccine series is required. TB clearance must be submitted by the posted deadline each semester to progress in the nursing program and may not expire during the semester. Two-step TB testing 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 CPR certification for health care provider or professional rescuer is an additional requirement and must be submitted each semester by the posted deadline to progress in the nursing program. Online CPR courses do not meet this requirement. Certification may not expire during the semester.

Students in the associate degree nursing program are required to undergo criminal background checks prior to participating in clinical experiences. The cost of a background check is approximately \$70.00 and must be borne by the student. Background checks for admission to the ADN program involve a seven year search. Misdemeanors and/or felonies within the previous seven years (including DUIs) will result in a student's inability to be assigned to a clinical agency for patient care experiences. This will necessitate dismissal from the program. Applicants will be required to pass drug and alcohol screening prior to entering the nursing program. This is a requirement of the clinical agency partners. Students already enrolled will be required to pass a drug and alcohol screening prior to progressing in the program. Costs for this testing must be borne by the student.

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.

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 approved 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.

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. All applicants must meet GPA and TEAS requirements

Transfer and Advanced Placement

Transfer students may be accepted as space permits. 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.

COURSE DESCRIPTIONS

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; ANAT V01; MICR V01; PHSO 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 - 10 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: 1-5 lecture, 7.5-15 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.

Field trips may be required. Formerly NS 15. Offered on a pass/no pass 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 with 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 will 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 with 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 will 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 is part of the 30-unit option for the licensed vocational nurse (LVN) who chooses to obtain licensure as a registered nurse without completing the requirements for the associate degree. The 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 with 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 will be required. Formerly NS V30C. Transfer credit: CSU.

NS V32 - THE NURSING PROCESS APPLIED TO THE CLIENT WITH HEALTH CARE DEVIATIONS II: COLLABORATIVE OPTION - 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, activity/rest, hazards, perinatal clients, newborns, children and families. 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 with 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. This course is intended for students transferring to the Ventura College nursing program who completed psychiatric nursing content in a previous course.

Field trips may be required. 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 with 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 judgment 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 health education requirement for the AS degree in nursing.

Fees will be required. Field trips will 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 is part of the 30-unit option for licensed vocational nurses (LVN) who choose to obtain licensure as a registered nurse without completing the associate degree. 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 with 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 judgment 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 health education requirement for the AS degree in nursing.

Fees will be required. Field trips will be required. Formerly NS V40C. Transfer credit: CSU.

NS V70 - OBSTETRIC NURSING - 2.5 Units

Prerequisite: letter from BRN to nurse stating need for obstetric nursing content for licensure; 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; no acrylic or long nails in clinical settings; and, passing criminal background check

Hours: 1.5 lecture, 3 laboratory weekly

This course is designed for nurses who have received notification from the California Board of Registered Nursing that they need to complete an obstetric nursing course to be eligible for licensure. This course utilizes Orem's Self-Care Deficit Theory of Nursing (S-CDTN) and the nursing process to focus on care of perinatal clients, newborns, children and families. Health deviation self-care requisites related to hazards and developmental self-care requisites will be addressed. Principles of therapeutic intervention, basic conditioning factors and communication are 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.

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 pass/no pass basis only.

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 pass/no pass 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 pass/no pass 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 pass/no pass 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 pass/no pass basis only.

NS V81 - LICENSED VOCATIONAL NURSE BRIDGE - 5.5 Units

Prerequisite: current California licensure as a vocational nurse; ANAT V01; MICR V01; PHSO 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 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 pass/no pass 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 pass/no pass 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 pass/no pass 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 pass/no pass basis only. Not applicable for degree credit.

NS V85 - SUCCESS WORKSHOPS FOR NURSING - .5 Unit

Hours: .5 lecture weekly

This workshop is designed to assist students in learning and/or sharpening study and motivational strategies necessary for success in the nursing program. Strategies include: test-taking, selecting important ideas from texts and lectures, time and stress management, study skills, note-making, concept mapping and critical thinking.

Offered on a pass/no pass basis only. Not applicable for degree credit.

NS V86 - APPLIED PATHOPHYSIOLOGY FOR NURSING - 3 Units

Prerequisite: NS V75 and PHSO V01

Hours: 3 lecture weekly

The focus of this course is the use of critical thinking and application of the nursing process to analyze diverse client presentations with selected illnesses. Symptomatology, pathophysiology and nursing care implications will be emphasized. This course provides a comprehensive, scientific background for the assessment and nursing management of clients in primary health care settings. It reviews principles from anatomy, physiology, and chemistry as the foundation for study of basic disease processes, body systems, etiology and pathogenesis of various disorders. Students will be able to correlate diagnostic procedures, preventative measures and treatment options.

NS V87 - PSYCHIATRIC NURSING - 2.5 Units

Prerequisite: letter from BRN to nurse stating need for psychiatric nursing content for licensure; 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; no acrylic or long nails in clinical settings; and, passing criminal background check
Hours: 1.5 lecture, 3 laboratory weekly

This course is designed for nurses who have received notification from the California Board of Registered Nursing that they need to complete a psychiatric nursing course to be eligible for licensure. The course utilizes Orem's Self-Care Deficit Theory of Nursing (S-CDTN) and the nursing process to focus on clients with health deviation self-care requisites in normalcy, solitude and social interaction. 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 interventions, 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.

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/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.

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 - 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 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 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.

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 NS 95. Offered on a pass/no pass 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.

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 pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.



Nursing is a challenging program to complete; new grads celebrate with their families.

PARAMEDIC

Associate in Science Degree Certificate of Achievement

EMERGENCY MEDICAL SERVICES Paramedic Studies

REQUIRED COURSES:		Units
EMT V01	Emergency Medical Technician	7
PM V01	Paramedic Theory	18.5
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	4

GROUP B

ANPH V01	Introduction to Human Anatomy and Physiology	5
		<hr/> 49-52

Recommended courses: BUS V27A; BIS V40; CS V04; ENGL V05; LS; MATH V30; PSY V15, V30; SL V10A; SPAN V70.

For other course descriptions, see *Anatomy, Anatomy/Physiology, Emergency Medical Technology, and Physiology*

PARAMEDIC PROGRAM REQUIREMENTS

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:

- One of the following must be completed before applying to the program:
 - High school graduation and GPA of 2.5; or,
 - 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,
 - 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.
- All of the following must be completed:
 - All official high school and college transcripts must be on file at Ventura College.
 - 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.
 - An application to the College must be filed for the appropriate semester.

- 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.
- All of the following must be completed before applying to the program. Ventura College courses, listed with the comparable courses from Moorpark (MC) and Oxnard (OC) colleges are:
 - Anatomy/Physiology - college anatomy and physiology with laboratory (5 semester units), with a minimum grade of C: either ANPH V01 or both ANAT V01 and PHSO V01 (either ANPH M01 or both ANAT M01 and PHSO M01-MC; ANAT R101 and PHSO R100-R100L-OC).
 - 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 V02 (ENGL M01A or M01AH or M02-MC; ENGL R096 or R101-OC). ENGL V02 or M02 or R096 do not satisfy graduation competence in written expression.
 - 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 V01A-V01E or MATH V11B or MATH V30 (MATH M01 or M01B or M04A-MC; MATH R011 or R011B-OC). These courses do not satisfy graduation competence in mathematics.
 - Current certification for CPR as a health care provider or professional rescuer.

4. The student must show documentation of current EMT-basic certification (EMT-I or EMT-B) and six months of full time experience (defined as 1000 hours) employed as an EMT with a primary "911" provider with emphasis on pre-hospital field care within the last 12 months. Equivalent experience may 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 as long as application requirements are maintained. 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 and Psychological Services 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. Diphtheria-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.

Students in the medical emergency medical services program (paramedic) and/or the emergency medical technology courses (EMT) will be required to undergo criminal background checks and drug screening prior to participating in clinical experiences. The cost of this screening is expected to be approximately \$100.00 and must be borne by the student.

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

All students must attend the orientation meeting scheduled prior to the start of the semester and must be present on the first day of class.

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 Commission on Accreditation of Allied Health Education Programs and is approved 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.

COURSE DESCRIPTIONS

PM V01 - PARAMEDIC THEORY - 18.5 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; 1000 hours of 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: 13.5 lecture, 15 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, infection control, 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 who wish to pursue projects not included in the regular curriculum. 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.

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 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 pass/no pass 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 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/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.

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/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 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 who wish to pursue projects not included in the regular curriculum. 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 Phil 90. Transfer credit: CSU; for UC, determined after admission.

PHOTOGRAPHYSee also: Art and Multimedia
**Associate in Arts Degree
Certificate of Achievement****PHOTOGRAPHY***Transfer requirements may differ
See counselor or consult assist.org***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.

For other course descriptions, see Art**COURSE DESCRIPTIONS****PHOT V01 - BEGINNING PHOTOGRAPHY - 3 Units**

Hours: 6 lecture-laboratory weekly

This is a fast-paced introductory course in photography that 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, and will learn 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

This course is 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

This course is an extension of the techniques learned in the first level of intermediate photography with emphasis on advertising photography. Students will learn how to solve photographic problems utilizing procedures and equipment commonly used in the advertising profession. Lectures and demonstrations will concentrate on the use of large format photography using traditional and contemporary methods. This course will specifically teach the techniques of studio/environmental product photography, professional printing, professional lighting, and digital media.

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

This course is an introduction to formal and informal studio portraiture—black and white and color. Students will be introduced to advanced studio techniques, lighting, posing and composition. The course is designed for students, as well as professionals working in the field.

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

Recommended preparation: PHOT V06A and PHOT V08

Hours: 6 lecture-laboratory weekly

This course is designed for the professional photographer who wants to refine conceptual and interpretive photographic skills. It will provide continued study of portraiture and illustration in the commercial field. Topics will also include: the artist statement; packaging; pricing; marketing; presentation; contemporary media; and, career opportunities.

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 body of work that is both conceptually motivated and technically proficient. Emphasis will be on developing both traditional and electronic portfolios, and accessing local, national and worldwide delivery systems.

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: 3 lecture-laboratory weekly

Survey of the principles of photojournalism. Students will work as photographers for the college newspaper. The course stresses learning through practical experience.

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

Prerequisite: ART V11A and ART V12A

Recommended preparation: MM V74A or equivalent skills; and computer fundamentals

Hours: 6 lecture-laboratory weekly

This course is a creative exploration of digital image editing. Using their own photographs, and image editing software such as Adobe Photoshop, students engage in color and value correction, special effects, and creative cropping. This course emphasizes digital image problem solving with attention given to successful artistic composition. Students learn to scan, manipulate and enhance digital images for graphic and fine art reproduction.

Fees will be required. Field trips may 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; UC; 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/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.

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 who wish to pursue projects not included in the regular curriculum. Students are accepted only by a 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

PE V01 - SWIMMING FOR THE NONSWIMMER - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course introduces the basic elements of swimming skills and safety practices. Topics include water safety procedures, floating on back and on front, front and back kick, arm movements, and an introduction to the front crawl, back crawl, and the elementary back stroke.

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 - SWIMMING: ADVANCED - 1-1.5 Units

Recommended preparation: PE V03 or equivalent skills

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course is designed to instruct students in the basic swimming strokes at the demonstration level. Students will develop additional swimming strokes, learn water safety techniques, and maintain a high level of cardiovascular endurance.

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 needs of extended practice in the water medium by those students who have become proficient in basic swimming strokes 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

This course is designed 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.

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 or equivalent skills

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.

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

This course provides an exercise program of aerobic conditioning and muscular endurance performed in shallow water. It is a low impact workout that 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

This course provides 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, or for those who seek 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 V17 - LIFEGUARD TRAINING - 1.5 Units

Recommended preparation: PE V03 or equivalent swimming skills

Hours: 1 lecture, 2 laboratory weekly

This course provides instruction and practice in American Red Cross Lifeguard Training and Conditioning. Emphasis will be placed on personal safety, elementary forms of rescue, the swimming rescue, CPR, and standard first aid. American Red Cross certification in Lifeguard Training will be available upon successful completion of the course. Students must be at least 15 years old at the start of the semester to qualify for ARC certification.

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 - 1.5 Units

Prerequisite: PE V03 or ability to pass swim test of strokes to intermediate level

Hours: 1 lecture, 2 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; under review for UC. **CAN KINE/PE 10.**

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

This is a basic course in skin and SCUBA diving that will develop the necessary knowledge and skill 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 will be available for students who qualify upon the successful completion of both the lecture and one unit of the 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 - .5-1 Unit

Corequisite: PE V21

Hours: 1.5-3 laboratory weekly

This is a basic laboratory course in skin and SCUBA diving that will develop the necessary knowledge and skills for safe diving in Southern California. NAUI SCUBA diver certification will be available for students who qualify upon the successful completion of both the lecture and one unit of the 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 Specialty 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 V23 - HIKING FOR FITNESS - 1-1.5 Units

Hours: 2-3 lecture-laboratory weekly

This course is designed to provide fitness and technical training for beginning as well as more advanced students. Proper technique and cardiovascular conditioning will be emphasized. Hikes will be easy at first and progress in difficulty throughout the semester. Topics will include safety, equipment, benefits of hiking and environmental impact. Students will meet at a new hiking spot in Ventura County each week.

Field trips will be required. May be taken for a maximum of 4 times. 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 V31 - SELF-DEFENSE AND ASSAULT PREVENTION - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course is an introduction to self-defense, personal and community safety, and assault prevention. Emphasis will be placed on practical techniques and methods of self-defense and the application of assault prevention strategies.

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 nonresistive 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 JITSU - 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. It is designed to provide instruction in the simplest and most effective methods for neutralizing and controlling an attacker or suspect. Emphasis will be placed on Ju Jitsu techniques that do not require upper body strength.

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 JITSU - 1-1.5 Units

Prerequisite: CJ V12A or PE V33

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This is a self-defense course for students desiring to develop intermediate-level skills in Ju Jitsu.

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

This course is an 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

This course will provide students with fitness training through walking. Individualized programs will be developed based on each student's current fitness level. Most rehabilitation needs can be accommodated. There will be an emphasis on developing and maintaining cardiovascular conditioning, muscle tone, and weight management.

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

This course is an exercise program of relaxed running that is designed to improve the level of fitness of nearly everyone at any age or skill level. Topics will include the physiology of running, guidelines for proper nutrition, stretching and warm-up, and the development of an individualized running program.

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, bike, and run

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course is an introduction to triathlon conditioning and competition. Emphasis will be placed on assessment, evaluation and critique of individual swimming, biking and running techniques as applied in a competitive racing environment. Structured learning opportunities will emphasize correct bio-mechanical techniques, cardiovascular conditioning and monitoring, safety considerations, nutrition and diet, race strategies, pre-race and race day preparation, transitioning techniques, training, tapering, and racing schedules.

Field trips may be required. 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

This course is intended for Karate students who want to improve their skills beyond the level of basic 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 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 various fitness goals. Lecture topics will include 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

This course is designed to increase understanding of the principles of muscular fitness and to develop and maintain a high level of muscular fitness, muscle strength, endurance and flexibility. Participation in this course will improve body form and function through conditioning exercises and increase muscle strength, endurance and flexibility using principles of resistive hyperkinetic exercises. Emphasis will be placed on the utilization of the overload principle and its relationship to muscle fitness.

Field trips may be required. 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

This is 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 training of the 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 lecture, 1.5-3 laboratory weekly

This course is 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.

Fees will be required. 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, as well as the 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 throughout 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: DESIGNED FOR WOMEN - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course is designed to improve general fitness, cardiovascular efficiency, and strength. Students will study basic principles of exercise physiology and weight management. Activities will include aerobics, step aerobics, kick boxing, light weights, and mat work.

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

This course provides instruction and supervised training in exercises that target aerobic conditioning, muscular strength and endurance, flexibility and coordination. The emphasis is on the achievement of improved cardiovascular fitness through a variety of exercises using musical and rhythmic accompaniment. The course provides assistance in the development of individualized exercise programs. Jogging and walking may also be 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

This course provides 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

This course provides instruction and supervised practice in aerobic kickboxing exercises performed to music. Aerobic kickboxing will improve fitness levels by increasing flexibility, muscle strength, coordination, balance, and cardiovascular endurance while learning martial arts skills.

May be taken for a maximum of 4 times. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V50 - CARDIOVASCULAR FITNESS: MACHINE TRAINING - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course covers the basic concepts of cardiovascular conditioning theory and practice, safety procedures of equipment usage, and cardiovascular training through the use of a variety of cardiovascular training machines including the treadmill, elliptical trainer, stair-stepper, and bicycles. The emphasis will be on achieving and maintaining cardio-respiratory fitness, muscular endurance of the lower body, and flexibility.

Fees will be required. May be taken for a maximum of 3 times. Transfer credit: CSU; credit limitations - see counselor; under review for UC.

PE V52 - BOWLING - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course introduces the game of bowling, including skills and techniques, rules, etiquette, terminology, scoring, history, safety and the selection and care of equipment. Techniques taught include fundamentals and variation of ball roll and delivery, spare conversion techniques, targeting systems, and mental concentration. The 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. Topics will include the mental side of play, the short game skills, and the rules of golf.

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 - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course is designed for students who want to design, implement, and monitor their own fitness program. Topics will include: the components of physical fitness, including cardiovascular and muscular endurance, strength development, flexibility, and body fat composition; health benefits of exercise; fitness testing; the human body, including exercise physiology, muscle groups, biomechanics and energy pathways; nutrition; safety precautions; and, the elements of a well-designed personal fitness program. With the approval of the instructor, students will develop an individualized fitness training program appropriate to their interests and abilities. Students will participate in a pre- and post- fitness evaluation.

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

This course teaches the basic skills of tennis including basic strategy, rules, etiquette, and techniques of playing tennis and introduces tennis grips, forehand, backhand, serve, volley, lob, and scoring.

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 the intermediate techniques of tennis. Special emphasis will be placed on the improvement of 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

This course introduces the 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

This course provides instruction in and practice of the events in track and field. Topics include techniques, strategies, fitness conditioning, and rules pertaining to all aspects and events of track and field.

Field trips may be required. May be taken for a maximum of 4 times. Formerly PE 59. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V60 - YOGA FUNDAMENTALS - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course introduces yoga techniques for the beginning student while challenging students familiar with yoga with more advanced skills. Yoga means "union." This course will emphasize the integration and harmonization of the mind, body and spirit through Hatha Yoga. Hatha Yoga is a form that emphasizes asanas (postures) and incorporates pranayama (breath control). Students will improve physical strength and muscular endurance, increase circulation, and improve flexibility and balance. They will also learn to quiet the mind, improve concentration and focus, and reduce stress.

May be taken for a maximum of 4 times. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V61 - VOLLEYBALL: BEGINNING - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This course introduces the basic skills of volleyball including strategy, rules, individual skills, and techniques of playing volleyball.

PE V61, V62, & V63 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 intermediate techniques of volleyball, including the overhand serve, blocking, digging, and power spiking. Continuing development of proper technique is emphasized.

PE V61, V62, & V63 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

This course introduces advanced techniques and strategies of power volleyball. Students will prepare for intercollegiate volleyball competition and highly competitive tournament play. All phases of offensive and defensive strategies and rules of the game will be studied and practiced.

PE V61, V62, & V63 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

This course introduces the fundamentals of softball with an emphasis on skills, techniques, rules and strategy. Competitive experience will be 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 V66 - BASIC TAI CHI - 1-1.5 Units

Hours: 2-3 lecture-laboratory weekly

This course introduces Tai Chi movement for the beginning as well as the more advanced student. Emphasis will be placed on the integration and harmonization of the mind, body and spirit through chi. Students will be introduced to a traditional Tai Chi style and will learn basic Tai Chi skills including breathing techniques, mindfulness, focus, postures, forms and sequences. Students will increase circulation and improve flexibility, postural alignment, balance and concentration while conserving energy, preventing injury and reducing stress.

Field trips may be required. May be taken 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

This course is designed to help students develop skills to play soccer. Topics include the history of soccer, rules, safety, 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

This is a course designed to provide an opportunity to develop and practice the skills necessary for public performance at sporting events. There will be an emphasis on the skill development of stunts, footwork, dance choreography, cheer and group performance. 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

This course introduces the theory and practice of football. There will be an emphasis on skill development through the study, practice and evaluation of techniques. Topics will also include mechanics, drills, video analysis, and a review of the rules of football.

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

This course introduces the fundamentals of basketball, including the techniques, rules, and skills. Students will transfer the skills of basketball to a game-playing situation. Emphasis will be placed on shooting, passing, dribbling, and game strategies.

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 to teach the fundamental skills of baseball including throwing, pitching, catching, running, defense, and hitting. Emphasis will be placed on the mental aspects of the game, as well as the NCAA rules governing baseball.

May be taken for a maximum of 4 times. Formerly PE 71. Transfer credit: CSU; UC; credit limitations - see counselor.

PE V73 - MIND/BODY FLEXIBILITY AND MOVEMENT - 1-1.5 Units

Hours: .5-1 lecture, 1.5-2 laboratory weekly

This is a technique-oriented movement course that recognizes and develops the connection of the mind, body, and spirit. It integrates multiple movement techniques along with a foundational understanding of how emotional, psychological and physical states affect wellness. Movements are inspired by Feldenkrais and Alexander techniques, Hatha and flow Yoga, Pilates, and ballet. Students will develop increased flexibility, mind-body awareness, and an improvement in overall wellness.

May be taken for a maximum of 4 times. Transfer credit: CSU; credit limitations - see counselor.

PE V100 - PERSONAL FITNESS TRAINING CERTIFICATION - 2 Units

Hours: 4 lecture-laboratory weekly

This course is designed to furnish the student with knowledge, skills, and abilities to become a certified Personal Trainer. Students will study how the muscular, skeletal, and cardio-respiratory systems function. Topics include anatomy and physiology, principles and methods of training, strength training, fitness program design, safety, nutrition and weight management, leadership, and how to assist clients through different training levels and phases. Students will be eligible to receive the Personal Trainer Certificate issued by the National Strength and Conditioning Association (NSCA) upon successful completion of this course (certification process fee required).

Field trips may be required. May be taken for a maximum of 4 times. Transfer credit: for CSU.

INTERCOLLEGIATE ATHLETICS**PE V76 - INTERCOLLEGIATE BASEBALL - 1-3 Units**

Hours: .5-1 lecture, 2.5-9 laboratory weekly

This course introduces theory and practice of baseball. It is designed to provide training for competition in intercollegiate baseball.

Field trips may be required. May be taken for a maximum of 4 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

This course introduces theory and practice of basketball. The course is designed to provide training for competition in intercollegiate men's basketball.

Field trips may be required. May be taken for a maximum of 4 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

This course introduces theory and practice of basketball. The course is designed to provide training for competition in intercollegiate women's basketball.

Field trips may be required. May be taken for a maximum of 4 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

This course is designed to introduce the theory and practice of cross-country running. It will also provide training for competition in men's intercollegiate cross-country.

Field trips may be required. May be taken for a maximum of 4 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

The theory and practice of cross-country running will be introduced. This course is designed to provide training for competition in women's intercollegiate cross-country.

Field trips may be required. May be taken for a maximum of 4 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

This course will introduce the theory and practice of football. It is designed to provide training for competition in intercollegiate football.

Field trips may be required. May be taken for a maximum of 4 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

This course introduces theory and practice of swimming and diving. It is designed to provide training for competition in men's intercollegiate swimming and diving.

Field trips may be required. May be taken for a maximum of 4 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

This course introduces theory and practice of golf. It is designed to provide training for competition in intercollegiate golf.

Field trips may be required. May be taken for a maximum of 4 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

This course introduces theory and practice of soccer. It is designed to provide training for competition in intercollegiate women's soccer.

Field trips may be required. May be taken for a maximum of 4 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

This course introduces theory and practice of track and field. It is designed to provide training for competition in intercollegiate track and field.

Field trips may be required. May be taken for a maximum of 4 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

This course introduces theory and practice of fast pitch softball. It is designed to provide training for competition in intercollegiate women's softball.

Field trips may be required. May be taken for a maximum of 4 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

This course introduces theory and practice of swimming and diving. It is designed to provide training for competition in women's intercollegiate swimming.

Field trips may be required. May be taken for a maximum of 4 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

This course introduces theory and practice of men's tennis. It is designed to provide training for competition in men's intercollegiate tennis.

Field trips may be required. May be taken for a maximum of 4 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

This course introduces theory and practice of women's tennis. It is designed to provide training for competition in women's intercollegiate tennis.

Field trips may be required. May be taken for a maximum of 4 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

This course introduces theory and practice of track and field for men. It is designed to provide training for competition in men's intercollegiate track and field.

Field trips may be required. May be taken for a maximum of 4 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

This course introduces theory and practice of volleyball. It is designed to provide training for competition in women's intercollegiate volleyball.

Field trips may be required. May be taken for a maximum of 4 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

This course introduces theory and practice of water polo. It is designed to provide training for competition in men's intercollegiate water polo.

Field trips may be required. May be taken for a maximum of 4 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

This course introduces theory and practice in water polo. It is designed to provide training for competition in women's intercollegiate water polo.

Field trips may be required. May be taken for a maximum of 4 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/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.

**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 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 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 offers specialized study opportunities for students who wish to pursue projects not included in the regular curriculum. 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 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 pass/no pass 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 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 pass/no pass 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 MATH V03A-V03E 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 V01A-V01E 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; credit limitations - see counselor. **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; credit limitations - see counselor. **CAN PHYS 4 [with PHYS V02B] or CAN PHYS SEQ A [with PHYS V02A+V02AL+V02B].**

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

Recommended preparation: PHSC V01 or PHYS V01 or high school physics

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; credit limitations - see counselor.

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; credit limitations - see counselor.

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; credit limitations - see counselor. **CAN PHYS 8 [with PHYS V04] or CAN PHYS SEQ B [with PHYS V04+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 analyses.

Formerly Phys 5L. Transfer credit: CSU; UC; credit limitations - see counselor. **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; credit limitations - see counselor. **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/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.

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 who wish to pursue projects not included in the regular curriculum. 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 Phys 90. Transfer credit: CSU; for UC, determined after admission.

PHYSIOLOGY

**PHSO V01 - INTRODUCTION TO HUMAN
PHYSIOLOGY - 4 Units**

Prerequisite: ANAT V01 or concurrent enrollment; and CHEM V20-V20L or CHEM V30-V30L or 1 year of high school chemistry with grades of C or better

Recommended preparation: BIOL V01-V01L or BIOL V04; and CHEM V01A-V01AL or CHEM V21-V21L

Hours: 3 lecture, 3 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 that 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 ECG, 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].**

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 V01SL - AMERICAN GOVERNMENT: SERVICE LEARNING - .5 Unit

Corequisite: POLS V01

Hours: .5 lecture weekly

This course introduces students to the basic aims and processes of service learning as they relate to American government, including the importance of community participation, oral and written communication skills, teamwork, leadership, and diversity awareness. Emphasis is also placed on critical reflection of the role of the student as an active member in his or her community.

Field trips will be required. Transfer credit: CSU.

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 V03SL - INTRODUCTION TO POLITICAL SCIENCE: SERVICE LEARNING - .5 Unit

Corequisite: POLS V03

Hours: .5 lecture weekly

This course introduces students to the basic aims and processes of service learning as they relate to political science. Topics will include the importance of community participation, oral and written communication skills, teamwork, leadership, and diversity awareness. Emphasis is also placed on critical reflection of the role of the student as an active citizen in his or her community.

Field trips will be required. Transfer credit: CSU.

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 or POLS V03

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 V12 - INTRODUCTION TO ENVIRONMENTAL POLICY AND NATURAL RESOURCE MANAGEMENT - 3 Units

Hours: 3 lecture weekly

This course examines American environmental policy and how natural resources are managed. The historical, global, and ethical dimensions of how our society relates to the environment are analyzed from an interdisciplinary perspective.

Field trips may be required. Same as ESRM V03. Transfer credit: CSU; UC; credit limitations - see counselor.

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: the rule of law; democratic theory; and national security.

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 pass/no pass 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/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.

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/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 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 who wish to pursue projects not included in the regular curriculum. 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 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 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. 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 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. 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 the scientific study of psychology in the areas of neuroscience, sensation and perception, states of consciousness, learning and memory, intellect and cognition, language, lifespan development and the influences of heredity and environment on behavior, motivation, sexuality, emotion, personality, stress and coping, psychological disorders, psychotherapy, and social relations.

Field trips may be required. Formerly Psych 1. Transfer credit: CSU; UC. **CAN PSY 2.**

PSY V01SL - INTRODUCTION TO PSYCHOLOGY: SERVICE LEARNING - .5 Unit

Corequisite: PSY V01

Hours: .5 lecture weekly

This course introduces students to the basic aims and processes of service learning as they relate to applied psychology. Topics will include the importance of community participation, oral and written communication skills, teamwork, leadership, and diversity awareness. Emphasis is also placed on critical reflection of the role of the student as an active citizen in his or her community.

Field trips will be required. Transfer credit: CSU.

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 V02SL - PERSONAL GROWTH AND SOCIAL AWARENESS: SERVICE LEARNING - .5 Unit

Corequisite: PSY V02

Hours: .5 lecture weekly

This course introduces students to the basic aims and processes of service learning as they relate to personal growth and social awareness. Topics will include the importance of community participation, oral and written communication skills, teamwork, leadership, and diversity awareness. Emphasis is also placed on critical reflection of the role of the student as an active citizen in his or her community.

Field trips will be required. Transfer credit: CSU.

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 and rhythms, emotions, sexuality, learning and memory, cognitive behavior including 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 MATH V03A-V03E 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 pass/no pass 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 abnormal 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 in human behavior across cultures 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/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.

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/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 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 who wish to pursue projects not included in the regular curriculum. 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 Psych 90. Transfer credit: CSU; for UC, determined after admission.

REAL ESTATE

Proficiency Award

REAL ESTATE

(Awarded by the Department)

REQUIRED COURSES:

		Units
RE V01	Real Estate Principles	3
RE V05	Real Estate Practices	3
RE V11	Real Estate Appraisal	3
RE V12	Real Estate Finance	3
		<hr/>
		12

COURSE DESCRIPTIONS

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.

Field trips may be required. Formerly RE 1. Transfer credit: CSU.

RE V05 - REAL ESTATE PRACTICES - 3 Units

Hours: 3 lecture weekly

This course presents the techniques of operating a real estate business with emphasis on the daily activities of brokers and salespeople. The course stresses securing and qualifying prospects by obtaining listings, and legal factors in real estate transactions.

Field trips may be required.

RE V11 - REAL ESTATE APPRAISAL - 3 Units

Hours: 3 lecture weekly

This course in real estate appraisal is confined largely to residential property, along with an introduction to investment property valuation. Additionally, the course covers methods and techniques for determining value for loan and insurance purposes. Students will prepare a standard appraisal report as used in industry on a selected residential property.

RE V12 - REAL ESTATE FINANCE - 3 Units

Hours: 3 lecture weekly

This course is an orientation and introduction to real estate finance. Areas of emphasis include: the mortgage money market; lenders; the mathematics of real estate finance; loan applications; processing and closing; qualifying buyers; credit reports; and, conventional and government loans.

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/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 RE V89.

RECREATION

REC V41 - INTRODUCTION TO THE BACKCOUNTRY - 3 Units

Hours: 6 lecture-laboratory weekly

This course is an 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.**

SIGN LANGUAGE

SL V10A - AMERICAN SIGN LANGUAGE: BEGINNING - 3 Units

Hours: 3 lecture weekly

This is an introductory course in American Sign Language, the native language of the deaf. Topics will include: instruction in the basic language structure, manual signs, fingerspelling, grammar, syntax, tense indicators, idioms, and gestures required for beginning manual communication with members of the deaf community and other signers. Students will also begin to explore aspects of deaf culture and the dynamics 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 is a course in American Sign Language that includes intermediate-level instruction in the language structure, manual signs, fingerspelling, vocabulary, grammar, syntax, tense indicators, idioms, and gestures required for manual communication with members of the deaf community and other signers at the intermediate level. Students will expand their discussions of multiple aspects of deaf culture and the dynamics 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 continue to engage in discussions of 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/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.

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 V01SL - INTRODUCTION TO SOCIOLOGY: SERVICE LEARNING - .5 Unit

Corequisite: SOC V01

Hours: .5 lecture weekly

This course introduces students to the basic aims and processes of service learning as they relate to sociology. Topics will include the importance of community participation, oral and written communication skills, teamwork, leadership, and diversity awareness. Emphasis is also placed on critical reflection of the role of the student as an active citizen in his or her community.

Field trips will be required. Transfer credit: CSU.

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 V02SL - SOCIAL PROBLEMS: SERVICE LEARNING - .5 Unit

Corequisite: SOC V02

Hours: .5 lecture weekly

This course introduces students to the basic aims and processes of service learning as they relate to social problems. Topics will include the importance of community participation, oral and written communication skills, teamwork, leadership, and diversity awareness. Emphasis is also placed on critical reflection of the role of the student as an active citizen in his or her community.

Field trips will be required. Transfer credit: CSU.

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 throughout the entire lifespan. 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 - SOCIOLOGY OF RELATIONSHIPS: INTIMACY, COMMITMENT AND FAMILY PATTERNS - 3 Units

Hours: 3 lecture weekly

This course will explore the ways in which we choose relationships, make commitments, and form families. The evolution of the family will be covered from extended to alternative family patterns. Sociological theories and methodology will be utilized to analyze both the functions and dysfunctions of relationships: mate selection, love, intimacy, communication, gender roles, sexuality, marriage, and parenting. The challenges facing intimate relationships, such as power differentials, domestic violence, divorce, remarriage, single-parenting, and step families will be covered. Cross-cultural examination of ethnic/racial/religious group patterns of relationships and families will be explored for both the U.S. and other countries.

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 V13 - SOCIOLOGY OF DEVIANCE, CRIME AND SOCIETY - 3 Units

Hours: 3 lecture weekly

This course will introduce students to sociological concepts of deviance and social control. Theories of structural conditions contributing to conformity and non-conformity will be explored, as well as the effect deviance and society have on each other. The course will examine topics such as alcohol and drug use, prostitution, physical violence, property crime, white-collar crime, and organized crime.

Field trips may be required. Transfer credit: CSU; under review for UC.

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 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; and 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/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.

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/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 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 who wish to pursue projects not included in the regular curriculum. 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 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 course 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 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 pass/no pass 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 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 pass/no pass 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 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.

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 2 years of high school Spanish or equivalent

Hours: 5 lecture 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. The language laboratory will be used 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. **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 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 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. The language laboratory will be used 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 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 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 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 2 years of high school Spanish or equivalent

Hours: 3 lecture weekly

This course is designed to give the student with some knowledge of Spanish further opportunity to practice 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 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

This course is designed to give the intermediate-level student 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

Hours: 3 lecture weekly

This course is designed to meet the needs of those employed in the medical field. Students will learn essential vocabulary and phrases in Spanish that will allow them to communicate with patients in a variety of situations from gathering information to responding to medical emergencies. Appropriate cultural practices will also be discussed.

Field trips may be required. Formerly Span 70. Transfer credit: CSU.

SPAN V72 - SPANISH FOR THE WORKPLACE - 3 Units

Hours: 3 lecture weekly

This course is designed to teach job-related Spanish communication skills to non-Spanish speakers. The course will focus on developing work-related vocabulary and communication strategies to allow the student to communicate on a variety of topics with Spanish-speaking employees, co-workers and customers.

Field trips may be required.

SPAN V75 - SPANISH FOR LAW ENFORCEMENT - 3 Units

Hours: 3 lecture weekly

This course is designed to meet the needs of those employed in the field of law enforcement. Students will learn essential vocabulary and phrases in Spanish that will allow them to communicate with the public in a variety of situations such as traffic stops, explaining laws and legal rights, taking reports and responding to emergencies. Appropriate cultural practices will also be discussed.

Field trips may be required. Formerly Span 75. Transfer credit: CSU.

SPAN V79 - SPANISH FOR SCHOOL PERSONNEL - 3 Units

Hours: 3 lecture weekly

This course is designed to assist K-12 teachers, para-educators and office staff in their efforts to communicate with Spanish speaking students and their parents. Through classroom activities such as dialogues and role playing, students will learn appropriate vocabulary, grammar and communication skills in Spanish that will improve their ability to interact with Spanish speakers. In addition, Latino cultural perspectives and attitudes toward education will be discussed.

Field trips may be required. Formerly Span 79. Transfer credit: CSU.

SPAN V80 - CONVERSATIONAL SPANISH - 3 Units

Hours: 3 lecture weekly

This is an entry-level course in oral communication in Spanish that develops novice-level proficiencies in listening comprehension, oral expression, and vocabulary acquisition. Students imitate native pronunciation and intonation of Spanish words and phrases through choral repetition, role playing, guided practice, responding in Spanish to questions and commands, initiating conversations, conducting interviews in Spanish, and by carrying out other communicative tasks used to facilitate language acquisition. Students develop the ability to use Spanish to conduct friendly conversations, gain information, and to discuss preferences, daily activities, and other basic conversational topics.

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/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.

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/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 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 who wish to pursue projects not included in the regular curriculum. 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 Span 90. Transfer credit: CSU; for UC, determined after admission.

SPEECH

SPCH V01 - INTRODUCTION TO SPEECH COMMUNICATION - 3 Units

Recommended preparation: ENGL V01A

Hours: 3 lecture weekly

This course will provide training and practice in effective oral communication through participation in public speaking, group discussion, and oral reading. The course will emphasize research, organization, language usage, efficient listening, and constructive evaluation.

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

The course provides training and practice in the theory and principles of effective group discussion techniques. Emphasis will be on the examination of group behavioral theory and the testing of that theory with practical applications.

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. 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

This course introduces the principles and techniques of oral interpretation, analysis, and communication of literature. Students will apply the use of voice and body to convey meanings and nuances in literary works in all genres.

Field trips may be required. 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

This course will examine and practice critical thinking - both inductive and deductive - necessary for structuring arguments, stating and supporting opinions, and clarifying ideas. The course will provide training in listening for analysis of the reasoning of other speakers and in identifying their evidence. Curricular and co-curricular debate will be 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

This course examines interpersonal communication theory and processes including verbal and nonverbal channels, the role of self-concept in communication, assertiveness, listening styles, and conflict management. It provides skills practice in handling personal and professional communication situations. Individual and small group activities will be used to demonstrate principles of interpersonal communication.

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/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.

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 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 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 who wish to pursue projects not included in the regular curriculum. 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 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 placement as measured by the college assessment process

Hours: 1-3 lecture, 1.5 laboratory weekly

This course could save a student's 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 ACADEMIC AND VOCATIONAL COURSES - 1-3.5 Units

Recommended preparation: ENGL V08A or ENGL V08B or ESL V34A or ESL V34B or placement 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/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 SS V89.

SUPERVISION

See also: Business

**Associate in Science Degree
Certificate of Achievement**

SUPERVISION

*Transfer requirements may differ
See counselor or consult assist.org*

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 V45 Business Communications	3
SUP V81/BUS V44 Business English	3
SUP V96/BUS V40 Organizational Behavior	3
	18

Recommended course: BUS V06.

For other course descriptions, see Business

COURSE DESCRIPTIONS

SUP V81 - BUSINESS ENGLISH - 3 Units

Hours: 3 lecture weekly

This course offers the practical application of college-level business English skills, which include reading, writing, speaking and listening, with comprehensive coverage of language structure, punctuation, spelling usage, word 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/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 SUP V89.

SUP V90 - INTRODUCTION TO SUPERVISION - 3 Units

Hours: 3 lecture weekly

This course is an introduction to supervision, designed for public and private sector managers. Topics will include the major functions of supervision in the areas of diversity awareness, decision making communication, motivation, change and innovation, planning and organizing, group and team work, leadership, evaluation, and supervisory control. Emphasis will be on the skills needed to make the transition from worker to supervisor.

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 human resource management functions encompassing employer-employee relationships including major labor laws, recruitment and selection, training and development, performance management systems, wage and salary administration, benefits administration, and safety programs.

Field trips may be required. 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. Same as BUS V40. Transfer credit: CSU; credit limitations - see counselor.



“Little Women” was one of four productions from the VC Theatre Department in 2008-09.

THEATRE ARTS

**Associate in Arts Degree
Certificate of Achievement**

THEATRE ARTS

*Transfer requirements may differ
See counselor or consult assist.org*

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	2
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 and Television	3
		19-21

Recommended courses: DANC V14; MUS V10, V13; PE V40; SPCH V04, V05; THA V14.

Proficiency Award

ACTING

(Awarded by the Department)

REQUIRED COURSES:

		Units
THA V02A	Fundamentals of Acting	3
THA V14/DANC V14	Movement for the Theatre	1-1.5
THA V31	Acting for Film and Television	3

REQUIRED ADDITIONAL COURSES:

Select one (1) of the following courses:

MUS V10	College Chorus	1.5
MUS V11	College Singers	.5-2
MUS V12	Community Choir	1.5
MUS V13	Voice	1.5
MUS V45	Beginning Opera/Musical Theatre Workshop	1.5
SPCH V04	Voice and Diction	3

Select six (6) units from the following courses:

THA V02B	Advanced Acting	3
The following courses require an emphasis on acting:		
THA V10	Production and Performance	1-3
THA V12	Student One-Act Play Festival	2
		13.5-16.5

Proficiency Award

COSTUME

(Awarded by the Department)

REQUIRED COURSES:		Units
THA V05	Stagecraft	3
THA V20	Costume Design and History	3
THA V22	Fundamentals of Stage Costuming	3

REQUIRED ADDITIONAL COURSES:
Select three (3) units from the following courses with an emphasis on costume:

THA V10	Production and Performance	1-3
THA V12	Student One-Act Play Festival	2
		12

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Proficiency Award

DIRECTING

(Awarded by the Department)

REQUIRED COURSES:		Units
THA V02A	Fundamentals of Acting	3
THA V05	Stagecraft	3

REQUIRED ADDITIONAL COURSES:
Select six (6) units from the following courses with an emphasis on acting or technical theatre:

THA V10	Production and Performance	1-3
THA V12	Student One-Act Play Festival	2

Select four (4) units from the following courses with an emphasis on directing:

THA V12	Student One-Act Play Festival	2
THA V90	Directed Studies in Theatre Arts	1-6
		16

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Proficiency Award

MAKE-UP

(Awarded by the Department)

REQUIRED COURSE:		Units
THA V05	Stagecraft	3

REQUIRED ADDITIONAL COURSES:
Complete six (6) units from the following course:

THA V06	Stage Make-up	3/3
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Select three (3) units from the following courses with an emphasis on make-up crew:

THA V10	Production and Performance	1-3
THA V12	Student One-Act Play Festival	2
		12

Proficiency Award

TECHNICAL THEATRE PRODUCTION

(Awarded by the Department)

REQUIRED COURSE:		Units
Complete six (6) units from the following course:		
THA V05	Stagecraft	3/3

REQUIRED ADDITIONAL COURSES:
Select three(3) units from the following courses with an emphasis on technical crew:

THA V10	Production and Performance	1-3
THA V12	Student One-Act Play Festival	2

Select three (3) units from the following courses with an emphasis on stage management:

THA V10	Production and Performance	1-3
THA V12	Student One-Act Play Festival	2
		12

COURSE DESCRIPTIONS

THA V01 - THEATRE ARTS APPRECIATION - 3 Units

Hours: 3 lecture weekly

Appreciation and understanding of the arts of the theatre. This course examines the relationship that exists between theatre and society throughout history, the elements of dramatic structure, and the nature of theatrical presentation including the performance process creative artists use to express the world of the play.

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

This course is an in-depth application of the techniques explored in fundamentals of acting with emphasis on characterization and scene study.

Field trips may be required. Formerly ThA 2B. Transfer credit: CSU; UC. **CAN DRAM 22.**

THA V05 - STAGECRAFT - 3 Units

Hours: 6 lecture-laboratory weekly

This course introduces the theory and practice of 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. Students will have the opportunity to apply design and construction principles in drama department productions.

Field trips may be required. May be taken for a maximum of 4 times. Formerly ThA 5. Transfer credit: CSU; UC. **CAN DRAM 12.**

THA V06 - STAGE MAKE-UP - 3 Units

Hours: 6 lecture-laboratory weekly

This course includes theory, demonstration and practice in applying make-up for theatre, film and television. It incorporates familiarization with make-up supplies, materials and techniques and includes practice in design and application of character make-up for theatre productions.

Field trips will be required. May be taken for a maximum of 2 times. Formerly ThA 6. Transfer credit: CSU; UC. **CAN DRAM 14.**

THA V10 - PRODUCTION AND PERFORMANCE - 1-3 Units

Hours: 2-6 lecture-laboratory weekly

This course involves 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 - 2 Units

Hours: 4 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 and dance techniques for students in the theatre and related arts. The course introduces theory and the practice of stage movement while developing the body as an expressive instrument. Flexibility, relaxation, control, and creative expression will be developed.

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 to present 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 may be required. Transfer credit: CSU; UC.

THA V21 - THEATRE PRODUCTION LABORATORY - 1.5 Unit

Hours: 4.5 laboratory weekly

Practical experience in scenery construction, lighting, props, sound, and costume construction for the stage through participation in theatrical productions.

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

This course teaches basic skills in the construction, organization, and care of stage costumes and accessories. It includes an exploration of a variety of costume crafts and methods of construction including fabric dyeing and modification, mask-making, corset-making, and hat-making.

Fees will be required. 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. The course will emphasize critical reading, analysis and interpretation.

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

This course provides 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 will 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 AND TELEVISION - 3 Units

Recommended preparation: THA V02A

Hours: 2 lecture, 3 laboratory weekly

This course will analyze the filmmaking and television production processes and the consequences that the technical and creative processes of the film media and television media have on the craft and business of film and television acting. The course will evolve through a series of practical scene-study exercises that duplicate the actual experience of acting for film and television.

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/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.

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 who wish to pursue projects not included in the regular curriculum. 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 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 course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as 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 pass/no pass basis only. Transfer credit: CSU, credit limitations - see counselor.

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 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 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 pass/no pass basis only. Transfer credit: CSU, credit limitations - see counselor.

WATER SCIENCE

Associate in Science Degree
Certificate of Achievement

WATER SCIENCE

Transfer requirements may differ
See counselor or consult assist.org

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	Introduction to 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 V01A; MATH V03, V03A-V03E; PHYS V01; WEL V02.

For other course descriptions, see Supervision

COURSE DESCRIPTIONS

WS V10 - BASIC WATER AND WASTEWATER SYSTEMS - 3 Units

Hours: 3 lecture weekly

This course is a study of water and wastewater utility systems. Subjects to be studied will include open channel flow, pressure pipe systems, and other basic elements including storage, treatment processing, delivery and collection, piping, pumps, valves, meters and related hydraulic units. Emphasis will be on system design, installation, operation, maintenance, and safety considerations.

Formerly WS 10.

WS V11 - WATER TREATMENT - 3 Units

Hours: 3 lecture weekly

This course is a study of water treatment and supply. Subjects to be studied will include the historical development of water quality control, water sources, public health, water chemistry, bacteriology, chemical treatment, water filtration methods, softening, corrosion, taste and odors, and basic delivery systems.

Formerly WS 11.

WS V12 - WASTEWATER TREATMENT - 3 Units

Hours: 3 lecture weekly

This course is a study of commonly used wastewater treatment processes. Subjects to be studied will include the principles of physical, chemical and biological wastewater treatments such as sedimentation, biofiltration, activated sludge, sludge digestion, and chlorination. This course will also include the calculations necessary to control the processes.

Formerly WS 12.

WS V13 - WASTEWATER COLLECTION - 3 Units

Recommended preparation: WS V10 or equivalent

Hours: 3 lecture weekly

This course is a study of wastewater collection systems. It is intended for system designers, supervisors, and maintenance personnel. Subjects to be studied will include sewer design and construction, pumping stations, treatment plant operations, system cleaning methods, construction safety, elementary hydraulics, pipeline and manhole repair, equipment maintenance, public relations, organizational communication, and record keeping.

Formerly WS 13.

WS V14 - WATER DISTRIBUTION - 3 Units

Hours: 3 lecture weekly

This course is a study of water distribution systems. Subjects to be studied will include water production, water storage, types of reservoirs, system design, construction methods, water lines, pumping stations, and other components. Included in this course will be a study of the installation and repair of such facilities, and the administrative functions behind the water distribution system.

Formerly WS 14.

WS V15 - WATER SYSTEMS INSTRUMENTATION AND CONTROLS - 3 Units

Hours: 3 lecture weekly

This course provides an introduction to the principles and operation of instrumentation and control devices related to water and wastewater systems. Subjects to be covered will include open and closed channel flow measurement, differential pressure measurement, level transmitters, data transmission and recording devices, and electrical control circuits. Basic electrical control 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

This course is an introduction to cross-connection control, cross-connection control hazards and backflow prevention devices. Subjects to be studied will include equipment installation, testing, maintenance, and regulations regarding water quality safety. This course will also cover backflow certification.

Formerly WS 16.

WS V17 - WATER AND WASTEWATER HYDRAULICS - 3 Units

Recommended preparation: WS V10 or equivalent

Hours: 3 lecture weekly

This course is a study of the hydraulics necessary in the operation of water or wastewater plants and systems. Subjects to be covered will include open channel and closed channel flow, metering devices, valve design and functions, and the hydraulics of common control systems. The course will be oriented 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

This course is a study of the supervisor's administrative responsibilities managing public utilities. Subjects to be covered will include organizational budgets, project budgets, project scheduling, human resources, providing workforce training, management/labor relations, coordinating and evaluating workers, worker grievances, industrial safety, and other workplace responsibilities.

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 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 pass/no pass 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 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 pass/no pass basis only.

WELDING

Associate in Science Degree Certificate of Achievement

WELDING TECHNOLOGY

REQUIRED COURSES:

	Units
WEL V01 Introduction to Welding	2
WEL V02/ DRFT V02A Blueprint Reading: Manufacturing	3
REQUIRED ADDITIONAL COURSES:	
Select six (6) units from the following courses:	
DRFT V04/ MT V04 Measurements and Computations	3
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 V66 Structural Steel Blueprint Reading	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

27

Recommended courses: ARCH V11; CT V20; DRFT V02B; ENGL V01A; PHYS V01.

**For other course descriptions, see Art,
Construction Technology, Drafting,
Manufacturing Technology, and Mathematics**

COURSE DESCRIPTIONS

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 Arc 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.

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 V30 - APPLIED METAL FABRICATION - 2 Units

Recommended preparation: WEL V01 or equivalent skills
Hours: 4 lecture-laboratory weekly

This course is designed to introduce the student to applied metal fabrication techniques, including measuring, cutting, forming, shaping, fitting, shrinking, stretching, and finishing. A variety of metal forming equipment will be introduced. Fabricated projects will include custom metal forming for automotive, manufacturing, and/or industrial applications. MIG, TIG and Arc welding techniques will be applied. The students will have an opportunity to work on group as well as individual projects.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times.

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.

Formerly Wel 65. Same as CT V65.

WEL V66 - STRUCTURAL STEEL BLUEPRINT READING - 3 Units

Recommended preparation: ARCH V11 or CT V20 or DRFT V02B or equivalent
Hours: 3 lecture weekly

This course will cover reading and interpretation of blueprints for steel fabrication and structural steel construction. Welding and bolting of connections, general notes, codes and symbols will be discussed. This course is designed for contractors, welders, inspectors and system installers involved with the construction of large-scale commercial and industrial buildings.

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/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 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 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 pass/no pass 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 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 pass/no pass basis only.

WOMEN'S STUDIES

See: ANTH V06; ART V07; ENGL V36A, V36B, V136A, V136B; HED V95; HIST V02A, V02B; and PE V46.

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 pass/no pass 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 pass/no pass 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 can be offered in a wide variety of subject fields. They can be 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

This is 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. Formerly BAE-ESL 100A.

BESL N100B - HIGH-BEGINNING COMMUNICATION SKILLS FOR LIMITED-ENGLISH-PROFICIENT STUDENTS

Recommended preparation: BESL N100A or equivalent

Hours: 4 lecture, 6 laboratory weekly

This is 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. Formerly BAE-ESL 100B.

BESL N100C - LOW-INTERMEDIATE COMMUNICATION SKILLS FOR LIMITED-ENGLISH-PROFICIENT STUDENTS

Recommended preparation: BESL N100B or equivalent

Hours: 4 lecture, 6 laboratory weekly

This is 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. All language skills will be addressed, and there will be some attention to United States customs and culture.

Field trips may be required. Formerly BAE-ESL 100C.

BESL N100D - HIGH-INTERMEDIATE COMMUNICATION SKILLS FOR LIMITED-ENGLISH-PROFICIENT STUDENTS

Recommended preparation: BESL N100C or equivalent

Hours: 4 lecture, 6 laboratory weekly

This is 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. Students will develop fluency in all language skills. Accuracy will be emphasized and there will be some attention to academic English skills.

Field trips may be required.

BUSINESS

BUS N100 - BASIC TRAINING FOR PERSONAL CAREGIVERS

Hours: by arrangement

This course is designed to provide prospective caregivers of the elderly an overview of the social, psychological and physical effects of aging within a culturally sensitive context. Students will receive hands-on training in areas of elder care such as feeding, hygiene and mobility safety. Students successfully completing the course will be prepared to take entry-level positions as personal care assistants in private homes, assisted living facilities and nursing homes.

Field trips may be required.

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.

INTERDISCIPLINARY STUDIES

IDS N100 - INDIVIDUALIZED STUDY

1-40 laboratory hours

This noncredit course is designed to provide students with support in basic skills areas such as reading and writing, to include literacy and general communication skills, and in basic skills areas such as mathematics and computer literacy, to include numeracy and computational skills. The course will provide supervised tutoring to prepare students to improve their performance in college coursework. Instruction and training will also be provided to assist vocational students and older students.

Formerly IdS 100.

WELDING

WEL N94 - WELDING SPECIALTY

Hours by arrangement

This course is designed to provide practicing welders opportunities to develop skills in a specialized area of the welding art.

Fees will be required. Field trips may be required. Formerly Wel 97.

FACULTY AND ADMINISTRATION



Administration of the College

President
Dr. Robin Calote

Student Learning
Executive Vice President
Mr. Ramiro Sanchez

Business Services
Vice President
Mr. David Keebler

Instructional Divisions and Services

Dean, Career and Technical Education
Dr. Robert Taylor

Dean, Communication and
Learning Resources
Ms. Kathleen Scott

Dean, Economic Development
and Off-Campus Programs
Dr. Kay Faulconer Boger

Dean, Mathematics and Sciences
Mr. David Oliver

Dean, Physical/Health Education
and Athletics
Mr. Tim Harrison

Dean, Social Sciences and Humanities
Dr. Alex Miranda

Dean, Student Services
Ms. Victoria Lugo

Assistant Dean, Career and
Technical Education
Mr. Jerry Mortensen

Assistant Dean, Distance Education
Ms. Heather Untalan

Assistant Dean, Economic Development
Dr. Karen Gorback

Assistant Dean, Student Services
Mr. David Bransky

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

ALGIERS, KAMELIA, Instructor (2006)

Biology
B.A., 2001, M.S., 2004, California State
University, Northridge

ANDERSON, LISA WHELAN, Professor (1996)

Mathematics
B.S., 1991, California Polytechnic State
University, San Luis Obispo; 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

ARQUILEVICH, GABRIEL D., Professor (1999)

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, Professor (2004)

Mathematics
A.A., 1992, Ventura College; B.A., 1994, M.S.,
1999, California State University, Northridge

BEARD, MICHELLE, Instructor (2006)

Mathematics
B.S., 1989, Maranatha Baptist Bible
College; M.S., 1993, University of Wisconsin,
Whitewater

BEEM, JOAN, Professor (1979)

Nursing
B.S., 1968, M.S., 1973, California State
University, Los Angeles; M.S., 1977, University
of California, Davis

BITTL, ANN, Instructor (2007)

Art History
A.A., 1999, Ventura College; B.A., 2001,
University of California, Los Angeles; M.A.,
2003, California State University, Northridge

BOGGS, SARAH, Instructor (2008)

English
B.A., 1997, University of California, Santa
Barbara; M.A., 2001, California State
University, Chico

BOWEN, MICHAEL S., Professor (1991)

Mathematics / Physics
B.A., 1981, University of California, Berkeley;
M.S., 1988, University of California, Los
Angeles

**BRANSKY, DAVID A., Assistant Dean
Student Services (2004)**

B.A., 1968, Washington and Jefferson College;
M.Ed., 1971, University of Pittsburgh

**BUDKE, WILLIAM C., Associate Professor
(2004)**

Geosciences
A.A., 1986, Santa Barbara City College, B.A.,
1991, University of California, Santa Barbara;
M.S., 2000, California Polytechnic State
University, San Luis Obispo

C

CALLAHAN, MICHAEL (2004)

Institutional Research Officer
A.B., 1964, Rutgers University; M.B.A., 1982,
California Polytechnic State University, San
Luis Obispo

CALOTE, ROBIN J., President (2005)

B.A., 1973, University of California, Santa
Cruz; M.A., 1974, San Jose State University;
Ed.D., 2002, University of LaVerne

CAPUANO-BREWER, LUCY, Professor (1991)

Psychology
B.A., 1983, M.A., 1987, California State
University, Northridge

**CARRASCO-NUNGARAY, MARIAN, Professor
(1993)**

Counseling
A.A., 1985, Oxnard College; A.S., Ventura
College; B.A., 1987, University of California,
Berkeley; M.S., 1992, California Lutheran
University

CARRIGER, JAMES, Professor (1982)

Business
A.A., 1970, Ventura College; B.S., 1971,
California State University, Fresno; 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

CHEN, ALBERT, Instructor (2007)

Sociology
A.A., 2004, Fullerton College; B.A., 2005,
M.A., 2006, California State University,
Fullerton

CLARK, MIKE, Instructor (2004)*Welding*

Certified welder, 1980, Southern Alberta Institute of Technology

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

COWEN, WILLIAM, Athletics Director (2009)*Physical Education*

B.A., 2000, University of California, Santa Barbara; M.A., 2002, Azusa Pacific University

D**DALTON, HEIDI, Instructor (2007)***Nursing*

B.S.N., 1998, California State University, Dominguez Hills; M.S.N., 2002, University of Phoenix

DALTON, TOM, Professor (2004)*Learning Disabilities*

B.A., 1979, Taylor University, Indiana; M.A., 1983, Psy.D., 1986, Biola University, California

DeCIERDO, MARCELINO A., Professor (1988)*Counseling*

B.A., 1978, University of California, Santa Barbara; M.S., 1988, California Lutheran University

DeCLERCK, TANIA, Instructor (2008)*Spanish*

B.A., 1998, University of Southern California; M.A., 2001, University of California, Santa Barbara

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 ROCHA, ISMAEL, Professor (1974)*History*

B.A., 1972, M.A., 1974, University of California, Santa Barbara

de la SELVA, AURORA, Professor (1985)*Counseling*

B.A., 1975, California Lutheran University; M.A., 1976, University of California, Santa Barbara

DOREO, DAVID, Professor (1984)*Astronomy/Physics*

B.A., 1975, M.S., 1975, San Francisco State University

E**ELIOT, MAUREEN, Associate Professor (2004)***Health Education/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*Economic Development and Off-Campus Programs (1981)*

B.A., 1968, California State University, Northridge; M.B.A., 1975, M.A., 1976, Pepperdine University; Ed.D., 1993, University of Southern California

FELL, SHARLA A., Associate Professor (2004)*Art/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 (1972)*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, Assistant Professor (2004)*Anthropology*

A.A., 1993, Moorpark College; B.A., 1997, M.A., 2001, California State University, Northridge; Ph.D., 2008, University of California, Los Angeles

FREDRICKSON, NANCY, Associate Professor (1999)*Physical Education*

B.A., 1987, San Diego State University; M.A., 1992, Azusa Pacific University

FREIXAS, MARTA M., Professor (1981)*Mathematics*

B.A., 1978, Humboldt State; M.S., 1981, University of Oregon

G**GALINDO, MARY HELEN, Professor (1995)***EOPS, Counseling*

A.A., 1979, Oxnard College; B.A., 1983, California State University, Northridge; M.S., 1989, California Lutheran University

GARCIA, JENNIFER, Instructor (2006)*English*

B.A., 2002, Concordia College; M.A., 2005, Claremont Graduate University

GAREY, JUDITH FREEMAN, Professor (1991)*Theatre Arts*

B.S., 1970, University of Maryland, College Park, Maryland; M.A., 1971, University of Illinois, Urbana-Champaign; Ph.D., 2003, University of California, Santa Barbara

GOFF, RICHARD, Professor (1974)*Criminal Justice*

B.S., 1974, John Jay College of Criminal Justice, City University of New York; M.S., 1975, California Lutheran College

GONZALES, ANGELICA, Assistant Professor (2004)*Counseling*

B.S., 1996, M.A., 2002, California Lutheran University

GORBACK, KAREN, Assistant Dean*Economic Development (2007)*

B.A., 1973, University of California, Los Angeles; M.A., 1980, California State University, Fresno; Ph.D., 1992, University of California, Santa Barbara

GRAHAM, STACY SLOAN, Assistant Professor (2004)*Speech*

B.A., 1994, M.A., 1998, California State University, Fresno

GUILLEN-MORIEL, GUADALUPE, Professor (1998)*Counseling*

B.S., 1985, Escuela Normal Superior, Chihuahua, Mexico; M.A., 1995, California State University, Northridge

H**HAGERMAN, MICHELLE, Instructor (2007)***Chemistry*

B.S., 2003, University of Colorado, Boulder; M.S., 2005, University of California, Santa Barbara

HAINES, ROBERT, Instructor (2007)*Biology/Microbiology*

B.A., 2002, M.A., 2006, University of California, Santa Barbara

HALL, LUKE DREW, Professor (1991)*Geography/Geology*

A.A., Ventura College; B.S., 1971, Utah State University; M.S., 1975, Western Kentucky University

HARRISON, KAREN, Associate Professor (2004)*English as a Second Language*

A.A., 1990, Ventura College; B.A., 1993, University of California, Santa Barbara; M.A., 2001, Azusa Pacific University

HARRISON, TIM, Dean*Physical/Health Education and Athletics (2008)*

B.A., 1991, University of California, Santa Barbara; M.A., 1995, St. Mary's College of California

HENDRICKS, WILLIAM, Professor (1990)*Photography*

B.A., 1981, M.S., 1997, Brooks Institute of Photography

HERRERA, BEATRIZ, Professor (1997)*Counseling*

B.S., 1988, University of California, Irvine; M.S., 1994, California State University, Northridge

HULL, BECKY 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 (1975)***Counseling*

B.A., 1971, M.A., 1973, University of California, Santa Barbara

JOHNSON, PAULETTE, Professor (1989)*Counseling*

B.A., 1971, California State University, Long Beach; M.A., 1984, California State University, Northridge

K**KEEBLER, DAVID, Vice President****Business Services (2008)**

B.A., 1975, United States International University; M.A., 1976, Southern Oregon College; M.A., 1981, California State University, Los Angeles

KHANJIAN, ARA, Professor (1989)**Economics**

B.A., 1981, University of British Columbia, Canada; M.A., 1982, Queen's University at Kingston, Ontario, Canada; Ph.D., 1988, New School for Social Research

KIM, HENNY, Associate Professor (2000)**English**

B.A., 1990, University of California, Santa Cruz; M.A., 1999, San Diego State 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

KOLESNIK, ALEXANDER, Instructor (2007)**Mathematics**

B.S., 1988, University of California, Los Angeles; M.E., 2001, University of Texas, Austin

KUMPF, DAN, Professor (2000)**Mathematics**

A.A., 1993, Harrisburg Area Community College; B.S., 1995, Pennsylvania State University, Harrisburg; M.S., 2000, Miami University

L**La FEMINA, FLORENCE, Instructor (2005)****Nursing**

A.A., 1993, Los Angeles Pierce College; B.S., 1972, Sacred Heart College; M.A., 1998, California State University, Northridge; M.S.N., 1999, California State University, Dominguez Hills

LALL, SUMITA, Instructor (2007)**English**

B.A., 1995, M.A., 1998, University of Windsor

LANGE, CARI, Instructor (2007)**Anthropology**

B.S., 1997, University of California, Davis; M.A., 2003, California State University, Los Angeles

LATHAM, NANCY, Professor (1997)**Coordinator, Educational Assistance Center**

B.A., 1970, M.S., 1971, University of Redlands

LAWSON, ROBERT, Associate Professor (2000)**Music**

B.F.A., 1981; M.F.A., 1991, California Institute of the Arts

LETUS, LISA, Instructor (2007)**Nursing**

A.D.N., 1982, Ventura College; B.S.N., 2004, California State University, Northridge; M.S., 2007, California State University, Dominguez Hills

LEW, WARREN, Professor (1990)**Philosophy**

B.A., 1971, M.A., 1973, Ph.D., 1981, University of California, Santa Barbara

LUGO, VICTORIA, Dean (2008)**Student Services**

B.A., 1986, University of California, Santa Cruz; M.A., 1999, San Jose State University

M**MACK, JON, Instructor (2007)****Physical Education**

B.A., 1982, California State University, Northridge; M.A., 2005, Azusa Pacific University

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

MARTINSEN, ERIC, Instructor (2009)**English**

B.A., 1990, Atlantic Union College, Massachusetts; M.A., 1991, Claremont Graduate University; M.A., 2003, University of California, Santa Barbara

MATTHEWS-MORALES, LYDIA, Professor**(1991)****Mathematics**

A.S., 1986, Mira Costa College; B.S., 1989, M.A., 1991, University of California, Santa Barbara

McCAIN, MICHAEL T., Instructor (2005)**Mathematics**

B.S., 2001, M.S., 2003, California Polytechnic State University, San Luis Obispo

MELTON, SANDRA, Instructor (2005)**Nursing**

B.S.N., 1976, California State University, Long Beach; M.S.N., 1978, University of California, Los Angeles; Ph.D., 1987, University of California, Santa Barbara

MILLEA, MICHELLE, Professor (1992)**Engineering/Mathematics**

B.S., M.S., 1986, University of California, Los Angeles

MIRANDA, ALEX., Dean**Social Sciences and Humanities (2008)**

B.A., 1984, M.A., 1986, Azusa Pacific University; Ph.D., 1994, Georgia State University

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; M.S.N., 1984, University of Texas at Austin

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 Career and Technical Education (1999)

B.S., 1964, Texas Lutheran University

MOSKOWITZ, ROBERT, Professor (1998)**Fine Arts**

B.A., 1971, Westchester University; Four-year certificate, 1976, Pennsylvania Academy of the Fine Arts; M.F.A., 1979, Washington University in St. Louis

MUNDELL, MEREDITH H., Associate Professor (1999)**Paramedic Studies**

B.S.N., 1998, University of Phoenix

MUÑOZ, PAULA, Professor (1975)**Coordinator, Extended Opportunity****Program Services (EOPS)**

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, Dean****Mathematics and Sciences (1979)**

B.S., 1977, M.S., 1979, California State University, Long Beach

O'NEILL, EARL R., Professor (1975)**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; M.A., 1978, California State University, Northridge

P**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

PARKER, JENNIFER K., Professor (1998)**Child Development**

B.S., 1972, Iowa State University; M.A., 1994, California State University, Northridge

PAULEY, MARK, Professor (1985)**Psychology/Computer Science**

B.S., 1983, Southern Illinois University; M.A., 1993, M.S., 2001, California Lutheran University

PEINADO, KELLY, Associate 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, University of Southern California

POLLACK, DEBORAH H., Associate Professor (2004)

English
B.A., 1973, M.A., 1975, University of California, Los Angeles

PORTER, ROBERT M., 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

POURMOGHIM, SALOMEH, Instructor (2009)

Associate Librarian
B.A., 1997, Azad University, Tehran; M.L.S., 2004, Texas Women's University, Denton

PRELL, TED, Assistant Professor (2004)

Criminal Justice
B.S., 1969, California State University, Los Angeles; M.P.A., 1990, California State University, Northridge

Q**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

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, Texas; M.S., 1980, Jacksonville State University; Ph.D., 1984, University of Wisconsin

ROCKWOOD, CHARLES, Professor (1981)

Automotive Technology
A.A., 1972, Santa Barbara City College, Certified Master Automotive Technician

ROSE, MALIA, Instructor (2009)

Chemistry
B.S., 2007 Pepperdine University; M.S., 2009, University of California, Irvine

ROVAL, LINDA A., Professor (1996)

Educational Assistant Center, Counseling
B.A., 1971, Humboldt State; M.S., 1977, California State University, Hayward; M.A., 1985, University of California, Santa Barbara

S**SANCHEZ, RAMIRO, Executive Vice President (2001)**

B.A., 1968, Howard Payne University; M.S., 1973, East Texas State University

SANCHEZ, TOMÁS, Professor (1975)

History
B.A., 1972, California State University, Northridge; M.A., 1975, University of California, Santa Barbara

SANDFORD, ARTHUR J., Professor (1991)

Coordinator, Off-Campus Programs
B.A., 1983, California Polytechnic State University, San Luis Obispo; M.A., 1992, California State University, Northridge; Ph.D., 2009, University of California, Santa Barbara

SCHOENROCK, KATHRYN, Professor (1989)

Reading
B.A., 1979, M.A., 1981, University of California, Santa Barbara

SCHROEDER, PAMELA, Instructor (2007)

English as a Second Language
B.A., 1965, Simpson College; M.A., 1994, California State University, Northridge

SCOTT, KATHLEEN, Dean

Communication and Learning Resources (1995)
B.A., 1990, M.A., 1994, California State University, Northridge

SELZLER, JAMES (JOE), Professor (2004)

Chemistry
B.S., 1993, Georgia Institute of Technology; M.S., 1995, University of California, Irvine

SEZZI, PETER, Associate Professor (2004)

Associate Librarian
A.A., 1997, Ventura College; B.A., 1999, M.L.I.S., 2002, University of California, Los Angeles

STAUFFER, JEFFERY D., Professor (1974)

Business/Supervision
B.A., 1967, Brigham Young University; M.A., 1972, Ball State University; M.A.E., 1977, California Lutheran University; Ed.D., 1982, University of La Verne

STEWART, SHERAL, Instructor (2008)

Nursing
A.D.N., 1992, Dalton College; B.S., 1996, West Georgia College; M.S.N., 2006, University of Phoenix

STOWERS, DOROTHY, Instructor (2008)

Mathematics
B.A., 1979, M.A., 1984, Marshall University; Ph.D., 1999, University of Texas, Houston

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

TAYLOR, ROBERT, Dean

Career and Technical Division (2009)
B.S., 1971, Central Michigan University; M.S., 1977, University of Michigan; Ph.D., 1979, Colorado State University

TENNEN, ELAINE, Professor (1986)

Coordinator, Student Health and Psychological Services
B.S.N., 1973, M.N., 1979, University of California, Los Angeles

THOMASSIN, STEVEN, Professor (1981)

Mathematics / Philosophy
B.A., 1970, M.S., 1972, California State University, Northridge

TURNER, STEVEN, Assistant Professor (2000)

Educational Assistance Center
B.A., 1988, California State University, Fresno; M.S., 1999, San Diego State University

U**UNTALAN, HEATHER, Assistant Dean**

Distance Education (2007)
B.A., 1995, University of California, Santa Barbara; M.A., 2000, California State University, Chico

V**VARELA, JAY F., Professor (1986)**

Theatre 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

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; M.A., 1972, Kings College, London

WENDT, PATRICIA, Associate Professor (2001)

Educational Assistance Center, 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

Y**YI, PETER, Instructor (2006)**

Mathematics
B.S., 1998, Ph.D., 2003, University of California, Los Angeles

Z**ZACHARIAS, MARY, Professor (1995)**

Nursing
B.S.N., 1972, M.S.N., 1981, University of California, San Francisco

RETIRED FACULTY AND ADMINISTRATORS

A

- ACKER, PAUL R., Professor**
Sociology, Philosophy
- AIELLO, PAUL V., Professor**
Anthropology
- *ANDERSON, GEORGE R., Professor**
Physical Education
- ANSON, HERBERT F., Professor**
Mathematics
- ARITA, GEORGE S., Professor**
Biology
- ARMSTRONG, DIANNE, Professor**
English

B

- *BARRON, EDWIN H., Professor**
Theater Arts
- BARSCH, JEFFREY R., Professor**
Learning Disability Specialist
- BEAHAN, RITA C., Professor**
Coordinator, Student Health Services
- 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
- BRESLIN, DAVID A., Professor**
Associate Librarian

C

- CAMARILLO, J. ROBERT, Professor**
Criminal Justice
- CASTREN, JAMES H., Professor**
Life Sciences
- 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
- de la PEÑA, KAREN, Professor**
Business
- 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
- FRENETTE, JOYCE, Professor**
Home Economics
- FRISBY, NORMA LYDIA, Professor**
Business

G

- GALLAWAY, SARA ESSA, Professor**
History
- GAMMON, JOYCE, Professor**
Interpersonal Communication, Speech, English
- GANNATAL, PAUL, Professor**
Physical Education
- GILMOND, LEO, Professor**
Welding
- GLENN, RICHARD A., President**
- GONZALES, JESUS, Professor**
English

H

- HABERMAN, LeROY D., Professor**
Theater Arts
- *HEYWOOD, ARTHUR H., Professor**
Mathematics
- HIGBY, LOLA J., Professor**
Nursing
- HISAYASU, GLENN, Interim Assistant Dean**
Career and Technical Education

- HOFFMAN, BARBARA J., Professor**
Counseling
- HOLT, CHERYL E., Professor**
Physical Education, Aquatics
- HOWE, CAROL, Professor**
Mathematics
- HUSTED, MORRIS E., Professor**
English

I

- ISHIKAWA, CHADWICK K., Professor**
Counseling

J

- JAMES, RICHARD E., Professor**
Physical Education
- *JARVIS, HARRIETTE H., Professor**
Music / Speech
- JEFFREYS, IVA, Professor**
Business
- 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
- KIMBERLING, TOM, Vice President**
Business Services
- KINGHORN, SANDRA, Professor**
Business & Software Applications
- KOCH, GERD H., Professor**
Art
- KONCZAL, DOLORES, Professor**
Special Education
- KORN, HARRY D., Professor**
Fine Art

L

- LANNING, GEORGE, Vice President**
Administrative Services
- LARSEN, GAYLORD D., Professor**
ITV / AV Media Specialist, Speech
- LEIFUR, JANET, Professor**
Nursing
- LEVEL, HOWARD R., Professor**
Geology, Geography
- LEWIS, GARY R., Professor**
Welding
- LONG, ROBERT W., President**
- LUPTON, JERI JENSEN, Professor**
Child Development / Home Economics

*indicates deceased

M

MALLORY, NORMAN, Professor
English

MANSON, LAWRENCE H., Professor
Reading / English / History

MARQUEZ, GREGORY J., Professor
English, English as a Second Language

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

MICHAELSON, PATRICIA J., Professor
Instructor / Department Head-Home Economics

MOORE, DIANE, Dean,
Liberal Arts/Learning Resources

MORGAN, JEAN M., Professor
Director, Instructional Resource Center

O

OHARA, MARICARMEN, Professor
Spanish

O'NEILL, MARGARET E., Professor
Counseling

***O'NEILL, TERENCE P., Professor**
History

***OWEN, EARL BEN, Professor**
Language Arts

P

PAILLETTE, DONALD D., Professor
History, Political Science

PALAFX, JOHN, Professor
Business

PASSNO, PHILLIP E., Professor
Physical Education

PHELPS, RICHARD W., Professor
Fine Arts, Art

POPIEL, JON E., Professor
English

Q

QUINT, RICHARD A., Professor
Mathematics

R

RAGUSE, PATRICIA M., Professor
Facilitator, Athletics, Physical Education

RAMELLI, WILLIAM F., Professor
Geology

REDDING, MARGARET ANN, Professor
Biology, Physiology

RENGER, ROBERT, Dean
Mathematics and Sciences

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

RODRIGUEZ, HARMONY, Professor
Associate Librarian

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

RUBENSTEIN, LINDA, Professor
Business

RUSH, PATRICIA, Professor
Spanish

S

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

SLATON, ALICE M., Professor
French/Computer Literacy

SMITH, CAROL B., Professor
Nursing

SMITH, DON, L., Professor
English

SMITH, LeROY, G., Professor
Psychology

STALLINGS, LARRY, Professor
Horticulture, Floriculture

***STEVENS, L. MILDRED, Professor**
Psychology

STEVENSON, DENI, Professor
English

T

TAUCK, WILLIAM H., Professor
Physics

TERRY, COLIN, Professor
Physics

THIEMAN, WILLIAM J., Professor
Biology/Biotechnology

THOLL, ROBERT B., Dean
College Services

THOMAS, ELIZA W., Professor
Nursing Education

TOBIAS, STEPHEN D., Dean
Health and Human Performance

TOTH, MYRA, Professor
Fine Art

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

WASHINGTON, OLA V., Professor
African American/U.S. History

WEBSTER, SUSAN A., Professor
Counselor for Disabled Students

WEINSTOCK CAROL, Professor
Journalism

WHALEN, JAMES A., Professor
Physical Education

WINTER, LOIS L., Professor
Counseling

WOLFE, GLEN A., Professor
Chemistry

WOOLLEY, JOHN L., Vice President
Student Services

WRIGHT, CLYDIE, Professor
Nursing Education

WYMER, GEORGE E., Professor
English

Y

YOSHIMOTO, HIROKO, Professor
Fine Arts

Z

ZABOSKI, RON, Professor
Counseling

*indicates deceased

CLASSIFIED STAFF

Office of the President

Kim Fuhrmann

Office of Executive Vice President, Student Learning

Linda Resendiz
Monica Zavala

Office of Vice President, Business Services

Maureen Eckl

Admissions and Records

Susan Bricker, Registrar
Celia Rodriguez, Asst. Registrar
Reggie Burrier
Sandra Gustafson
Lori Kramer
Gloria Lopez (East Campus)
Patricia Mazuca
Isabel Tapia

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Michael Bastine, Director
Richard Burke
Martin Crossley
Sandra Greenberg

Assessment

Steve Manriquez

Bookstore (Pirates' Cove)

Susan Royer, Manager
Rae Ann Lappo
Mike McDaniel
Norann McDaniel
Carl Mahr
Ellen Payne
Chuck Wilson

CalWORKs

Christin Kerrigan
Claudia Stewart

Campus Police

Bob Escobedo, Lt.
Willis Cameron
Ryan Hepburn
Vahid Jafroodi
Mike Pallotto

Career and Technical Education Division

Carolyn Allen
Kelly Kaastad
Alan Courter

Center for Excellence

Sharon Dwyer, Director

Child Development Center

Robin Douglas, Supervisor
Liza Cansino
Susan Carter
Kathe Ernst
Teri Spiker
Sharon Stover
Elaine Pepe-Williams

College Information Technology

Rick Shaw, Manager
Reuben Asahan
Anil Patel
Joe Reznak
Lester Tong

Communication and Learning**Resources Division**

Sandy Hajas, Supervisor
Joan Comstock
Beth Doyle

Community Education

Eileen Crump
Dora Hartman

Counseling

Denise Pope
Beatriz Zizumbo

Criminal Justice and Reserve Academy

Alan Courter
Kelly Kaastad

Distance Education

Krista Wilbur

East Campus at Santa Paula

Sabrina Canda
Raul Barraza
Maiya Rodriguez

Economic Development and Off-Campus Programs

To be named

Educational Assistance Center(EAC)

Lori Annala
Erin Braam
Lisa Courto
John Elmer
Linda Larsen
Cathy Mundy
Holly Ramsey
Billie Sommars
Rachel Uffer

Enrollment Management

Connie Baker

Extended Opportunities Programs and Services (EOPS)

Mayra Benitez-Tedillo
Laura Hilton

Financial Aid

Dora Washington, F.A. Officer
Janeen Beard
Gerri Cantu
Darcy Connolly
Rosanne DeRosa
Dave Donaldson
Eva Gallardo
Valerie Nicoll
Alma Rodriguez

Fiscal Services

Ginnie Atmore, Supervisor
Irene Miller
Terri Taylor

Food Services

Kayla Cline
Eric Dean
Jennifer Kilbourne
Peter Krantz

Foundation

Anna Benscoter
Diana Dunbar
Esmerelda Juarez
Susan Klipp
Catherine Sanchez
Jovita Valdez

Graphics and Publications

Chris Garcia

Institute for Community and Professional Development (ICPD)

Karen Osher
Alma Rios
Luann Swanberg

International Students

Rosie Stutts

Learning Center

Cindy Hulce
Michael Oxford

Library

Dana Boynton
Linda Chavez
Carla Kramer
Tanya Shaffer

Maintenance and Operations

Bob Forest, Director
Paul Conley, Supervisor
Victor Lopez, Supervisor
Martin Navarro, Supervisor
John Arvidson
Anton Bartsch
Eddie Baugh
Jerry Chilcott
Ron Cobos
Barbara Dalling
David Esquivel
Salvador Galaviz
Wally Hernandez
Calvin Hixon
Lance Hull
David Kramer

Manuel Laboriante

Martin Martello
Sandra Mason

Jesus Medina

Mike Munoz

Janet Murdock

Charles Paarmann

Sergio Palestina

Joe Perez

Arnold Reyes

Ray Rieder

Reynaldo Santos

Jeffrey Stiles

Brian Stimson

Ted Victorio

Mathematics and Sciences Division

Tina Arredondo

Sheena Billock

Brenda Griego

Jim Mayer

Lynda Smith

Will Smith

Mathematics, Engineering, Science Achievement (MESA)

Marcos Lupian

Matriculation

Margaret Chimalpopoca
Christina Martinez
Angeles Rodriguez

Media Service Center

Deborah McDaniels

Nursing

Barbara Cogert
Lynda Dryden Barry
Karen Kitrell
Lynn Medart

Payroll

Carolyn Allen

Physical/Health Education and Athletics Division

Mark Chaney
Jennifer Cook
Kathleen Gilligan
Tyler Hickok
Jessie Llamas
Peder Nielsen

Pre-Hospital and Emergency Medicine

Peggy Kinney

Public Relations

Alisa Sparkia Moore

Resource Development

Barbara McGinley
Kathryn Jameson-Meedy
Gary Van Meter

Small Business Development Center

Becki Walker, Director
Nora James

Social Science/Humanities Division

Bonnie Mastiere
Misty Wambold

Student Activities

Claudia Stewart

Student Business Office

Claudia Baker
Michelle Saastamoinen
Dickie Talmage

Student Health and Psychological Services

Brenda Be
Irma Lopez
Beverly Saastamoinen
Jan Wiley

Student Services

Natawni Pringle

Supplemental Instruction

Sharon Oxford

Technology

Octavio Garcia
Bill de la Rosa

Telephone Operators

Donna Johnsen
Kaylen Socia

Theatre

Willie Eck
Roger Meyer
Abra Paudler

Tutoring Center

Antonio Huante

Warehouse

William Pennicke
Rashad Taylor

APPENDICES

APPENDIX I

Student Conduct Code Standards of Student Conduct

The California Education Code §66300 requires the adoption of specific rules and regulations governing student behavior along with applicable penalties for violation of the rules and regulations.

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 Student 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 Student 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 Student 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 Student 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 Student 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 Student 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 Student 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 Student 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 Student 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.

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 Student Services or designee (for all other college programs and services).

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 Student 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 Student 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 Student 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).
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 (FERPA), the California Education Code (§76240 et seq.) and the California Administrative Code Title 5, 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 Services.

The colleges of this District maintain directory information which may be released to the public without the written consent of the student. Directory information may include: student's name; address; telephone number; date-of-birth; major field of study; participation in officially recognized activities and sports, dates of attendance; degrees and awards received; and the most recent educational institution attended by the student; and weight and height of members of athletic teams.

Directory information will be released to branches of the United States military services in compliance with the Solomon Act, the National Student Clearinghouse, and may be released to other parties in accordance with the Education Code §76240. 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 Services.

The college will forward a student's educational records to other institutions of higher education that have requested the records and in which the student seeks or intends to enroll, providing such release of educational records complies with the requirements of FERPA.

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

Academic Freedom

The primary purpose of a college is to promote the exploration of ideas and the discovery and dissemination of knowledge and understanding. The College is to be an open forum for ideas and issues to be raised, challenged, and tested.

Academic freedom is the cornerstone of a college. Intellectual ferment is absolutely dependent upon academic and intellectual freedom. Freedom in teaching is fundamental for the protection of both faculty and students in teaching and learning. Freedom in research is fundamental to the advancement of knowledge.

The 1940 American Association of University Professors (A.A.U.P.) Statement of Principles on Academic Freedom and Tenure with 1970 Interpretative notes from the A.A.U.P. provide a nationally recognized definition of academic freedom, its protections and its responsibilities.

(a) Academic employees are entitled to freedom in the classroom in discussing their subject, but they should be conscientious regarding teaching subject matter which has no relation to their subject.

(b) Academic employees are entitled to full freedom in research and in the publication of results, subject to the adequate performance of their other academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(c) Academic employees are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and institution by their utterances. Hence, they should at all times be accurate, should show respect for the opinions of others, and indicate that they are not speaking for the institution.

It is the policy of Ventura County Community College District (VCCCD) that all academic employees, regardless of their employment status, should enjoy the privileges and exercise the responsibilities inherent in academic freedom as defined by the AAUP statement. In addition, all VCCCD employees enjoy the same protection and responsibilities within the context of their obligations. Furthermore, faculty tenure constitutes the strongest procedural safeguard of academic freedom and individual responsibility, and as such, is essential for the maintenance of intellectual liberty and high standards in teaching and scholarship.

Reference: BP 4030 Academic Freedom, Title 5, §51023; Accreditation Standard 11.A.7.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate.

A student 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 California Education Code §76222, 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 Education Code §76230.
2. Parties to whom directory information is released pursuant to §76240.
3. Parties for whom written consent is executed by the student pursuant to §76242.
4. Officials or employees having a legitimate educational interest pursuant to §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 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.

APPENDIX V

Solicitation

The solicitation, selling, exposing for sale, offering to sell, or endorsing of 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 all others.

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 fundraising 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 and all others 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, plants, 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, situation, and manner requirements.

Coercion is not to be used to induce students to accept any printed material or to sign petitions. The Student Activities Advisor 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.

Please see Appendix III for information regarding Privacy Rights Governing Student Records and campus policy regarding the dissemination of information from student educational records. Questions regarding this policy should be addressed to the Registrar's Office.

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 competitions, job fairs, 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's image or voice. 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, even if the subject is a minor.

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 Business Services or the 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, except during the first two weeks of the fall and spring semesters and the first week of the summer term. During those times, the time limit is not enforced.

STAFF PARKING AREAS are posted and restricted to staff member only. Staff permits are required. Students with a student permit may park in any staff area after 6:50 p.m. and on weekends.

DISABLED 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 disabled permit. Disabled parking areas are enforced at all times regardless of the day or hour. Disabled spaces with signs which read "vans only" are for vans and must not be used by regular vehicles. Vehicles displaying disabled placards must also display a valid parking permit (student, staff or visitor).

Students with a Department of Motor Vehicles disabled person's plate or placard, or with a current disabled parking decal issued by the Educational Assistance Center, may park in marked disabled stalls on campus. Drivers with disabilities are subject to the same parking fees as nondisabled drivers. Disabled parking decals and a complete Disabled Parking Policy may be obtained at the Educational Assistance Center.

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 as 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 yellow loading zones. Vehicles may not be left unattended in white curb passenger 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 College 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. Students must pick up their parking permits at the Student Business Office. Permits are required by the second week of each semester. 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. Daily permits are valid only on the campus where they are purchased.

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 to be used on any other vehicle except the one it was issued to. A staff parking permit may not be sold, given or loaned to anyone else. It is reserved solely for the use of the staff member to whom it was issued.

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 part-time 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. Each semester or term requires a new student parking permit.

GUESTS may obtain permits by advance arrangement with the Campus Police Office.

DAILY PARKING PERMITS cost \$1.00 and may be purchased at any of the six permit machines on the campus. The machines are painted bright yellow and accept dollar bills and coins. One is located by the flag pole next to the Administration building. Another is located in the E-lot just east of the Science building. The third machine is located along East Campus way just north of the E-lot. The fourth is located in the N-lot. The fifth and sixth are located in the W-lot. Daily permits can also be purchased at the Student Business Office. Daily permits purchased at Ventura College are not valid on the Moorpark or Oxnard campus, and vice versa.

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 on parking citations being taken through the Department of Motor Vehicles.

Processing of parking citations 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. Student semester permit is not totally and permanently affixed to the back of the inside rear view mirror;
4. Altered in any manner;
5. Student semester permit is issued for a school term other than the one currently in progress.

Parking permits are required on the days school is in session in the student lots from 7:30 a.m. to 10:00 p.m., Monday through Thursdays, and from 7:30 a.m. to 5:00 p.m., Fridays.

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 any of the following circumstances. The owner will be liable for towing and storage charges related thereto:

1. Abandoned vehicles: Any vehicle parked on the campus without permission from the Campus Police Office is presumed to have been abandoned, if not claimed by its owner within 72 hours.
2. Any vehicle 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.
4. Any vehicle with registration expired for over 6 months.
5. Any vehicle parked illegally which does not have license plates, vehicle registration or a vehicle identification number displayed.

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, contact the Campus Police Office. Officers there will assist you in contacting someone who can help you. If your battery is dead, jump-start service is available. Parking assistance and information can be obtained from the Campus Police Office. 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 and 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 required 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 with their carpool parking permit.

Carpool permits are not available for use by evening students.

APPENDIX IX

Statement of Nondiscrimination and Equal Opportunity

The Ventura County Community College District is committed to providing equal opportunity in education, in extracurricular school activities, and in the workplace.

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.

Ventura College is in compliance with all applicable federal and state laws, rules and regulations.

Ventura College and the Ventura County Community College District, without regard to age, marital status, race, color, creed, religion, national origin, gender, sexual preference, disability, or status as a military veteran:

- Welcome students for admission to any course of study for which they are otherwise qualified;
- Encourage students to participate in extracurricular school activities;
- Offer all opportunities in Career and Technical Education programs;
- Consider all applications for financial assistance programs, i.e. student loans, work study/compensation, grants, scholarships, special funds, subsidies, prizes, etc., and

- Assure compliance with federal and state guidelines and regulations regarding nondiscrimination in recruitment, hiring, placement, assignment of tasks, hours of employment, levels of responsibility, and pay/compensation.

Harassment of any student, employee or visitor on any ground listed above is strictly prohibited.

Ventura College embraces both the letter and the spirit of the Americans with Disabilities Act (ADA), and fully informs students of the availability of services to ensure equitable access. Access information is disseminated in both printed and electronic form throughout the College's expansive service area.

If you feel that you have been subjected to unlawful discrimination based on disability or in violation of the ADA, or if you feel that you may have been subjected to any other form of unlawful discrimination, including violations of the General Education Provisions Act (GEPA), and/or including Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education, programs and activities, please contact Mr. David Bransky, Assistant Dean, Student Services, and Title IX Officer and Section 504/ADA Coordinator, Ventura College, 4667 Telegraph Road, Ventura CA 93003. Telephone: (805) 654-6400 ext. 3138 or e-mail: dbransky@vcccd.edu

APPENDIX X

Student's Right-to-Know

In compliance with the federal Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542) 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 2005, a group of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. (Approximately 2.6% of all community college students statewide were included in the 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; and students attending Ventura College to obtain or upgrade job skills, improve basic skills, or maintain licenses; or those working toward high school credits or pursuing lifelong learning; etc. The rates below do not include any students who took longer than three years to complete their academic goal.

SRTK is a "cohort" study; that is, a group of students who are first-time freshmen, who are enrolled full-time in a fall term, and are degree-seeking. Their outcomes are measured over a period of time. The outcomes that the two SRTK rates measure are Completing (total number of students in the cohort who earn either a degree, a certificate, or who successfully completed a two-year-equivalent transfer-preparatory program) and Transfer (the total number of cohort non-completers who were identified as having enrolled in another institution). The tracking period of the cohorts is three(3) years, at which time the SRTK rates are calculated and made public.

SRTK has its merits in that it attempts to provide a standardized measure of college effectiveness nationwide. However, in order to fully understand what SRTK rates mean for a college, one should also know its limitations. First, the cohort group can be quite small compared to the entire Community College population, and is therefore not fully representative of all educational activities at a college. Many Community Colleges do not have the primary mission of producing only transferable students. There can also be data collection issues involved in the acquisition of valid numbers used in deriving SRTK rates; since there is no central nationwide "clearinghouse" of transfer data, it is impossible to generate accurate transfer-out-rates.

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 2005 SRTK study described above was 26.12% for VC. The Statewide completion rate was 24.8%. 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 2005 to Spring 2008. 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 24.11%. The Statewide Transfer rate was 15.3%. 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 website: cocco.edu/000/05index.htm. Specific information on the most recent cohort for Ventura College is available at srnk.cocco.edu/683/05index.htm.



The Mary Guthrie Scholarship was awarded to two students planning to become educators and honors a long-time employee of the college.

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, Director of Human Resources, 255 W Stanley Ave., Suite 150, Ventura, CA 93001, 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, through the California Department of Fair Employment and Housing, 2014 "T" Street, Suite 210, Sacramento, CA 95814, (916) 227-2878 or 1-800-884-1684. An individual may also contact the Department of Justice Civil Rights Enforcement Section, Public Inquiring Unit, P.O. Box 944255, Sacramento, CA 94244-2550, (916) 322-3360. An individual may also contact the U.S. Department of Education Office of Civil Rights, 50 Beale Street, Suite 7200, San Francisco, CA 94105, (415) 486-5555, TDD: (877) 521-2172. 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.



Engineering students are active in outreach with local high schools.

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. For additional information or to file an incident report or a claim, contact any of the following:

David Bransky (805) 654-6400, ext. 3138.

Lucy Capuano-Brewer, (805) 654-6400, ext. 1272.

Alisa Sparkia Moore (805) 654-6462.

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 those made by voice and e-mail telecommunications, fax machines, etc.) constituting sexual harassment as defined and otherwise prohibited by state and federal statutes.

California Education Code §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 §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 and Psychological Services.) If possible, bring the victim to the Student Health and Psychological Services. The Campus Police Office and the STUDENT HEALTH AND PSYCHOLOGICAL 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 STUDENT HEALTH AND PSYCHOLOGICAL 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 STUDENT HEALTH AND PSYCHOLOGICAL SERVICES may arrange for college personnel or a Rape and Sexual Abuse Counseling (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 STUDENT 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 STUDENT 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 STUDENT HEALTH AND PSYCHOLOGICAL 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 STUDENT SERVICES will explain disciplinary procedures and actions available.

The ASSOCIATE CHANCELLOR OF HUMAN RESOURCES, if appropriate, will explain disciplinary procedures and actions available in cases involving faculty or staff.

The DEAN/DESIGNEE OF STUDENT 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 Student Health and Psychological Services Office, ext. 6346
- Student Services, ext. 6455
- Office with evening and weekend responsibility, ext. 6483

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) 955-6000
- Ventura County Coalition Against Domestic and Sexual Violence Hotline (805) 656-1111; Spanish only (800) 300-2181].

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:

- Ventura County Bar Association 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 or 877-327-4747

Medical Services (for Bilingual/Undocumented persons)

- Clinicas del Camino Real, Ventura, (805) 659-1740, Oxnard, (805) 487-5351.

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 STUDENT LEARNING 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 STUDENT SERVICES or ASSOCIATE CHANCELLOR OF HUMAN RESOURCES will initiate disciplinary procedures and inform the victim of the status of any disciplinary actions and the EXECUTIVE 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
- Associate Chancellor of Human Resources
- 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 STUDENT 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 STUDENT 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 EOPS Offices).

BOGW applications are available in the Financial Aid Office or online at the Ventura College website: venturacollege.edu. Click on Financial Aid.

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.

ACADEMIC COMPETITIVENESS GRANT (ACG):

The ACG Grant Program is for students who completed a rigorous secondary school program of study (after January 1, 2006, if a first-year student, and after January 1, 2005, if a second-year student). The student must be a Pell Grant recipient.

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 \$3,500. 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 \$6,000 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 who 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 therefore, and shall provide the student with name and address of the loan servicer.

"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 loan servicer, 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 A's, 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: 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 \$31,800 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 5 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: 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 in the Bookstore and Campus Services Building (BCS) located next to the Bookstore. You can reach the Financial Aid Office at (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: Signed copies of your Federal Income Tax Return may be requested by the Financial Aid Office to complete a financial aid file. When applying for financial aid, if you (or your parents) have not yet filed your tax return, please be sure to provide as accurate an estimate on your application. When you (or your parents) do file, remember to keep a copy!

Counselor's Certification Form: New students to financial aid will be required to submit a Counselor's Certification Form. You must make an appointment with an academic counselor at Ventura College to have the form completed. This counselor can include your EOPS, EAC, BVA, SPEC, or general Ventura College counselor.

Non-High School Grads: If you are NOT a high school graduate or do not have the equivalent of a high school diploma (GED, etc.) you are required to:

1. Pass an Ability to Benefit Test (see Financial Aid Office)
2. Have successfully completed a minimum of six (6) college degree applicable units. (See Financial Aid Office)

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 XIII 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

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).



Graduation brings out the biggest smiles!

APPENDIX XIV

Student's Right-to-Know Campus Security and Crime Awareness

Ventura College endorses and supports Public Law 101-542, 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 or visit the VCCCD Police website: vcccd.edu/police/index.htm. 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 (805-654-6486). It is requested that anyone aware of an unsafe condition (burned out light bulb, etc.) should contact the Office of Business Services (805-654-6354). 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, 2008 to December 31, 2008.

Campus Safety Statistics

Murder	0	Weapons Violations	5
Rape	0	Vandalism	18
Robbery	1	Bomb Threats	0
Aggravated Assault	2	Fraud/Embezzlement	2
Theft (combined)	43	Receiving/Possessing of	
Vehicle Theft.....	4	Stolen Property.....	0
Arson	0	Sex Offenses	1
Misdemeanor Assault	0	Burglary (combined)	14
Narcotics Violations	2	Battery	2
Alcohol Violations		Computer Crime	0
(including DUI).....	1	Miscellaneous*.....	29

*Includes noncriminal incident reports, traffic collisions, and misdemeanor traffic violations.

Total reported crimes ♦

<u>YEAR</u>	<u>TOTAL</u>
2008	94
2007	95
2006	114

♦Does not include miscellaneous above.

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 Science: Degree granted by California Community Colleges generally having more emphasis on two-year career and technical education than the A.A. degree.

Academic Renewal: A process to have previous substandard 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: Contractual agreements between two or more schools. Articulation agreements between Ventura College and universities 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 and universities. Usually the Bachelor of Arts (B.A.) or the Bachelor of Science (B.S.).

BOGW: Board of Governors Enrollment Fee Waiver - a form of financial aid that pays enrollment fees for eligible California students.

By Arrangement: Courses, or part of a course, 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.

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 Offerings: Fully fee-funded avocational and recreational classes. These offerings 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 Course: A course for which units are granted.

CRN: Course Reference Number listed in the Schedule of Classes.

CSU: The California State University system, also called Cal State, consists of 23 campuses statewide.

CSU GE-Breadth: General Education pattern for the CSU system. See Transfer Information.

Curriculum: Course offerings of the College as a whole; also refers to a group of required courses leading to a degree or certificate.

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; and 3) B.A./B.S. Bachelor's Degree (four-year).

Dismissal: The procedure of dismissing a student from college for poor academic achievement, for incurring excessive withdrawals, or for disciplinary reasons. Often, dismissal is temporary, providing the student agrees to certain conditions. See this Catalog for more information.

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 Work 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 total units required for the degree.

Financial Aid: Money available from the federal or state governments or local sources to help meet college expenses. Financial aid can include grants, loans, scholarships, and work-study programs.

Full-Time Student: 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.

General Education/Breadth Requirements: Courses that all students must satisfactorily complete to obtain a degree. Depending on the degree desired, these GE requirements vary. Current lists are available at the Counseling Office, in the College Catalog, in the Schedule of Classes, and on the College website.

Good Standing: Indicates that the student's grade point average is a "C" or better (2.0 or better).

Grade Point Average (G.P.A.): The average of a student's grades. See Academic Policies.

Hour: Same as "Credit" or "Credit Unit." See Units.

IGETC: Intersegmental General Education Transfer Curriculum. A pattern of courses that can be used to satisfy general education requirements at both CSU and UC campuses. See Transfer Information.

Learning Community: Thematically links two courses, providing the student with an interdisciplinary context for learning.

Lower Division: The first two years of college work, i.e., freshman and sophomore years. By California law only lower division work can be offered at California Community Colleges.

Major/Area of Emphasis: An organized program of courses in a specific area of study, leading to a Certificate of Achievement, an Associate degree, or ultimately a Bachelor's degree.

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.

Noncredit Courses: Courses that grant no college credit, no units, and no student grades. A noncredit course should not be confused with the pass/no pass grading option as defined below.

Open Entry/Open Exit: Courses that may be added throughout the semester and 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.

Pass/No Pass: A grading system allowing a course to be taken for a "grade" of pass/no pass (P/NP) rather than for a letter grade. See Academic Policies.

Preparation for the Major: Lower division courses required by four-year universities as part of the selected 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.

Proficiency Award: A document awarded to a student upon completion of a course or a series of courses as designated in the College Catalog. Awards are issued by selected instructional departments of the College. Consult the instructor for more information.

Program Changes: Adding or dropping classes after initially enrolling.

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 or her classes.

Schedule of Classes: A booklet used during registration, listing the course ID, title, units, hours, 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) plus the registration and deadline calendars.

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.

Staff: Noted in the Schedule of Classes when a faculty member has not yet been assigned.

Student Education Plan (SEP): A program of study and services needed by the student to enable the student to reach his or 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 is to be announced after the publication goes to print.

Transcript (of record): A copy of a student's college records prepared by the Record's Office.

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 applicable course in the Catalog and Schedule under "Transfer Credit."

Transfer Requirements: In order of importance, transfer students must satisfy requirements for admission, preparation for 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, P, or NP.

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 one or some classes or withdraws from all classes during the semester. Check with the Admissions Office for the specific requirements and procedures.

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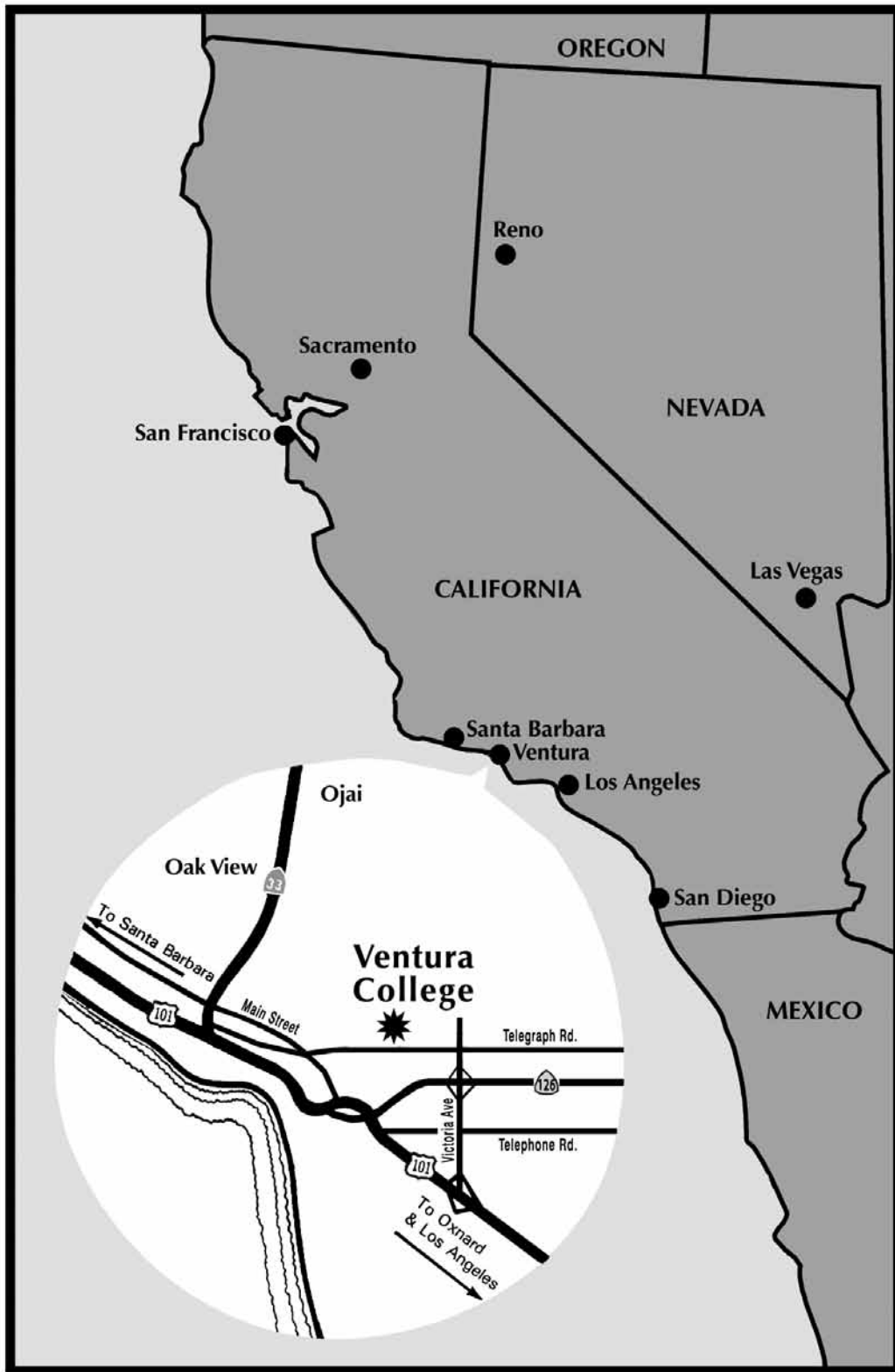
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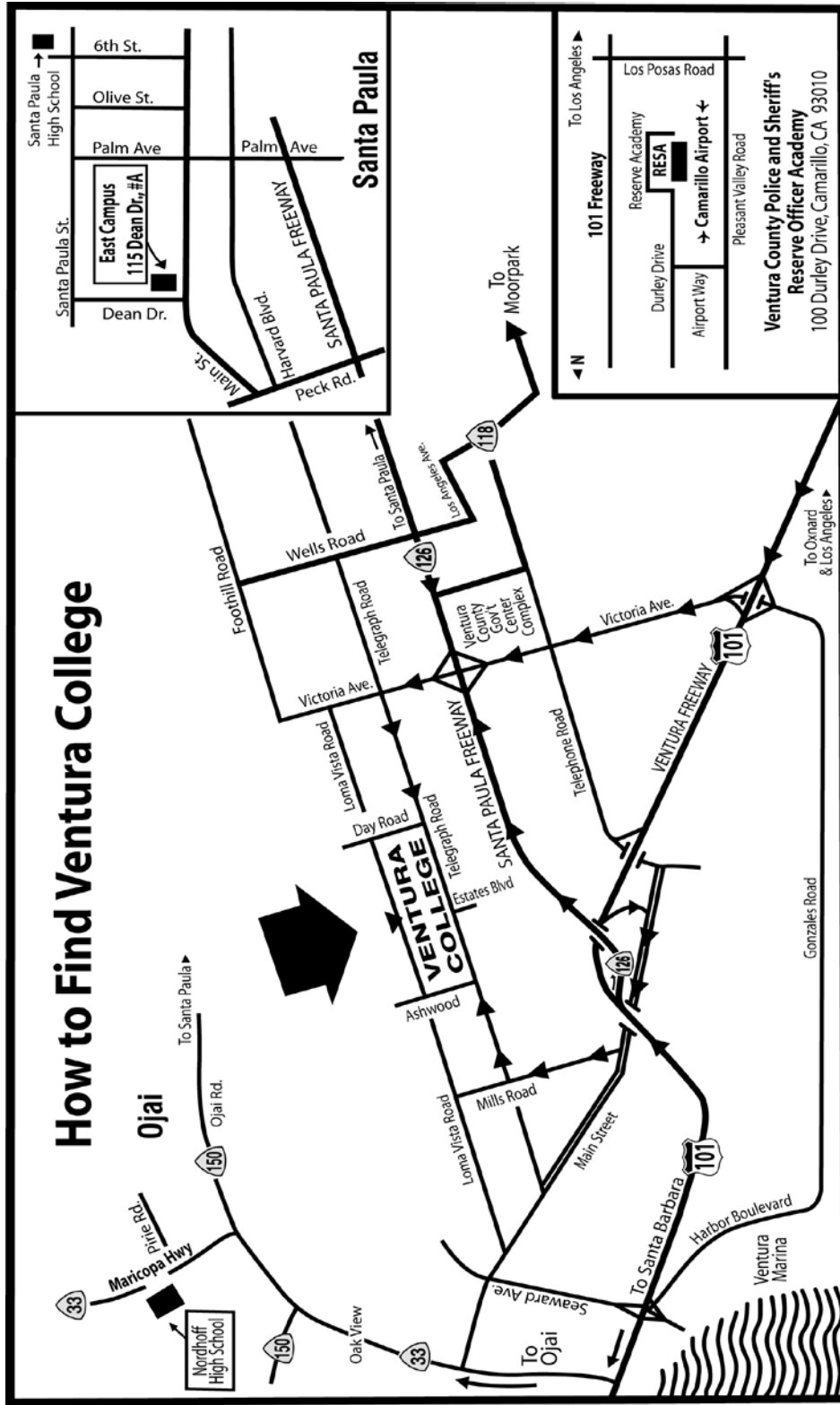


The Psychology Club raised funds for breast cancer awareness as part of the national Pink Zone event.

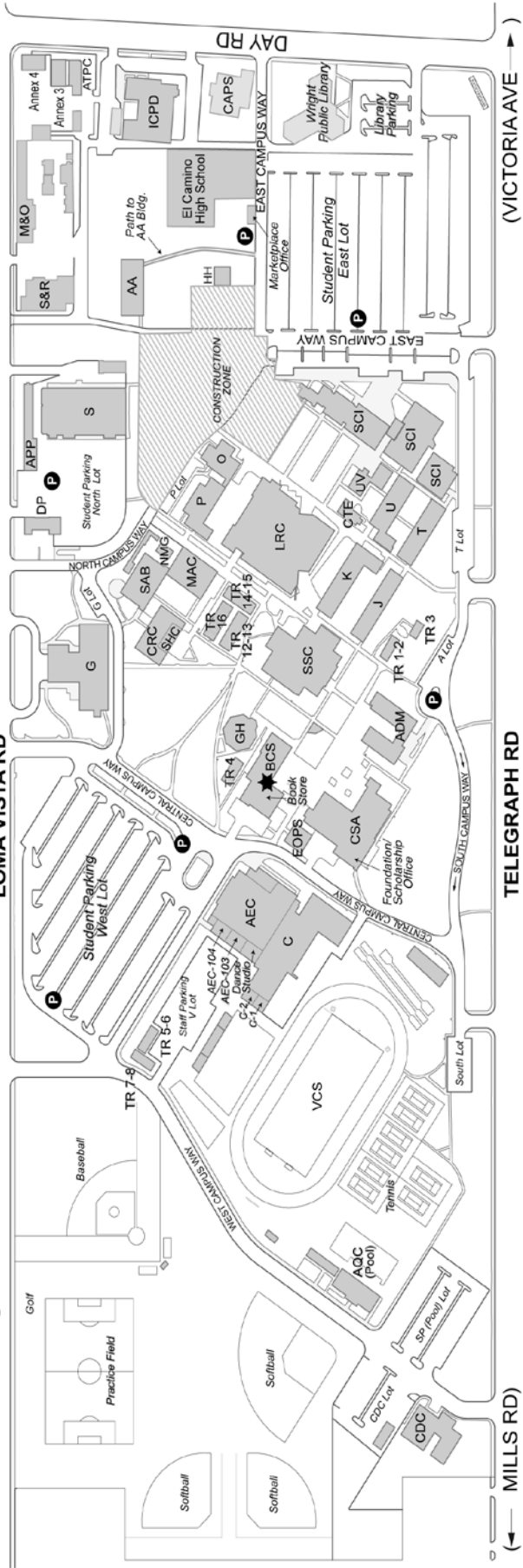
Locating Ventura, California



How to Find Ventura College



Ventura College Campus Map



Building Legend

BLDG	DEPARTMENT
AA	Agriculture/Construction Technology
ADM	Administration
AEC	Athletic Event Center (Large Gym)
Annex 3	Continuing Ed. Classrooms
Annex 4	Continuing Ed. Classrooms
APP	Apprenticeship
AOC	Aquatic Center (Pool)
ATPC	Alternate Text Production Center
BCS	Bookstore & Campus Services
C	Physical Education (Small Gym)
CDC	Child Development Center
CRC	Creative Resources Center
CSA	Campus Center (Cafeteria & Student Activities)
CTE	Career and Technical Education
DP	Business and ESL
EC	East Campus in Santa Paula
EOPS	EOPS
G	Performing Arts Complex
GH	Guthrie Hall
HH	Head House
ICPD	Institute for Community and Professional Development
J	Classrooms
K	Library & Learning Resource Center
LRC	Library & Learning Resource Center
M&O	Maintenance & Operations

Department Location

BLDG	DEPARTMENT
MAC	Media Arts Center
NMG	New Media Gallery
O	Nursing
P	Paramedic/Home Economics
S	Auto/Manufacturing/Welding
SAB	Studio Arts Building
S&R	Shipping and Receiving
SCI	Sciences & Mathematics
SHC	Student Health and Psychological Services (CRC Bldg.)
SSC	Student Services Center
T	Business/Computer Labs
TR 1-2	Trailer Classrooms (Across from J Building)
TR 3	Academic Senate
TR 4	Graphics
TR 5-8	Trailer Classrooms (Near Baseball Fields)
TR 12-15	Trailer Classrooms (Between MAC & SSC Bldg.)
TR 16	Nursing Skills Lab (Between MAC & SSC Bldg.)
U	Business
UV	Lecture Halls
VCS	Ventura College Sportsplex

Department

DEPARTMENT	BLDG
Academic Senate	TR-3
Admissions & Records	SSC
Alternate Text Production Center	ATPC
Assistive Technology Training Center	LRC (1st Floor)
Aquatic Center (Pool)	AOC
Art Gallery 2	CRC (1st Floor)
Assessment	SSC
Associated Students (ASVC)	CSA
Athletics	AEC
BEACH (Learning Center)	LRC (1st Floor)
Bookstore	BCS
Braille Center	ATPC
Business (CTE Division Office)	CTE
Business Services (Vice-President)	ADM
Cafeteria (Main)	CSA
Cafeteria (Satellite)	UV (adjacent)
CalWORKs	CSA
Campus Conference Center	CSA (off dining area)
Campus Police	BCS
Canon Copy Center	CSA
Career Center	SSC
Career & Tech. Education Division Office	CTE
Child Development Center	SCI-326
Civic Center Office	CDC
College Technical Services	ICPD
Communication & Learning Resource Division Office	CSA
Community Education	LRC (3rd floor)
	ICPD

Department

DEPARTMENT	BLDG
Performing Arts (Humanities Division Office)	LRC (3rd floor)
Public Information Office	ADM
Registration	SSC
Scholarships/VC Promise	CSA
Science Division Office	SCI (3rd floor)
Science Conference Rooms	SCI - 332/333
Shipping and Receiving	S&R
Small Gym	C
Social Behavioral Sciences Division Office	LRC (3rd floor)
Staff Resources Center	LRC-132
Student Activities Office	CSA
Student Business Office	SSC
Student Health and Psychological Services (SHC)	SHC
Student Learning (Exec. Vice President)	ADM
Switchboard	ADM
Technology (CTE Division Office)	CTE
Theater	G
Transcripts and Records	SSC
Transfer Center	SSC
Tutoring Center	LRC (1st floor)

Campus Emergency Numbers

From any pay phone on campus #9 642-7000
 From off-campus phones #6486
 Campus Police Business Office x6346
 Student Health Center x9311
 Dial 911 from on-campus phones 9-911
 TTY (Hearing Impaired) 654-6498

P Parking Pass Dispenser
★ Campus Police

N NORTH
S SOUTH
E EAST
W WEST

0 0
500 500 feet
0 0
1/8 1/8 mile