

# VENTURA COLLEGE

SET YOUR COURSE

**2012 - 2013**

**GENERAL**

**CATALOG &**

**ANNOUNCEMENT**

**OF COURSES**

# ACADEMIC CALENDAR 2012-2013

Ventura College provides two primary semesters of instruction – Fall and Spring – as well as a Summer intersession. Course times and delivery modes are noted in each semester’s online Schedule of Classes, available at [www.venturacollege.edu](http://www.venturacollege.edu) about five weeks before each semester begins. The online schedule has continuous updates and will have the most up-to-date and accurate course information.

The special deadlines for semester-length classes are listed below for each primary semester; however, the specific length of each course dictates its deadlines (enrollment, drop, refund, etc.). Check online by clicking on the specific Course Record Number (CRN) for such particulars. Contact Registration for further assistance. Detailed registration information is readily available at [www.ventura.college.edu](http://www.ventura.college.edu).

## FALL SEMESTER, 2012 - August 16 - December 17, 2012

- August 16** ..... First day of semester-length traditional classes. First day of late registration.
- August 18/19** ..... First day of semester-length Saturday/Sunday classes
- August 29** ..... Last day to add semester-length classes. Last day to drop a class and apply 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.
- August 31** ..... Last day to drop semester-length classes without a transcript entry.
- September 1 - 3** ..... No Classes - Labor Day.
- September 7** ..... Last day to declare P/NP (formerly CR/NC) grading option for semester-length classes.
- November 9** ..... Last day to apply for Fall 2012 Associate Degree or Certificate of Achievement
- November 10-11** ..... Saturday/Sunday classes held
- November 12** ..... No Classes - Veteran’s Day.
- November 16** ..... Last day to drop semester-length classes with a “W.”
- November 22-25** ..... No Classes - Thanksgiving Holiday.
- December 11-17** ..... Final Exam Week for Fall 2012

## SPRING SEMESTER, 2013 - January 14 - May 21, 2013

- January 12/13** ..... First day of semester-length Saturday/Sunday classes.
- January 14** ..... First day of semester-length traditional classes First day of late registration.
- January 19-21** ..... No Classes - Martin Luther King Jr. Day.
- January 25** ..... Last day to add semester-length classes. Last day to drop a class and apply 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.
- January 25** ..... Last day to drop semester-length classes without a transcript entry.
- February 1** ..... Last day to declare P/NP (formerly CR/NC) grading option for semester-length classes.
- February 12** ..... No Classes – President’s Birthday Holiday.
- February 16-18** ..... No Classes – President’s Birthday Holiday.
- March 9/10** ..... Saturday/Sunday Classes Held.
- March 11 - 15** ..... No Classes - Spring Break.
- March 22** ..... Last day to apply for Spring 2013 Associate Degree or Certificate of Achievement.
- April 19** ..... Last day to drop semester-length classes with a “W.”
- May 15-21** ..... Final Exam Week for Spring 2013
- May 22** ..... GRADUATION

## SUMMER INTERSESSION, 2013\*

College typically offers classes in the summer that meet anywhere from four to eight weeks with classes starting in June and July. The goal is to maximize offerings at times most helpful for all students, including returning students, graduating high school seniors and students home for the summer from four-year colleges. The summer Schedule of Classes is available online at [www.ventura.college.edu](http://www.ventura.college.edu).

**2012 • 2013**  
**GENERAL CATALOG**  
**and Announcement of Courses**

**VENTURA COLLEGE**

4667 Telegraph Road

Ventura, CA 93003

805.654.6400

805.378.1500

805.656.0546

Fax: 805.654.6466

**[venturacollege.edu](http://venturacollege.edu)**

**VENTURA COLLEGE**  
**SANTA PAULA SITE**

957 Faulkner Road, Suite 106,

Santa Paula, CA 93060

805.525.7135

**[venturacollege.edu/santapaula](http://venturacollege.edu/santapaula)**

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.



# PRESIDENT'S MESSAGE



## Welcome to Ventura College!

Thank you for taking the time to visit with us! Our 2012-2013 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, 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 recent Ventura County high school graduates or GED recipients, regardless of the number of units taken or high school grade point average. The Ventura College Promise is the largest program of its kind in the nation, having successfully funded more than 5,000 students since its inception.

More than 13,700 students enroll at Ventura College every semester. Because we have been an integral part of Ventura County for more than 85 years, our ongoing impact is undeniable. Even during these most challenging economic times, we continue to provide educational programs that will meet the 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 seven campuses, thus ensuring acceptance to those campuses for students who meet the institution's requirements. 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 \$6.6 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.

To ensure student success, Ventura College offers a full complement of support services and flexible scheduling of day and evening classes. In addition, our 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.

A handwritten signature in cursive script that reads "Robin Calote". The ink is dark and the signature is fluid and elegant.

*Robin Calote, Ed. D.*  
*President*

## 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

Athletics, Communication, Kinesiology and Off Campus Programs, Dean .....	654-6348
Career and Technical Education, Dean .....	654-6430
Institutional Effectiveness, English and Learning Resources, Dean .....	654-6468
Mathematics and Sciences, Dean .....	654-6339
Distance Education, Professional Development, Social Sciences and Humanities, Dean .....	654-6388
Student Services, Dean .....	654-6455
Student Services, Asst. Dean .....	654-6400 ext. 3138
Evening Dean .....	654-6483

## VENTURA COLLEGE SANTA PAULA SITE

Ventura College Santa Paula Site .....	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 - connects 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 .....	289-6002
Campus Police .....	654-6486
Career Center .....	654-6411
Child Development Center .....	289-6030
Civic Center .....	654-6400 ext. 2232
Counseling Center .....	654-6448
Distance Education .....	654-6452
Ventura College Santa Paula Site: 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
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
Police (campus) .....	654-6486
Reserve Academy .....	987-7413
Scholarships (Foundation) .....	654-6461
Student Activities Office .....	654-6487
Student Business Office .....	654-6488
Student Business Fax .....	289-6050
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 .....	289-6026
Ventura College Foundation .....	654-6461
Veteran's Affairs .....	654-6457
Welcome Center .....	654-6420
Writing Center .....	654-6371

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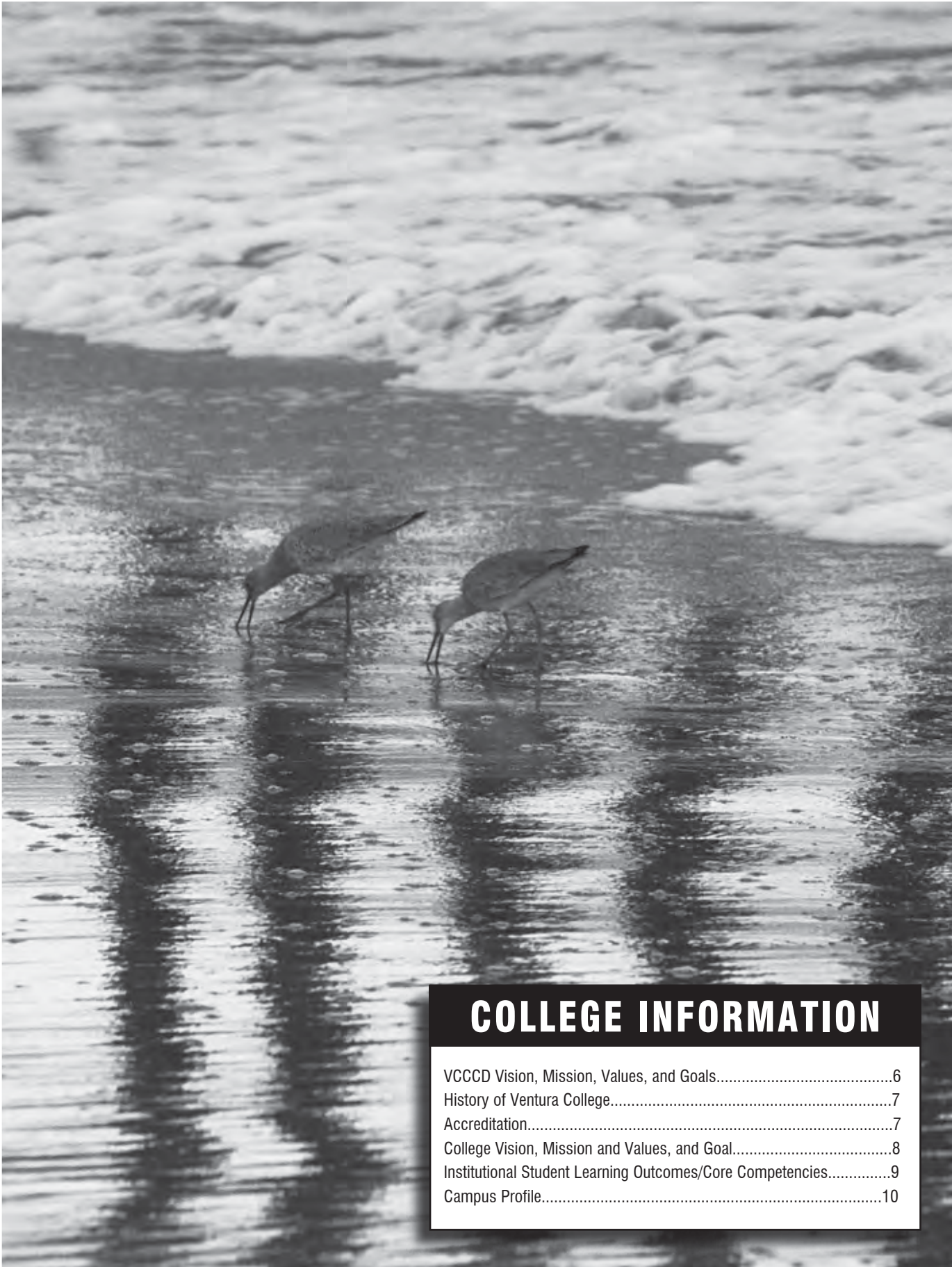
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# VCCCD VISION, MISSION, VALUES AND GOALS

## District Vision Statement

The Ventura County Community College District will become the leader in the development of high quality, innovative educational programs and services. Keeping in mind that students come first, we will model best practice in instructional and service delivery, student access, community involvement, and accountability.

## District Values Statement

We base our actions on what will best serve students and the community.

We maintain high standards in our constant pursuit of excellence.

We recognize and celebrate creativity, innovation, and entrepreneurship.

We demonstrate integrity and honesty in action and word.

We communicate openly and respectfully to students, colleagues and members of the public.

We hire and retain personnel who reflect the diversity of the communities we serve.

We promote inclusiveness, and openness to differing viewpoints.

We use data, research and open discussion to drive our plans and decisions.

We demonstrate responsible stewardship for our human, financial, physical and environmental resources.

We seek and maintain long-term partnerships with the communities we serve.

## District Mission Statement

The Ventura County Community College District (VCCCD) is committed to assisting students in the attainment of its primary mission as a system of state supported two-year colleges.

The primary mission of the District is to produce student learning in lower division level academic transfer and career/vocational degree and certificate programs. Effective, efficient student support services are offered to assist in the accomplishment of the District's primary mission based on need and available resources.

Ventura County Community College District works to enhance state, regional, and local economic growth and global competitiveness within the pursuit of its primary mission. Additionally, workforce and economic development activities and services are offered based on need and available resources.

English as a Second Language instruction, remedial, adult education, and supplemental learning services that contribute to student success are offered and operated based on need and available resources.

Ventura County Community College District improves the quality of community life by offering not-for-credit, recreational, vocational, cultural, and civic programming based on community demand and available resources.

All District programs, services, and activities operate within a framework of integrated planning and budgeting. Ongoing, student learning outcome assessment and systematic program review are used to ensure District-wide excellence through sustainable, continuous quality improvement in compliance with its mission.

## VCCCD Board of Trustees

**Mr. Stephen P. Blum, Esq.**, Chair

**Ms. Dianne McKay**, Trustee

**Mr. Dr. Larry O. Miller**, Trustee

**Mr. Bernardo M. Perez**, Trustee

**Mr. Arturo D. Hernández**, Vice-Chair

**Arthur "AJ" Valenzuela, Jr.**, Student Trustee

## District Administrators

**Dr. Jamillah Moore**, Chancellor

**Ms. Susan Johnson**, Vice Chancellor,  
Business & Administrative Services

**Ms. Patricia Parham**, Vice Chancellor,  
Human Resources

## College Presidents

President, Moorpark College, **Dr. Pam Eddinger**

President, Oxnard College, **Dr. Richard Durán**

President, Ventura College, **Dr. Robin Calote**



Back row, left to right: **Mr. Stephen P. Blum, Esq.**, Chair; **Mr. Arturo D. Hernández**, Trustee Vice-Chair  
Front row, left to right: **Ms. Dianne McKay**, Trustee; **Mr. Dr. Larry O. Miller**, Trustee; **Mr. Bernardo M. Perez**, Trustee



# HISTORY OF VENTURA COLLEGE

## 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 continues to serve the valley communities with a new site opening in 2011 on Faulkner Road 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 Health Sciences Center and the Multidisciplinary Center East (MCE) and Multidisciplinary Center West (MCW) buildings opened in 2011. The remodeled Performing Arts Complex will reopen in August 2012.

## Accreditation

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.



# COLLEGE MISSION, VALUES AND GOALS

## 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 Success**..... Centering 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.

# Institutional/GE Student Learning Outcomes

## **Institutional/General Education Student Learning Outcomes for Students Graduating with an Associate Degree or Certificate of Achievement**

The five Institutional/General Education Student Learning Outcomes listed below describe the skills sets a student should be able to demonstrate after completing the requirements for an associate degree at Ventura College. Program student learning outcomes and course student learning outcomes are "mapped" (directly linked) to these Institutional/General Education Student Learning Outcomes. Institutional/General Education Student Learning Outcomes are assessed on a two-year rotational cycle.

**Communication – Written, Oral, and Visual:** Students will write, speak, perform, or create original content that communicates effectively and is facilitated by active listening skills.

**Reasoning – Scientific and Quantitative:** Students will locate, identify, collect, and organize data in order to analyze, interpret, or evaluate it using mathematical skills and/or the scientific method.

**Critical Thinking and Problem Solving:** Students will recognize and identify the components of problems or issues, examine them from multiple perspectives and investigate ways to resolve them using reasoned and supportable conclusions while differentiating between facts, influences, opinions, and assumptions.

**Information Literacy:** Students will formulate strategies to locate, evaluate, and apply information from a variety of sources in a variety of formats such as print and/or electronic.

**Personal/Community Awareness and Academic/Career Responsibilities:** Students will examine the ethical responsibilities and the dynamic role of individuals and active citizens in society. Students will develop skills and employ strategies to self-manage their personal, academic, and career goals and to cooperate, collaborate, and interact successfully within groups and with a variety of cultures, peoples, and situations.

*Adopted by the Academic Senate on March 1, 2012*



# CAMPUS PROFILE

## 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, 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 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, 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 2011):** Total Enrollment..... 13,763

**Full/Part-Time Status:** Full-Time ..... 4,741 (34.45%)  
Part-Time.....9,022 (65.55%)

**Student Gender:** Female.....7,546 (54.08%)  
Male .....6,164 (44.79%)  
Unknown .....53 (0.39%)

**Student Ethnicity:** African American/Black ..... 514 (3.73%)  
Asian/Filipino/Pacific Islander .....914 (6.64%)  
Hispanic.....6,367 (46.26%)  
Native American .....181 (1.32%)  
White .....5,065 (36.80%)  
Other .....644 (4.68%)  
Unknown.....78 (0.57%)

### Student Age (Average Age 25.7 yrs.):

19 or younger ..... 4,729 (34.36%)  
20-24 .....4,488 (32.61%)  
25-29 .....1,653 (12.01%)  
30-34 .....816 (5.93%)  
35-39 .....544 (3.95%)  
40-49 .....889 (6.46%)  
50-59 .....465 (3.38%)  
60+ .....179 (1.30%)

**International Student:** Enrollment..... 57  
For information about the International Students Program, call (805) 654-6313.

**Degrees Awarded 2010-2011:** Associate's Degrees ..... 980  
Certificates of Achievement .....438

Ventura College is 33rd 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 2009-2010:

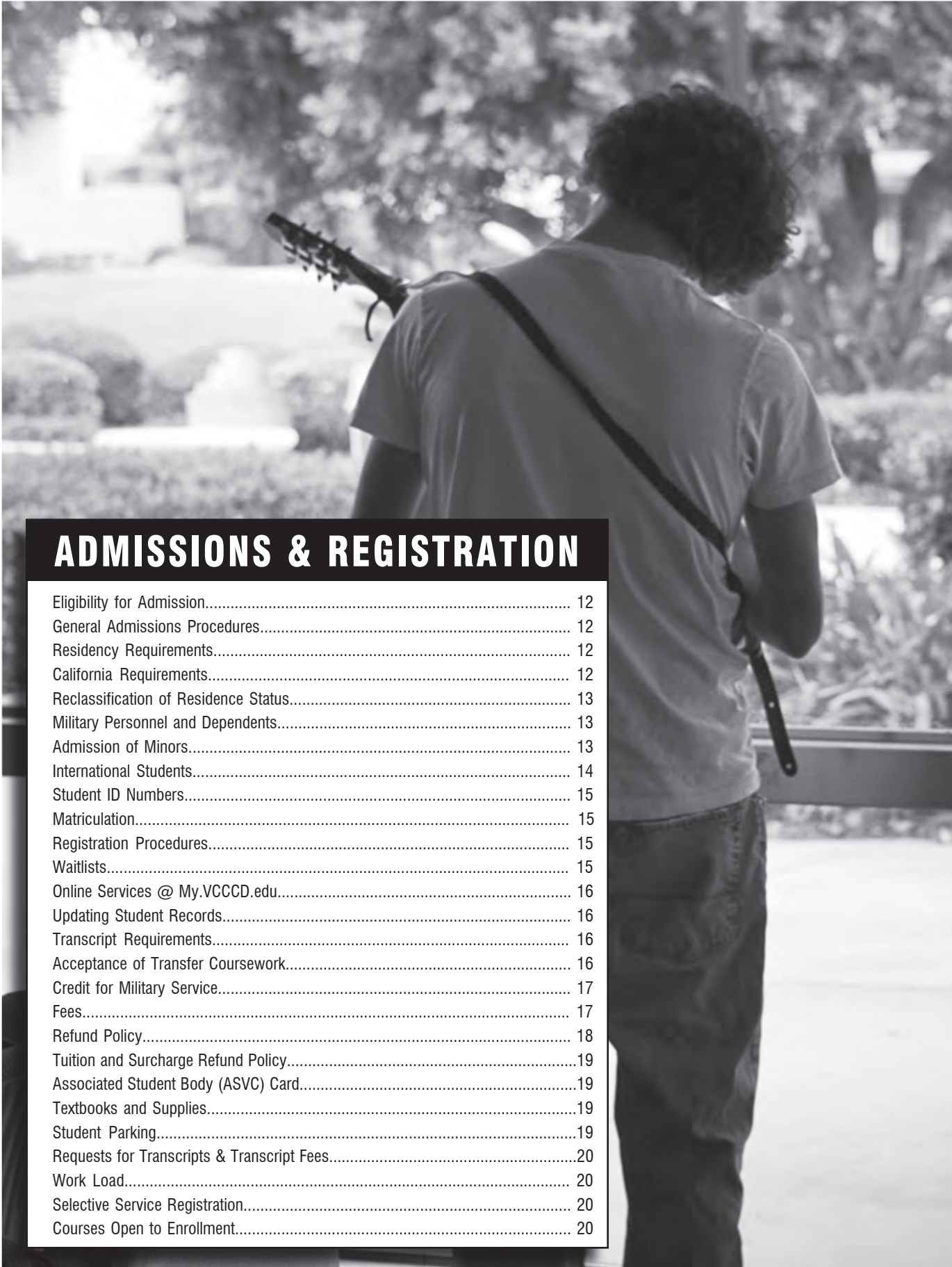
University of California..... 134  
California State University.....587

### Most Current Transfer Data 2008-2009:

In-State Private Colleges ..... 184  
Out-of-State Four-Year University..... 167

### 2010-2011:

Total Financial Aid awarded ..... \$21,909,570 (Ventura)  
Total Scholarships awarded.....\$499,725  
Ventura College Promise Grants awarded .....\$218,861



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# ADMISSIONS AND REGISTRATION

## Eligibility for Admission

The right of any person to attend any college in the Ventura County Community College District is conditioned by certain admission and residency qualifications as provided by state and federal law.

Admission to the colleges of the Ventura County Community College District is open to any California resident who is a high school graduate, or who possesses a high school certificate of proficiency or GED, or who is 18 years of age or older and capable of benefitting from instruction offered. Admission is also open to any California resident who is an apprentice as defined in Section 3077 of the Labor Code.

Students' self-certification may serve as proof of high school attendance and graduation or its equivalent, except that home schooled students may be required to provide verification from an accredited high school district that the home school curriculum completed is deemed equivalent to graduation from an accredited high school.

Persons who are attending an accredited public or private K-12 school may be eligible for admission under special admission provisions noted elsewhere in this catalog. Persons who are attending a non-accredited K-12 school or home school may petition for admission under special admission provisions noted elsewhere in this catalog. Special admission provisions apply to minors, and to persons 18 years of age and older if they are still attending a K-12 educational institution as defined above.

Persons entering any of the public community colleges of California are subject to the residency requirements as determined by the state of California. Persons whose legal residence is determined to be in another state (nonresidents) or in a foreign country (International students) may be admitted under conditions stipulated by the governing board on payment of specified tuition and fees. Additional information regarding residency requirements may be found under the "Residency" section in this Catalog, at the College website or by contacting the campus Records Office.

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.

Further information is listed under the Residency Requirements section in this catalog.

## General Admission Procedures

Students new to the Ventura County Community College District must complete an application for admission. The application for admission is available online at [www.venturacollege.edu/apply](http://www.venturacollege.edu/apply). Printed copies of the application for admission can be downloaded from the College website. Consult the college website for application dates and deadlines. An admission application must be on file before students can register. There is no cost to apply.

A student who has not attended one of the VCCCD colleges in the last 3 years must reapply for admission at the college website provided above. Students will be prevented from registering and accessing the MyVCCCD student portal until an application for admission has been submitted.

Applications for admission to the colleges of the Ventura County Community College District are submitted under penalty of perjury, whether submitted online or in written form. Falsification of information provided therein may result in disciplinary measures up to and including dismissal, termination of eligibility for programs and/or services as appropriate, and/or the retroactive assessment of nonresident tuition charges if warranted. Falsification of information that results in fraud or other crimes may result in legal penalties.

## 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 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 non-resident classification for admission and tuition purposes. A list of acceptable proof documents is available from 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 non-resident tuition fees while they reestablish their legal residence in the State.

U.S. citizens who are determined to be non-residents, but who submit verifiable documentation to certify that they meet the following criteria, will remain classified as a nonresident but may be exempted from payment of non-resident tuition pursuant to AB 540:

- High school attendance in California for three or more years, and;
- Graduation from a California high school or attainment of the equivalent thereof
- Verifiable documentation shall include the self-certifying affidavit required by the California Community Colleges' Chancellor's Office, and may include high school transcripts or other acceptable documents verifying attendance and graduation

Non-citizens holding immigrant and non-immigrant visas (other than F1 or M1) may be eligible for residency status upon presentation of their visa at the Records Office for verification and determination of residency status. Non-immigrant students who are determined to be eligible to establish California residency under the terms of their visa will initially be classified as nonresidents and required to submit additional documentation in support of their request for residency reclassification.

## 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, or who is not eligible to establish residency (see International Students). Students classified as nonresidents shall pay non-resident 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

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 Records Office.

Non-citizens without lawful immigration status shall be classified as a non-residents but may be exempted from payment of non-resident tuition pursuant to AB 540 provided they submit verifiable documentation to certify that they meets the following criteria:

- High school attendance in California for three or more years, and;
- Graduation from a California high school or attainment of the equivalent thereof, and;
- Verifiable documentation shall include the self-certifying affidavit required by the California Community Colleges' Chancellor's Office, and may include high school transcripts or other acceptable documents verifying attendance and graduation.

## 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.

## 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. 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.

## Admission of Minors

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.

Students admitted as part-time special admission students may enroll in a maximum of six (6) units per semester or term, unless approved for additional units by the designated college administrator. Under no circumstances may a part-time special admission student enroll in more than eleven (11) units in a regular semester.

Enrollment fees are waived for Special Admission students who are enrolled in 11 units or less. All other fees apply.

Once a student has applied for admission, and in order to qualify and register for Special Admission, all students must present the following for each semester they register:

- Written permission of a parent or guardian and written permission of their high school principal or counselor on the Special Admission form. In addition, students below the 11th grade must also have the written consent of the college instructor whose class they wish to attend and are not permitted to enroll until the semester begins.
- A Memorandum of Understanding signed by a parent/ guardian and student.
- A current transcript or report card. Transcripts are used to confirm grade level and for clearance of enforced prerequisites.
- Home-schooled students must present the completed Private School Affidavit. For more information, visit [www.cde.ca.gov/sp/ps](http://www.cde.ca.gov/sp/ps)

All Special Admission forms are available online at the college website, at area high schools and at the college Records Office. Detailed information on prerequisites clearance is available on-line and in this catalog.

**Important Note:** 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 college transcripts and/or college records. For more information, please refer to "Privacy Rights Regarding Student Records" in this catalog.

Parents and students applying for Special Full-time Admission status must contact the Registrar's Office. Petitions for Special Full-Time Admission will be considered only after the parent and student have exhausted all alternatives available through the secondary school district that the student would be attending. The decision to admit a minor as a special full-time admission student may be subject to the availability of classes. Special full-time admission students are required to complete at least 12 units in each primary term, and to maintain continuous enrollment until reaching the age of 18.

## International Students Admission

This school is authorized under Federal law to enroll nonimmigrant students. International students (F1 visas) and persons who hold nonimmigrant visas including but not limited to visa types B(special restriction apply), C, D, H1, H2, H3, H4, J, O, P, Q1, TN, TD, TWOV, U, 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.

Proof of current visa status must be submitted to determine this eligibility. Contact the International Student Office or Records Office, or see the International Students section for more information.

## International Student Admission Requirements and Procedures (F-1 Visa student only)

An international student is anyone enrolled in courses in the United States who is neither a permanent resident nor a citizen of the United States. Most international students who intend to study full time in the United States will have an F-1 visa. Persons holding visas should contact the Records Office to determine their eligibility for admission to the college, or contact the International Student Program.

*Prior to admission, international students must submit all of the following documents for evaluation to the International Student Office:*

- International Student Application form for Ventura College
- Personal letter (in English) describing education background, special interests, and reason for applying to Ventura College
- Proof of TOEFL with a score of 450 (PBT); 133 (CBT); 45 (IBT) or higher; or other acceptable evidence of proficiency in the English language as approved by the International Student Program.
- Official Translated Transcripts: Transcripts of all High Schools and Colleges previously attended must be translated to English in English and submitted.
- A \$50 non-refundable Application Processing fee. Check or money order payable in US dollars and made out to "Ventura College".
- An official bank statement or affidavit of support from a sponsor, to showing proof of sufficient financial support to pay tuition, fees, and living expenses for one year. This cost is estimated to be \$21,000 based on the geographical area of the college. If bank statement is provided from a sponsor other than the student or their parents, they must also provide a notarized Financial Certification (form is available from the International Student Program).
- A personal letter of reference from a school instructor, administrator or an employer.

*Prior to enrollment in classes, international students must complete the following activities:*

- Take appropriate assessment tests at Ventura College.
- Attend an orientation session for new international students, including academic counseling
- Attend in-person, an individual appointment with the International Student Office staff.

*Prior to attendance in classes, international students must provide the following items to the International Student Office:*

- Completed Health Statement, and negative Tuberculosis skin test (Mantoux). If skin test is positive, student will be required to obtain a clear follow-up chest x-ray.
- Proof of major medical insurance coverage meeting minimum school requirements. Appropriate insurance may be purchased through the International Student Office on campus.
- Passport, visa, I-94 card and any previous I20s issued by other schools, so copies can be made and filed.

**Limitations on International Student Enrollments** In order to foster cultural exchange, the District encourages ethnic and national diversity among the student body. Due to the District's space limitations and to the special educational needs of international students, the Ventura County Community College District reserves the right to limit the number of international students admitted each year.

**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



## Student ID Numbers

Student ID numbers (also called 900 numbers) are assigned to replace social security numbers as the student's primary identifier. The assigned ID number will appear once you log into your MyVCCCD account. It will also appear on printed mailers and notices from the College and on faculty attendance, drop, and grade rosters.

Your social security number will still be collected for such purposes as statistical reporting, financial aid, and Hope Scholarship Tax Credit reporting, and it will appear on your official transcript.

Students are strongly encouraged to use only their Student ID numbers in all College related business as it provides them with additional security and confidentiality.

## Ventura College Matriculation

The primary goal of Matriculation is to assist all students in attaining academic success. It is a partnership which results in an agreement between the College and the student for the purposes of defining and realizing the student's educational goal. This agreement includes responsibilities for both the college and the individual student, who work together combining several activities and processes to develop a Student Educational Plan (SEP). The SEP is a schedule of recommended courses for two semesters. Within the Matriculation process both college and student responsibilities are defined.

The following matriculation activities should be completed before registration:

- an online and/or In-person orientation,
- assessment testing for math and English prerequisite clearance and course placement recommendations, and
- counseling advisement.

Additional requirements and exceptions apply. Consult the Appendices at the end of this catalog for full policy and procedures regarding Matriculation Services

## Registration Procedures

Register online through the student portal ([my.vcccd.edu](http://my.vcccd.edu)) for the earliest and best opportunity to enroll in classes. Registration appointments are posted approximately one week before registration begins. Registration calendars may be viewed through the portal or the college website.

Registration appointments are determined by student status as a continuing, returning or new student; and for continuing students, by the total number of degree applicable completed and in-progress units within the VCCCD. The calculation of total units includes units earned only at colleges within the Ventura County Community College District.

More information on Enrollment Priorities as approved by the Board of Trustees may be found in the Appendices of this catalog.

Students who are eligible for services through the EOPS, EAC / ACCESS (DSP&S), CalWorks and foster Youth or former foster youth (through age 24) programs, or who are military veterans, are eligible for advanced priority registration one week before the continuing student registration begins.

**Special admission students** who are concurrently enrolled in K-12 schools must register in person on the dates specified each term in the registration calendar.

**Late Registration and Program Adjustment** begins on the first day of the semester or summer session, and on the first day of instruction in short-term classes.

**Registration into a closed class/Waitlists** may be accomplished through the use of waitlist options or add authorization codes. The waitlist option is available for most full semester classes through the end of the first week of the semester. Add authorization codes are available beginning the second week of the semester. Summer session procedures may differ.

Waitlisted students are captured in chronological order based on the date they register for the waitlist, and are automatically registered into open seats in that order. Email notification is sent confirming the registration. Students who have not received a confirming email by the day of the first class meeting must attend class for further direction from the instructor.

### Important details about Waitlists:

- All co-requisites or prerequisites must be met before a student will be placed on a waitlist. Students must have completed the prerequisite course at this college with a grade of A, B, C or P, or be currently enrolled in or obtained counselor approval for prerequisite clearance.
- The waitlist course cannot cause any time conflicts with a student's existing class schedule, or with other courses for which the student may be on the waitlist.
- Students may not exceed the maximum allowable number of units including the waitlisted course (19.5). Requests for unit overload must be approved by a counselor and filed with the Records Office.
- Students may not exceed the maximum allowable number of repeats for any class.
- Students will be informed if the waitlist is full.
- Fees will be assessed when a student is moved from the waitlist and registered in the class.
- If students wish to remove themselves from a waitlist they may do so by activating the drop code function on their MyVCCCD account.
- Students dropped from all enrolled courses due to nonpayment of fees will also be dropped from the priority waitlist.



## Online Services @ My.VCCCD.edu

### Your Gateway to Online Student Services

MyVCCCD is the gateway to online services, providing college and district information for current students. New applicants and reapplying returning students will be provided a link to the portal setup in their acceptance email from the college.

MyVCCCD provides access to the following online services and features:

- Registration appointments and calendars
- Registration, add and drop classes
- Apply for the VC Promise (VC only)
- Pay fees, purchase parking permits and ASB cards
- Sign up for payment plan
- Track and manage financial aid awards
- Check progress toward a degree, certificate or transfer requirements
- Access online classes
- View/Print Schedule • View/Print Unofficial transcript • Print official enrollment verification
- Search for classes using the “searchable” schedule of classes (find drop deadlines, prerequisites, more!)
- Update personal information (address, phone, emergency contact numbers, major, program of study, educational goal)
- Forward college email to a personal email account
- Change password

### Updating Student Records

Once a student application is on file, any necessary communication with the student is conducted through the contact information provided and through the VCCCD e-mail account given to all students, via phone call or text message to either the contact information or emergency numbers on file in the student's records, or through the MyVCCCD Student Portal. It is important that address, phone, and alternate e-mail address updates or corrections be recorded in student academic records. Students may update this information at any time by logging into the MyVCCCD Student Portal and selecting Personal Information. Name changes must be filed in-person at Admissions and Records Office on campus, and they require that the student present a picture ID (driver's license or California ID card), and at least one other piece of identification bearing the new name. Name changes cannot be completed online.

### Transcript Requirements

All new, continuing and returning students are encouraged 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.

All transcripts submitted become the property of the college and copies cannot be forwarded elsewhere or released to the student. These transfer records may be used by authorized college personnel only.

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

The College is not required to keep external transcripts. Therefore, students should be aware that records are periodically purged and external 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.

All transcripts submitted become the property of the College, and copies cannot be forwarded elsewhere or released to the student. These transfer records may be used by authorized College personnel only.

#### 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.

#### 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. However, foreign coursework cannot be applied to IGETC (except Area 6) unless the foreign institution has U.S. regional accreditation; and, international or foreign coursework cannot be used in CSU GE certification. The individual CSU campus may opt to give students credit for foreign coursework, but community colleges do not have that prerogative. Requests for equivalent Ventura College 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.

## 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. 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.



## 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. ALL FEES MUST BE PAID IMMEDIATELY (OR COMMITTED TO BE PAID) TO COMPLETE A STUDENT'S REGISTRATION. IF THE REGISTRATION PROCESS IS NOT COMPLETED, THE STUDENT WILL NOT BE ENROLLED IN CLASSES.**

<b>Enrollment Fee:</b> .....	\$46.00 per unit
	23.00 per 1/2 unit
	11.50 per 1/4 unit
<b>Health Fee</b> (mandatory).....	\$19.00 fall/spring
	16.00 summer

This health 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. See Health Fees section located on next page for more information. Waiver forms are available at the Admissions and Records Office.

### Nonresident Tuition: Non-California

<b>resident and International students</b> .....	\$250.00 per unit
<b>International and Nonresident Domestic Student Surcharge</b> .....	\$14.00 per unit
<b>International Student Application Processing fee</b> .....	\$50.00

**Materials Fees** ..... see Instructional Material Fee

**Remote nonrefundable registration fee** ..... \$2.00 per sem  
(Fee charged to any student using online registration)

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

**Student Representation Fee** (optional).....\$1.00 per term

This student representation fee provides support for students or representatives who share positions and viewpoints before city, county, and district governments, and before offices and agencies of the state and federal governments. Authorized by Education Code, Section §76060.5, this fee may be waived for religious, political, financial, or moral reasons. Waiver forms are available at the Student Business Office.

**Credit by Exam Fee** .....\$46.00 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

*Note: auditing students also pay the health fee.*

**ASB card** (optional).....\$6.00 per sem

*Note: year ends last day of summer session.* \$10.00 per year

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

## Fees / Obligations / Holds

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

**NON-CALIFORNIA RESIDENTS:** Non-California residents must pay nonresident tuition and the nonresident student surcharge, 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, 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.

### Instructional Materials Fee (Optional Fee):

Instructional material 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. Authority for the charge is granted under VCCCD Board

Policy 5030. These instructional or 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. See course schedule for instructional material fee costs.

### Payment of Fees

All fees must be paid immediately (or committed to be paid) to complete a student's registration. If the registration process is not completed, the student will not be enrolled in classes.

#### Students must:

- pay all fees (including any past term fees), or
- enroll in a payment plan, or
- have been awarded financial aid, or
- have a Ventura Promise award, or
- be sponsored by a third party agency (veterans, etc. ).

### 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

Official transcripts may be sent upon receipt of a signed written request. Students receive two non-rush transcripts free of charge. Students must show picture ID to receive transcripts.

*Note: Transcripts cannot be released if a student has unpaid fees or obligations.*

Costs: \$3.00 per non-rush transcript, processing time 10 -20 days  
\$5.00 per rush transcript, processing time 3 – 5 days

Payment methods include cash, check, Visa, MasterCard, American Express and Discover cards. Contact the Student Business Office for credit card payments.

Additional information regarding requesting and sending transcripts may be found under the Requests for Transcript heading or on the College website.

## 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 (ASVC) Card

\$6 per semester, \$10 for the school year, ending at the completion of the summer session. Purchase of an ASVC card entitles students to free admission to home conference athletic events, and reduced rates to dramas, plays, various associated student-sponsored events, and discounts from local merchants.

## 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, nonresident or international residency. Fees are paid at the Student Business Office.

## Student Parking

- Parking permits are required when classes are in session for all vehicles including those with handicapped parking permits and for those attending athletic, theater, dance, music, and other college events.
- Daily parking permits may be purchased for \$2 from parking lot permit dispensers.
- All vehicles must park within a marked stall (CVC 21113a)
- Head-in parking required in all diagonal stalls on campus.
- Ventura County Community College District is not responsible for any theft or loss of property while utilizing parking facilities.
- 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 (EAC), may park in marked disabled stalls on campus. Drivers with disabilities are subject to the same parking fees as nondisabled drivers. Disabled parking decals may be obtained at the EAC.
- Unauthorized vehicles parked in designated handicapped spaces not displaying distinguishing placards or license plates for physically disabled persons may be towed away at owner's expense. Towed vehicles may be reclaimed by contacting the Campus Police office in building BCS or by calling 805-654-6486. (CVC 22652)

**Parking Fees:** All students parking a vehicle on the campus must pay the parking fees listed below, regardless of the number of units for which they are enrolled.

There will be a strict enforcement of parking regulations requiring students to have parking permits the first day of the term; there is not a "grace period" for obtaining your permit. Semester permits are purchased online through the student web portal: MyVCCCD. Permits will be delivered by mail to the address provided at the time of purchase.

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

Automobile:	
regular sem. / summer sem.....	\$50 / \$25
BOGW students:	
regular sem. / summer sem.....	\$30 / \$25
Motorcycle:	
regular sem. / summer sem.....	\$30 / \$25
Single Day.....	\$2

**Purchasing Semester Permits:** Semester permits are purchased on-line through the student web portal: MYVCCCD. Permits will be delivered by mail to the address provided at the time of purchase. Day use passes are \$2 and can be purchased at machines located in several parking lots on campus. Student semester parking permits are valid only in student lots and can be used on all three campuses. Parking is strictly enforced Monday through Thursday, 7:00am to 12:00am, and Friday, 7:00am to 5:00pm. Auto permits are static vinyl and must be affixed to the inside lower-left corner of the front windshield. Motorcycle permits are adhesive and must be affixed to the front fork of the motorcycle.

**Financial Aid Students:** 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 thirty dollars (\$30) per semester for one vehicle.

### Requests for Transcripts & Transcript Fees

Two official non-rush transcripts are furnished to each student free of charge. A \$3.00 per copy fee is charged for each additional transcript requested thereafter. Normal processing time is 10-20 working days but may be longer at the end of the semester. All requests for transcripts must be in writing and include the student's signature and date of birth. Rush transcript (3-5 working days) service is available upon receipt of a signed student request and payment of the \$5.00 per copy rush transcript processing fee. No cost unofficial transcripts can be printed at My.vcccd.edu. Unofficial transcripts are available for \$1.00 from the Records Office.

**IMPORTANT NOTE:** *Transcripts cannot be released if a student has any outstanding fees and/or obligations due the District. Students must present picture ID to receive 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, please refer to "Privacy Rights Regarding Student Records" in this catalog.

### 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 desiring to take an overload of more than 19.5 units but less than twenty-two (22) must have a counselor's approval. Students desiring to take twenty-two (22) units or more must have the approval of the appropriate Dean in addition to the counselor's approval.

**Full-Time Student** - A student is defined as full-time if carrying 12 or more units in a regular Fall or Spring semester or 4 units in a summer session.

### Unit Requirements for Benefits and Activities

To qualify for certain benefits and activities, minimum unit requirements must be maintained, as follows:

- **Veteran and war orphan benefits under GI Bill:** 12 or more units completed by end of semester, full subsistence; 9-11 units, three-quarters subsistence; 6-8 units, one-half subsistence.
- **Automobile insurance discounts and dependent medical insurance:** 12 units
- **Financial Aid**  
**Student Loan deferments:**  
 Half-time required ..... 6 units or greater  
**Financial Aid Enrollment status:**  
 Full-time..... 12 units or greater  
 Three quarter time..... 9 -11.5 units  
 Half-time ..... 6 -8.5 units  
 Less than half-time ..... half a unit to 5.5 units
- **EOPS Services:** 12 units
- **Athletic eligibility:** 12 units
- **Student Government:** 6 units for major offices; 3 units for Council members
- **Student employment:** 12 units (generally); 6 units or less if eligible for CalWORKs, EAC, or EOPS or financial aid work study funds.

### Selective Service Registration

The colleges of the Ventura County Community College District, in accordance with AB 397 added by statutes 1997, c. 575, E.C.s 66500 & 69400, is alerting all male applicants for admission who are at least 18 years of age and born after December 31, 1959 to be aware of their obligation to register with the Selective Service. In order to receive Federal student aid, you must be registered with the Selective Service. For more information, refer to: [www.sss.gov](http://www.sss.gov).

### 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.



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# ACADEMIC POLICIES

## Attendance

All students admitted to the colleges of the Ventura County Community College District are expected to attend classes regularly, both because continuity of attendance is necessary to both individual and group progress in any class, and because 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 class requirements.

It is also the responsibility of students, at the beginning of the semester, to become aware of the attendance and absence policies of the instructor for each class in which they are enrolled. When a student's absence exceeds in number 1/9 of the total class contact hours for the session (e.g., absence from a semester-long class equal to twice the number of hours the class meets in one week), the instructor may drop such student from the class and record a grade in accordance with the policy for dropping a course.

## Grading System and Practices

Work in all courses acceptable in fulfillment of the requirements for associate degrees, certificates, diplomas, licenses, or baccalaureate level work shall be graded in accordance with the provisions adopted by the District Board of Trustees.

## 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."

The colleges of the Ventura County Community College District 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.

## Letter Grading Scale

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:

## Evaluative Symbols

**A – Excellent** (4 points per semester unit)

**B – Good** (3 points per semester unit)

**C – Satisfactory** (2 points per semester unit)

**D – Passing, Less than satisfactory** (1 point per semester unit)

**F – Failing** (0 point per semester unit)

**P – Pass, At least satisfactory** (units awarded not counted in GPA. Replaced CR effective Fall 2009)

**NP – No Pass, Less than satisfactory, or failing** (units not counted in GPA. Replaced NC effective Fall 2009)

**CRE – Credit by Exam** (units awarded not counted in GPA)

Grades from the letter grading scale shall be averaged on the basis of the numerical grade point equivalencies to determine a student's grade point average.

## Non-Evaluative Symbols

The District Governing Board has authorized the use of the non-evaluative symbols "I," "IP," "RD," "W," and "MW" defined as follows:

### I - Incomplete

Students who are at the end of a term and have failed to complete the required academic work of a course because of unforeseeable, emergency, and justifiable reasons may receive a symbol "I" (Incomplete) on their records.

The conditions for receiving a letter grade and for the removal of the "I" must be stated by the instructor in a written record which must also state the grade to be assigned in lieu of the removal of the "I." This record must be given to the student and a copy is to be placed on file with the Registrar until the conditions are met (the "I" is made up) or the time limit is 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 for which it was assigned. The "I" symbol shall not be used in calculating units attempted or for grade point averages.

### IP – In Progress

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (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 symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which 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 a term and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative grade symbol in accordance with the academic record symbols to be recorded on the student's permanent record for the course.



## RD - Report Delayed

The "RD" symbol may be assigned by the Registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. 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.

LIMITATIONS ON WITHDRAWAL EXIST. See section on "Withdrawal from Class" in this catalog.

**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.

$$3 \text{ units A} \times 4 = 12 \text{ grade points}$$

$$3 \text{ units B} \times 3 = 9 \text{ grade points}$$

$$3 \text{ units C} \times 2 = 6 \text{ grade points}$$

$$3 \text{ units D} \times 1 = 3 \text{ grade points}$$

$$2 \text{ units F} \times 0 = 0 \text{ grade point}$$

$$2 \text{ units CR} \times 0 = 0 \text{ grade point}$$

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$$14 \text{ graded units} \quad 30 \text{ grade points}$$

$$(+ 2 \text{ CR})$$

$$30 \div 14 = 2.14 \text{ grade point average}$$

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

## Pass/No Pass Grading Option (formerly Credit/No Credit)

**Pass/No Pass replace Credit/No Credit effective Fall 2009.**

Colleges of the Ventura County Community College District may offer courses in two pass/no pass ("P"/"NP") options: (1) courses which 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 in which all students in the course 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 shall be assigned for meeting that standard, no credit 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 30 percent 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 30 percent deadline has passed, the request cannot be withdrawn. It is the student's responsibility to file appropriate form by the 30% deadline; otherwise a letter grade will be assigned.

The petition for this purpose, "Request for Pass/No Pass Grade" is available online at the college website and through the MyVCCCD student portal (see "college downloadable forms"). 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 20 units of credit earned under the pass/no pass option to an A.A. or A.S. degree or Certificate of Achievement. 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 procedures.

Students should be aware that other colleges and universities may restrict the acceptance of courses taken on a pass/no pass basis, especially for general education major requirements; therefore, units of "Pass" should not be used to satisfy major requirements for AA, AS degrees or transfer.

## 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; MATH V09, V10; SS V01, V02.

Students should be aware that this policy applies to all students enrolled in remedial coursework. Students receiving financial aid may have more restrictive limitations due to federal regulations.

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 Division Office. Petitions for late examinations will not be considered if the student leaves prior to the last three weeks of the semester.

## Grade Changes

Grades are determined and assigned as a result of academic assessment made by the instructor of record of a course. Determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade, and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to California Education Code §76232, or by a compliant alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

Grade change petitions must be submitted by the instructor of record or appropriate substitute, or by the Executive Vice President.

Procedure requires that a student first request a grade change from the instructor. In cases where the student has filed a discrimination complaint, or if the instructor of record is not available, or where the district determines that there is a possibility of gross misconduct by the original instructor, provisions shall be made to allow another faculty member to substitute for the instructor of record.

Grade changes shall be requested by the student no more than three (3) years after the term in which the grade was awarded. Exceptions to the time limit may be made if it is determined that the grade was awarded as a result of mistake, fraud, bad faith or incompetence by the instructor. Students may be required to provide documentation to support the requested grade change that may include but is not limited to graded assignments and tests from the class in question or substantiation of verifiable extenuating circumstances.

In the case of fraud, bad faith, or incompetence, the final determination concerning the removal or change of grade will be made by the Executive Vice President. In all cases, where means exist and when at all possible, the instructor who first awarded the grade will be given notice of the change.

Pass/No Pass (P/NP), Credit/No Credit (C/NC) and Credit-by-Exam (CRE) grade designations, once applied to the transcript, cannot be changed to a letter grade.

When grade changes are made, the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

## Availability of Semester Grades

Grades for each semester are generally available within 24 hours of each instructor submitting his/her grades. Students may access their grades through their portal at my.vcccd.edu. Students with outstanding fees and/or obligations will not be able to access their grades until they have cleared their fees/obligations

## Auditing Classes

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 in Fall or Spring (or three or more unit in Summer) may, with instructor consent, be allowed to audit one lecture class per term without a fee. Students enrolled in less than ten units may, with instructor consent, audit one lecture 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.

Petitions to Audit are accepted on or after the last two days of program adjustment as specified in the registration calendar. Laboratory and activity classes are not normally eligible 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 online at [www.venturacollege.edu/forms](http://www.venturacollege.edu/forms).

## Withdrawal from Class

It is a student's responsibility to withdraw from a class when the withdrawal is voluntary and desired on the part of the student. Withdrawals must be initiated by the student, and processed online through their portal ([my.vcccd.edu](http://my.vcccd.edu)), by mail, via fax, or in person at the Records Office. Mailed and faxed withdrawal requests must be accompanied by a legible copy of the student's picture ID. Deadlines apply, and students should consult the registration calendar to determine if a class can be dropped.

Students who withdraw by the end of the third week of a full-semester length class or by 16% of the total meetings in a short-term class will not receive a notation on their permanent academic record.

Students who withdraw after the third week of a full-semester length class or 16% of a short term class shall receive a W on their permanent academic records. W grades will be counted as one of the three enrollment attempts that students are allowed in order to achieve a standard (passing) grade of C/P or better in a course (see Course Repetition in this section). They will also be counted in the calculation of a student's academic progress to determine academic standing (e.g. good standing, probation or dismissal).

Withdrawal from a class after the fourteenth week or seventy-five percent (75%) deadline may be considered if a student provides documentation of verifiable extenuating circumstances. For purposes of this section, extenuating circumstances are generally defined as cases of accident, illness or other circumstances beyond the student's control. The petition for this purpose, Petition to Change a Grade to W, may be downloaded through the College website, and must be accompanied by supporting documentation.

Students who, due to a severe illness or injury are unable to attend classes for a substantial length of time, should contact the Records Office regarding their eligibility for medical withdrawal. Verifiable documentation of circumstances will be required.

**EXCEPTION:** A graded course that has been used to satisfy degree, certificate or transfer requirements will not be changed to a W.

The W grade does not impact grade point average, but shall be counted as an enrollment attempt when determining whether a student may repeat a course, and as a factor in determining a student's academic standing. Excessive Ws will result in a student being placed on progress probation. Consult the appendices at the end of this catalog for full information regarding Probation, Dismissal and Readmission.

## Military Withdrawal

Military withdrawal occurs when students who are members of an active or reserve United States military service receive orders compelling withdrawal from classes. Upon verification of orders, the appropriate withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made on the permanent academic record for withdrawals.

Students requesting military withdrawal must present a petition for withdrawal and a copy of the military orders, or other acceptable documentation, which verifies the dates and location of military assignment that compelled or compels withdrawal from classes. Military withdrawal may be requested at any time upon the student's return to college.

A grade of MW shall be recorded on the permanent academic record upon approval of petition for military withdrawal that occurs after the third week of full-semester length classes or 16% of total meetings of short-term classes. MW grades shall not be counted as one of the three enrollment attempts allowed to achieve a standard (passing) grade of C/P or better, or in the calculation of a student's academic progress for the determination of academic standing.

## 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

## Course Repetition:

### Limitation on Enrollments & Withdrawals

Consult the Appendices of this catalog for full policy and procedure information regarding course repetition.

A non-repeatable course in which a grade of C/P/CR or better is earned may not be repeated except as allowed under special circumstances. Students are permitted a total of three enrollment attempts to achieve a standard grade (defined as a passing grade of A, B, C, P or CR). This rule applies to courses taken at any regionally accredited college, in which the student received a substandard grade as defined above. Once a passing grade of C/P/CR or better is received, the course may not be taken again under this section. However, repetition may be allowable under special circumstances as defined in the appendices.

An enrollment attempt is defined as any enrollment in a course that results in an evaluative (A, B, C, D, F, P, NP, CR, NC) or non-evaluative (W) grade. All of these grades are counted as enrollment attempts when determining a student's eligibility to repeat a course.

Withdrawals may not exceed three (3) times in the same class. Students who have withdrawn from the same class the maximum number of times will be required to petition for a fourth enrollment attempt. The fourth attempt, if authorized, must reflect a grade other than W.

Petitions for Course Repetition are available in the Counseling Office.

## Academic Renewal Without Course Repetition

Students may petition only one time 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.

Consult the Appendices of this catalog for full policy and procedure information regarding academic renewal.

## Probation, Dismissal, and Readmission

Consult the appendices at the end of this catalog for full policy and procedures for Probation, Dismissal and Readmission practices.

Probation, dismissal, and readmission policies and procedures are designed to assist students in making progress toward realistic academic, career, and personal goals. Students who choose to enroll should be encouraged to take advantage of the opportunity to realize their full potential. Limitations regarding programs, courses, and unit loads are consistent with the philosophy of providing an opportunity to succeed.

The entire statement of the policy adopted by the District Board of Trustees on Probation, Dismissal, and Readmission of Students appears in the Appendices section of this catalog.

## Cheating or Plagiarism

It is the belief at Ventura College that students share a responsibility with their instructors for assuring that their education is honestly attained. In keeping with this belief, every instructor has the responsibility and authority to deal with any instances of plagiarism, cheating and/or fabrication that occur in the classroom. Examples of academic dishonesty include (but are not limited to) the following:

Plagiarism: Plagiarism is the act of presenting someone else's work as one's own. Examples include:

- Copying and pasting text from websites or other electronic sources and presenting it in an assignment as your own original work.
- Copying and pasting text from printed sources (including books, magazines, encyclopedias or newspapers) and presenting it in an assignment as your own original work.
- Using another student's work and claiming it as your own original work (even if you have the permission of the other student).

**Cheating:** Cheating is the act of pretending (or helping others to pretend) to have mastered course material through misrepresentation. Examples include:

- Copying in whole or in part from another student's test or paper.
- Allowing another student to copy from your test or assignment.
- Using the textbook, course handouts, or notes during a test without instructor permission.
- Stealing, buying or otherwise obtaining all or part of a test before it is administered.
- Selling or giving away all or part of a test before it is administered.
- Having someone else attend a course or take a test in your place.

- Attending a course or taking a test for someone else.
- Failing to follow test-taking procedures, including talking during the test, ignoring starting and stopping times, or other disruptive activity.

**Fabrication:** Fabrication is the intentional use of invented information. Examples include:

- Signing a roll sheet for another student.
- Giving false information to college personnel.
- Answering verbal or written questions in an untruthful manner.
- Inventing data or sources of information for research papers or other assignments.

As members of the Ventura College learning community, students are not to engage in any form of academic dishonesty. Any act of academic dishonesty will be considered a very serious offense that is subject to disciplinary action.

**For additional information on Academic Honesty, please see [venturacollege.edu](http://venturacollege.edu).**

## 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 degree 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 degree 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 degree 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 by anyone in a classroom of any electronic listening or recording device without prior consent of the instructor and school administration. Any student who has need to use electronic aids must secure the consent of the instructor. Students who need to use recording devices as an authorized disability accommodation must receive verification through campus Educational Assistance Center and must provide this verification to the instructor prior to use.

## Use of the Internet

**PURPOSE OF THE INTERNET:** The Internet access provided by Ventura College is to be used to support the instructional process of students who are actively enrolled in a designated course. Non-educational, recreational and commercial uses of the Internet are prohibited on the Ventura College network.

**RULES FOR USING THE INTERNET:** Each student is responsible for ensuring that he or she uses the College provided Internet access 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 College-owned 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 mailbox, and that the College reserves the right to access any such information on College-owned servers.

**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.

**OBSCENE MATERIAL:** District information resources should not be used for knowingly viewing, downloading, transmitting, or otherwise engaging in any communication which contains obscene, indecent, profane, lewd, or lascivious material or other material which explicitly or implicitly refers to sexual conduct. This policy does not prohibit the use of appropriate material for educational purposes, nor limit academic freedom. However, knowingly displaying sexually explicit or sexually harassing images or text in a private and/or public computer facility or location that can potentially be in view of other individuals is prohibited.





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# STUDENT & INSTRUCTIONAL SUPPORT SERVICES

## STUDENT SERVICES PROGRAMS

### Admission and Records

**Program Purpose:** The admissions and records office performs a variety of functions and services that facilitate student access to the college from preadmission through the achievement of their educational goals. Admission functions include preadmission guidance, admission, residency determination and reclassification, registration and program adjustments. Records office functions include processing grades, transcripts, applications for degrees, certificates and transfer certification, enrollment verifications and determination of eligibility for veteran's benefits and intercollegiate athletics.

### Assessment / Matriculation Office

**Program Purpose:** The assessment/matriculation office facilitates the testing process using multiple measures to assess student's academic readiness for English, reading and math courses. Students will understand that the assessment process is a tool to ensure their successful placement in courses for which they are academically prepared. The assessment office also currently manages all activities pertinent to prerequisite verification and prerequisite challenges for Ventura College. The program also organizes and schedules the college's annual high school matriculation activities acting as liaison between the college and local high school faculty and staff as required in managing this activity.

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 for math is for advisement purposes only, in order to assist students in making appropriate course selections. Placement into English classes may be determined by test scores obtained in the Ventura College assessment process.

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 ESL program office at (805) 654-6484. Students with disabilities may be tested through the Educational Assistance Center.

### Behavior Intervention Care Team (BICT)

Ventura College cares about the success of every student. If a student's conduct or behavior is interfering with that student attaining his or her educational goals there are services in place to offer guidance and assistance. The Behavior Intervention Care Team (BICT) will investigate allegation of misconduct as well as referrals of concern that are submitted. Although individual faculty or staff, as an official of the school, may have already discussed the conduct or concern with the student, if warranted, BICT will document this interaction and may also contact the student with clarification of college expectations and consequences and/or suggestions for assistance resources.

### California Work Opportunity and Responsibility to Kids (CalWORKs)

**Program Purpose:** The (CalWORKs) program is a collaborative welfare to work program with Ventura County Human Services. The program provides supportive services to students who are receiving Temporary Assistance to Needy Families (TANF) to acquire a vocational certificate or degree to prepare them for successful transition into the workforce.

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) 289-6003

### 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)

The Orfalea 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 comes out. Please call (805) 289-6030 for further information.



## Counseling Services

**Program Purpose:** *Counseling services assist students to identify and succeed in achieving their educational goals. Counselors work with students individually and in groups to enhance their academic success and enable them to navigate student support systems to ensure success.*

The Counseling Office is open days and evenings. Counselors 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. Call the Counseling Office at 654-6448 for more information. Counseling is also available at the Ventura College Santa Paula site in Santa Paula. Please call (805) 525-7136 for counseling hours at the Ventura College Santa Paula site.

## Educational Assistance Center (EAC)

**Program Purpose:** *The programs and services of the EAC are designed to support students in the achievement of their academic and vocational goals. EAC students increase their knowledge of available accommodations and services available to them, leading to an increase in confidence, self advocacy and academic success.*

The EAC is the Disabled Students Program and Services Office. EAC offers a variety of services to students with disabilities, including disability-related 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)

**Program Purpose:** *EOPS assists low income and educationally disadvantaged students with support services and financial assistance to successfully overcome obstacles to achieve their educational goals.*

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 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.

•**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 EOPS. The phone number is (805) 654-6302.





## Financial Aid Programs

**Program Purpose:** *The financial aid office assists students in achieving their educational goals by providing access to an array of financial resources to fund their education. Students receive assistance in filling out their Free Application for Federal Student Aid (FAFSA) and receive information on the various forms of aid available to them.*

The Financial Aid Office administers a variety of federal and state financial aid programs to assist students with their education costs at Ventura College. To be considered for these programs, complete the Free Application for Federal Student Aid (FAFSA) for each academic year.

**Note:** Additional forms are required for state aid programs. Please see Appendix XIII for more information regarding the application filing requirements and priority filing deadlines for state aid.

Due to limitations in funding, the Financial Aid Office may not offer sufficient financial aid to cover the entire cost of education. Adhering to the priority filing deadlines and responding promptly to requests for additional information from the Financial Aid Office is a critical component to receiving the most financial aid that you may qualify for. For additional information regarding the types of financial aid programs that Ventura College participates in, and for important policies that affect financial aid recipients, please refer to Appendix XIII.

The Financial Aid Office is located in the Bookstore and Campus Services Building (BCS). The Financial Aid Office website: [venturacollege.edu/finaid](http://venturacollege.edu/finaid) is the best source for current information regarding financial aid at Ventura College.

## 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 in September. 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 2010 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

Guidance Workshop courses are offered online or in-person. The workshops are scheduled for the full semester and for shorter periods of time, and are available for college credit. 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 his/her parent or guardian.

However, listings may be posted on campus kiosks which are overseen by 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.

The listings should 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.

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

## International Students Office

**Program Purpose:** *In order to foster cultural exchange, the college encourages ethnic and national diversity among the International students admitted. The International Students office provides assistance and support to International students to facilitate their successful integration into American college life. Students will demonstrate their knowledge about their International student status and will understand the Federal regulations for maintaining their visa status in good standing.*

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.



## Military Veterans and Eligible Dependents

The Colleges of the Ventura County Community College District offer courses approved for V.A. benefits under Chapters 30,31,32,33,35, and 1606/1607 under Title 38 of the U.S. Code. All veterans and eligible dependents are required to see a counselor before enrolling. They are also responsible for notifying the V.A. Certifying Official on campus of any changes in their academic program, in their marital or dependent status, or to their address.

AB272: Registration priority is granted to any member or former member of the Armed Forces of the U.S. for any academic term attended within four years of leaving active duty.

Enrollment can only be certified to the Veterans Administration for benefits when a student has completed the following:

- Apply for College admission at [venturacollege.edu/apply](http://venturacollege.edu/apply),
- Apply for your VA benefits online at [gibill.va.gov](http://gibill.va.gov),
- Make an appointment with a College counselor and completed an Educational Plan
- Submit official transcripts from all other colleges and universities you have attended, including SMART/AARTS military transcripts, to the campus Veteran's Benefits Specialist/Certifying Official.

**IMPORTANT: VETERANS WHO HAVE ATTENDED OTHER COLLEGES: AN UNOFFICIAL TRANSCRIPT CAN BE USED FOR THE INITIAL COUNSELING APPOINTMENT. PLEASE SUBMIT AN OFFICIAL TRANSCRIPT TO THE ADMISSIONS OFFICE SHORTLY THEREAFTER.**

The Ventura College Veterans Benefit Specialist/Certifying Official is located in the Student Services Center, 805-654-6400 extension 3114.

### External Resources

- The California Department of Veteran Affairs can be reached directly at 1-800-952-5626 or [cdva.ca.gov](http://cdva.ca.gov).
- The Department of Veteran Affairs can be reached at 1-888-442-4551 or [gibill.va.gov](http://gibill.va.gov)

### Veterans' Educational Benefits

The colleges of the Ventura County Community College District are 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, located in the Records Office.

Students eligible for veteran's services will have access to information about services available, their options and their responsibilities.

The Veterans' Readjustment Act of 1966 (PL 89-358) provides educational assistance for veterans who served on active duty for a period of more than 180 days.

### Enrollment and Rate of Pay

Only courses which meet requirements for the major and degree objective indicated on the veterans' Educational Plan will be certified for payment. If the educational objective is changed, the student must complete a new Educational Plan. Veterans must request enrollment certification each semester if they want to continue to receive benefits, it is not automatic.

V.A. educational benefits are paid based on the number of eligible 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.

Under existing Veterans' Administration regulations, a student repeating a course is not eligible for veterans' benefits in most cases. Veterans should, therefore, check with the V.A. Certifying Official in the Records Office before repeating a course.

**UNSATISFACTORY PROGRESS:** In addition to the academic probation and dismissal standards applicable to all students, the Veterans' Administration requires that standards of progress be adopted for Certification of Educational Benefits.

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 V.A. Certifying Official and receive academic counseling before educational benefits can be reinstated.

### 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 for psychotherapeutic counseling. Call (805) 654-6346.

### Student Activities/Student Government

**Program Purpose:** *Student activities allow students to develop leadership and life skills that complement their academic growth. Through their participation in student government and clubs, students will hone their skills in self advocacy and personal accountability, and will participate in the college's shared governance process.*

## Student Health and Psychological Services

**Program Purpose:** The student health center provides access to health care and promotes the health and wellness of the student population. Students will be able to utilize the services provided by the student health center and identify community resources for ongoing chronic health issues.

Students who received specific waivers, or paid the mandatory health fee are entitled to on-campus accident insurance, free health care appointments and health care education, and short-term personal counseling. Immunizations, medications, lab work, and procedures are also available at a low cost. If we are unable to provide you with a needed health care service, we will refer you to an outside resource. Please visit our website for hours, and specific clinic times or for more information. The Student Health and Psychological Center is located in CRC-108. Call (805) 654-6346 for an appointment or information.

## Student Outreach

**Program Purpose:** The Student Outreach program facilitates enrollment at Ventura College by providing:

- pre-admissions information and assistance to all prospective students,
- ensuring access to and knowledge of campus resources,
- promoting academic, career and student services to all prospective students and the community,
- coordinating on-campus and community outreach events,
- representing the college at off-campus sites
- integrating matriculation, public relations, student services, and career technical education to create a comprehensive student centered program.

The Outreach program also serves as the primary contact to local K-12 school districts, community groups and industry and will be located in the new Ventura College Welcome Center. It is currently located in the Student Services Center (SSC Building).

The Outreach Specialist and our trained Student Ambassadors conduct the Campus Tour program, highlight student services and coordinate visits with prospective students, school sites and the community. For more information contact (805)654-6400 x2297.



## Transfer and Career Center

**Program Purpose:** The Transfer and Career Center provides students with the necessary support and information to successfully transfer to a four year university and/or define and work towards a career goal. Students will be able to identify and utilize transfer patterns from the University of California and California State Universities, navigate through the ASSIST program and identify and use career resources and labor market information to identify a career goal.

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, university application processes, major prep, and selecting a major. The Center provides reference materials, college catalogs, applications and other services necessary for planning and achieving a smooth transition between institutions.

Career advisement is also offered to assist students with career exploration and educational choices. The Center offers information on emerging career possibilities locally, statewide, and nationally, as well as salary and job trends. Career assessment instruments are available for a nominal fee.

The Center provides a collection of printed and audiovisual materials, as well as software and Internet-based career exploration resources. Various career related workshops are held, including career decision making, resume writing, interviewing and job-search strategies. The Center also sponsors an annual Job Fair.

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.

## Welcome Center

**Program Purpose:** The purpose of the Welcome Center is to provide students with an excellent entry experience at Ventura College.

**Program Description:** The Welcome Center serves both new and returning students. Full-time staff and Student Ambassadors will use a comprehensive personal approach to assist students with the admissions and financial aid processes; guide students through the setup of a MYVCCCD Student Portal account; assist with the assessment and registration processes; connect students with appropriate Student Support Services; offer Campus Tours; and answer general questions about the college, its programs and services.

## **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 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; sign language interpreters; notetaking; readers; transcribers; tutors; mobility assistance; disability-related counseling; parking for the disabled; alternative testing; alternate media; assistive computer technology and other assistive devices. Instruction is available in 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) 289-6015 (fax).

#### **•Assistive Technology Training Center (ATTC) 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. 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 classes, such as extended test time and notetakers. An EAC counselor can advise students whether they qualify for academic support services and/or special instruction in the Learning Skills courses.

### **Learning Resource Center (LRC)**

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 Institutional Effectiveness and Learning Resources Division Office, the Social Sciences and Humanities Division Office, and several faculty members 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 Ventura College Santa Paula site and is open to all Ventura College students; call (805) 525-7136 for directions and more information.

### **Library**

The Evelyn and Howard Boroughs Library provides equity in access library collections, services, and resources to Ventura College students, faculty, and staff, regardless of their location or educational modality. Our academic library encourages intellectual curiosity and serves as reliable source for educational, information, and research. Further, the Library supports the growth and development of information interdependency through continuous self-assessment and improvement of services and resources. By partnering with faculty, the Library builds information competency skills and co-creates high quality educational experiences.

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 85,742 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 Ventura College Santa Paula site 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](http://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 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 for textbook lending dates and times.

**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 Ventura College Santa Paula site branch.

**Library Policies:** The "Library Guidelines Manual" is available on the Ventura College website: [venturacollege.edu/library](http://venturacollege.edu/library)

## Reading/Writing Center

The Reading/Writing Center offers support to students who wish to improve reading and writing skills. Students have access to faculty and tutors who will help them develop learning strategies and set up directed learning activities to guide skill development. Students may also request ESL conversation groups to practice and support classroom learning. The Center is located in LRC-155 and is free to all Ventura College students.

## Math Center

The Math Center provides free drop-in tutoring for MATH V09 (Beginning Mathematics) and MATH V10 (Prealgebra). Tutors are also available for all levels of math in the Tutoring Center in the LRC building. For more information, call (805) 289-6026.

## Stan Weisel Tutoring Center

The Stan Weisel 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) 289-6026. Tutoring is also available at the Ventura College Santa Paula site in Santa Paula. Please call (805) 525-7136 for directions and more information. All Ventura College students may use the services at both sites.



## 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, 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 club 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 three 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 AND GOVERNMENT

**Program Purpose:** Student activities allow students to develop leadership and life skills that complement their academic growth. Through their participation in student government and clubs, students will hone their skills in self advocacy and personal accountability, and will participate in the college's shared governance process.

### 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, 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, 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, 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 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 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 (Those that have the minimum number of student members required (5) with an ASVC Card) may sit on the Associated Students of Ventura College (ASVC) Board and must have a designated club representative and/or alternate representative to attend the Inter-Club Council meetings. 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 Beta Gamma
- Alpha Gamma Sigma (AGS) \*
- American Institute of Architectural Students (AIAS) \*
- Anthropology Club \*
- Asian-Pacific Student Union
- Biology Club \*
- Club Hope \*
- Criminal Justice Club
- Deutschklub (German Club) \*
- Extended Opportunities Programs and Services Students Association (EOPSSA) \*
- Gay-Straight Alliance \*
- History & Pre-Law Club \*
- Holistic Health & Wellness Club \*
- International Student Club \*
- Math Club
- Model United Nations Club \*
- Movimiento Estudiantil Chicano de Atlan (MEChA) \*
- Native-American Club
- Philosophy Club
- Pre-Health 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
- University Transfer Club \*
- VC Vets\*
- Ventura College Spirit Club \*

\* Denotes Currently Active

### 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.

## SPECIAL PROGRAMS

### 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 on the Ventura College campus in building ADM.

### 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/](http://venturausd.org/elcamino/) or contact Kelsie Sims, Principal, at (805) 289-7955.

### Ventura College Santa Paula Site

957 Faulkner Road, Suite 106, Santa Paula

Phone: (805) 525-7136

Fax: (805) 921-0801

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.

The Ventura College Santa Paula site is the center of operations for Ventura College Off-Campus Programs that serves the Santa Clara Valley communities of Santa Paula, Fillmore and Piru.

At the Santa Paula site, 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 a rotation of general education transfer courses.

The Santa Paula site has a Library and Learning Resource Center (LRC) which is open Monday through Friday; the hours are as posted. The instructional lab, open to Ventura College students only, is a place for students to do research, write papers for their classes, check out books via inter-library loan, and work with software programs for their specific classes.

The Santa Paula site offers limited student services to all Ventura College students including academic and career counseling, orientation, registration, payments, BOGW fee waiver assistance, financial aid workshops, and math and English assessment testing.

## MESA

The Mathematics, Engineering, Science 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.

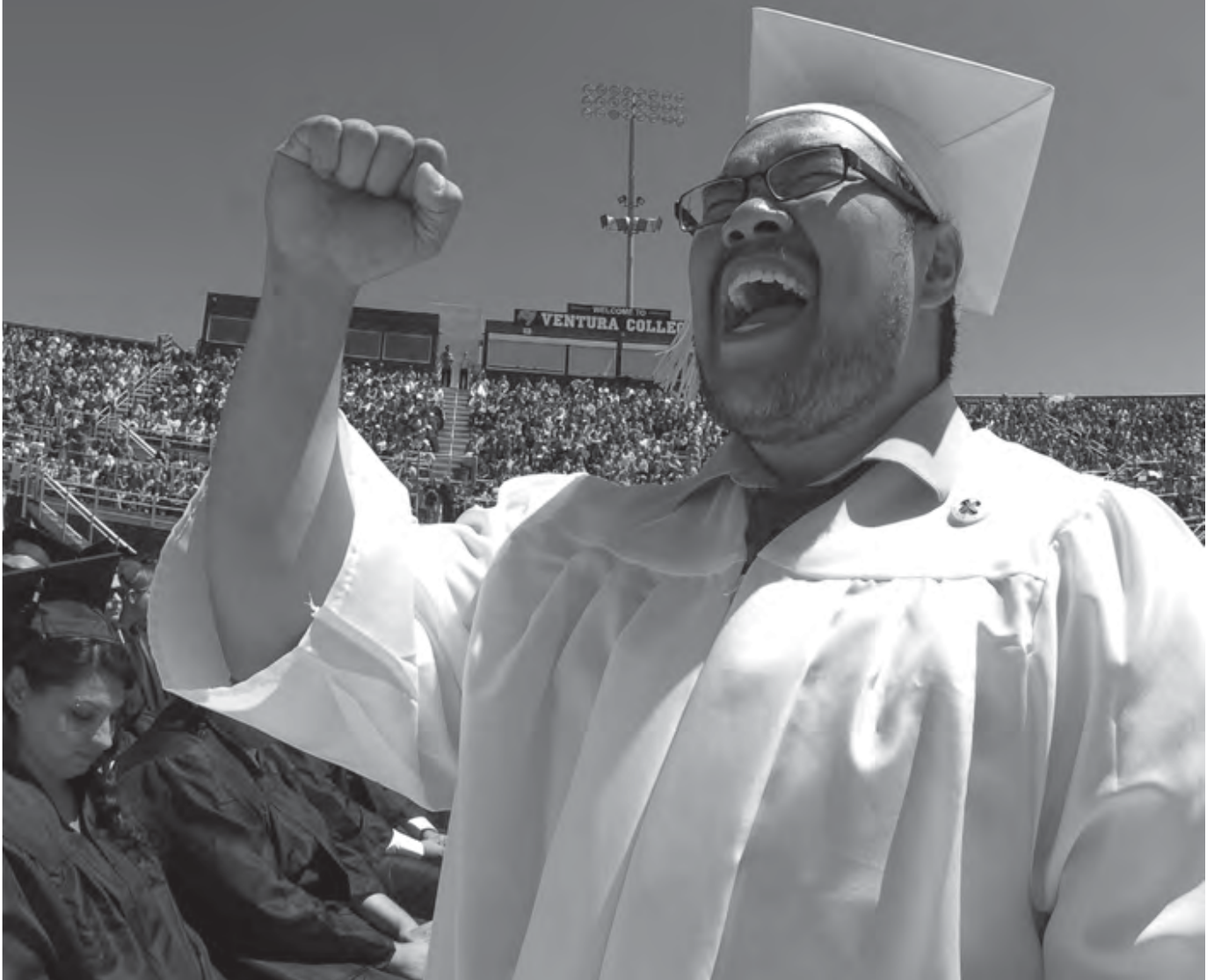
**WHO CAN RECEIVE ASSISTANCE?** Eligibility for DR services is determined by the DR office and is based on the existence of a physical or mental disability that results in a substantial impediment to employment. Apply to the State of California Department of Rehabilitation; 1701 Pacific Avenue, Suite 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 for Ventura College students only. Call (805) 654-6300 for information.



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# PROGRAMS: Awards, Certificates, and Degrees

## Planning Your Education

Articulation Office

(805) 654-6447

Counseling Center

(805) 654-6448

Transfer Center

(805) 654-6473

Dean of Student Services

Victoria Lugo

(805) 654-6455

Support Staff

Denise Pope, Student Services Specialist II

Gloria Padron-Garcia, Office Assistant (bilingual)

Bea Zizumbo, Office Assistant (bilingual)

Counseling/Transfer Faculty

Angelica Gonzales

Aurora de la Selva (Counseling Dept. Chair)

Bea Herrera

Becky Santillan Hull

Dan Walsh

Dave Farris

Gloria Arevalo (Articulation Officer)

Guadalupe Moriel-Guillen

Helen Galindo

Marcelino DeCierdo (Lead Transfer Counselor)

Dr. Marian Carrasco Nungaray

Dr. Ticey Hosley

Yia Vang

### Make Educational Choices to Support Your Goals.

#### Why are you attending Ventura College?

We all have unique interests and goals. You may be attending Ventura College for any number of reasons. Ventura College offers courses in an array of disciplines that can prepare you for skilled trades, specialized careers, job advancement, and transfer to a four-year college or university to further your education. Your goals should have a direct influence on the courses and programs you choose to complete while at Ventura College. It is important to keep your goals in mind at all times when selecting classes and programs and to remain informed about requirements specific to your goals.

#### Planning is Critical

You may already know what you want to accomplish while enrolled at Ventura College or you may be unaware of your options and what is necessary to reach your goals. Counseling at Ventura College is available to help you identify your goals and to create an educational plan that will help you achieve those goals. Counselors can also assist undecided students in clarifying what their goals are. It is to the student's advantage to develop an Educational Plan as soon as possible. Schedule a counseling appointment to start exploring the possibilities.

### Proof of Your Success

Ventura College offers four distinct types of awards showing educational achievement. If you are hoping to apply skills and knowledge to the job market once you finished at Ventura College, having proof of your accomplishments can be an asset.

- **Proficiency Awards** show that you have successfully completed 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 your learning experience and strengthen your critical thinking skills. This is referred to as General Education. See a counselor to help determine which pattern you should follow.
- **Associate for Transfer** degrees are awards that are designed to meet major specific requirements and general education to facilitate transfer opportunities to a CSU campus. See a counselor for further information.

#### What do you want to accomplish at Ventura College?

- Prepare to 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 a job placement or advancement through a Certificate of Achievement or Proficiency Award.
- Improve basic skills in reading, writing, and mathematics.

# Choose an Educational Goal

## Which Educational Program is the Right Fit For You?

The information below shows the different opportunities available at Ventura College to prepare you for your chosen career and the type of recognition you will receive for completing these programs. Schedule an appointment with a counselor to help you choose your specific educational goals. A list of all courses, awards and degrees offered at Ventura College can be found on page 93.

### 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. These awards are not memorialized on student transcripts. See page 42 for a complete list of requirements for earning a Proficiency Award.



### Take a Certificate of Achievement to work

Certificates of Achievement require concentrated study in specific skill or knowledge areas. Certificates require more units and generally prove more depth than a proficiency award. Completion of a Certificate of Achievement makes a student eligible to participate in the spring graduation ceremony and is reflected on the student's transcript. See page 42 for a complete list of requirements for earning a Certificate of Achievement.



### Take an Associate Degree to work

In this economy, it is advantageous to have a college degree. Most Associate degree majors at the College are applicable to the local job market. An Associate degree requires the completion of 60 units including courses in general education and courses in the chosen major. Ventura College also offers a General Studies degree that allows students to choose an area of emphasis from a group of disciplines rather than a specific major. See page 43 for a complete list of requirements for earning an Associate degree.



### Transfer to Complete your Bachelor's Degree

Ventura College offers students the opportunity to complete their Associate degree while completing courses that are required for transfer and apply toward their Bachelor's degree. The General Studies degrees, Pattern II and Pattern III allow students to complete the general education pattern recommended for their particular university and/or field of study, whether that is a UC, CSU, Independent or out-of-state institution. The Associate for Transfer degrees (AA- T and AS-T) offer guaranteed admission to a CSU Campus and prepares students to transfer to the CSU with junior status, having completed their lower-division general education as well as their lower division major preparation for admission.



# CURRICULUM: COURSES, DEGREES, CERTIFICATES, AND AWARDS

+Preparation for license/permit

## Ventura College 2012-2013

\* Pending State Chancellors Approval

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

Curriculum	C	PA	CoA	AA/AS	AA-T AS-T
Emergency Medical Technology+	X				
Engineering	X		X	X	
English	X				
English as a Second Language	X				
English for Multilingual Students	X				
Environmental Science & Resource Management	X	X			
French	X				
General Studies				X	
Geographic Info Systems	X	X			
Geography	X				
Geology	X				
German	X				
Guidance Workshops	X				
Health Education	X	X			
Health Sciences+	X				
History	X				X*
Holistic Health Studies		X		X	
Human Services	X	X	X	X	
Humanities	X				
IGETC			X		
Intercollegiate Athletics	X				
Interdisciplinary Studies	X				
International Studies				X	
Internship	X				
Italian	X				
Japanese	X				
Kinesiology+	X	X			X*

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

C=Courses
PA=Proficiency Award
CoA=Certificate of Achievement
AA/AS=Associate Degree
AA-T/AS-T = Associate for Transfer

# Education Pathways 2012-2013

## Earn a Proficiency Award or a Certificate of Achievement

### Earn a Proficiency Award



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

1. **Select a Proficiency Award** from the College Catalog and complete all course requirements specified.
2. **Complete all applicable coursework** used for the Proficiency Award with a grade of "C" or better or a "P" in each course.
3. **Apply for your award** in the Counseling Office.

**Note:** Proficiency awards cannot be memorialized on a student transcript.

**Proficiency Awards Available:** Acting, Anthropology, Biotechnician, Bookkeeping, CNC Machine Operator, Construction Technology: Electrician Trainee, Costume, Directing, Environmental Studies, Fitness Specialist, Geographic Information Systems, Holistic Studies: Holistic Health, Make-Up, Manufacturing Applications, Medical Insurance Billing, Mental Rehabilitation, Reception Skill, Social Services Affiliate, Social Welfare Specialist, Technical Theatre Production.

### Earn a Certificate of Achievement



Certificates of Achievement are designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

1. **Select a Certificate of Achievement** from the College Catalog and complete all course requirements specified. For a Certificate of Achievement, a student must successfully complete a course of study that has been approved by the California Community College Chancellor's Office and that consists of 18 or more semester units of degree-applicable credit coursework. Certificate programs may also be approved for fewer units (a minimum of 12 and a maximum of 17.5 semester units of degree-applicable credit coursework). Ventura College currently does not offer any Certificates of fewer than 18 semester units.

2. **Earn a cumulative grade point average of not less than 2.0** in all degree-applicable college and university coursework attempted.

3. **Courses used for the Certificate of Achievement** must be completed with a grade of "C" or better or a "P" in each course.

**Note:** Universities have limitations on the number of units that can be taken Pass/No Pass and therefore it is strongly recommended that students take all major coursework for a letter grade.

4. **Complete at least 12 semester units in residence** at the college granting the certificate.

5. **Apply for your Certificate.** The Certificate of Achievement is not automatically awarded when you complete the requirements. File an application for the Certificate of Achievement in the Counseling Office during the same semester in which you plan to finish the requirements.

**Certificates of Achievement Available:**

Accounting	Drafting Technology
Automotive Technology	Emergency Medical Services: Paramedic Studies
Bilingual/Cross-Cultural Studies	Engineering
Biological Sciences	Fine Arts
Business: General	Human Services
Business Management	IGETC
Ceramics	Medical Assistant
Child Development	Music
Commercial Art	Photography
Construction Technology	Physical Science: Engineering Technology
Criminal Justice	Water Science
CSU GE-Breadth	Welding Technology

# Earn an Associate Degree

An Associate degree is an undergraduate academic degree consisting of a minimum of 60 degree-applicable semester units including general education requirements, major or emphasis requirements, and electives. Associate degrees may be earned in career technical areas or in the arts, mathematics, sciences, and humanities.

1. Choose from these three options and complete required **General Education and Major/Area of Emphasis** (18 units minimum):

- A.A. or A.S. in a specific major. See page 48.
- A.A. in General Studies, Patterns I, II, or III. See pages 47-52.
- AA-T or AS-T in a specific major. See page 53.

2. Complete a total of 60 degree-applicable semester units (General Studies Patterns II and III and all AA-T/AS-T degrees require all 60 units to be transferable units)

3. Earn a grade of “C” or better (or Pass) in every course in the major or area of emphasis selected.

**Note:** Universities have limitations on the number of units that can be taken Pass/No Pass and therefore it is strongly recommended that students take all major coursework for a letter grade.

4. Earn a cumulative grade point average of not less than 2.0 for all degree-applicable college and university work attempted.

5. **Competency:** Demonstrate 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 following:

1. Successful completion (A, B, C, or P) of a college English Composition course at the freshmen composition level, or
2. Successful completion (A, B, C, or P) of an equivalent English Composition course from a regionally accredited institution; or
3. A score of 3 or higher on the Advanced Placement (AP) Language and Composition; or
4. A score of 3 or higher on the Advanced Placement (AP) Literature and Composition; or
5. A score of 5 or higher on the International Baccalaureate (IB) English HL exam; or
6. A score of 50 or higher on the College Level Examination Program (C.L.E.P) exam.

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 4 or higher on the IB Mathematics HL exam; or
- A score of 50 or higher on the CLEP College Mathematics or Precalculus 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. Use definitions, domain and range, algebra and composition of functions on related applications.
  - Solve elementary exponential and logarithmic equations and related applications.

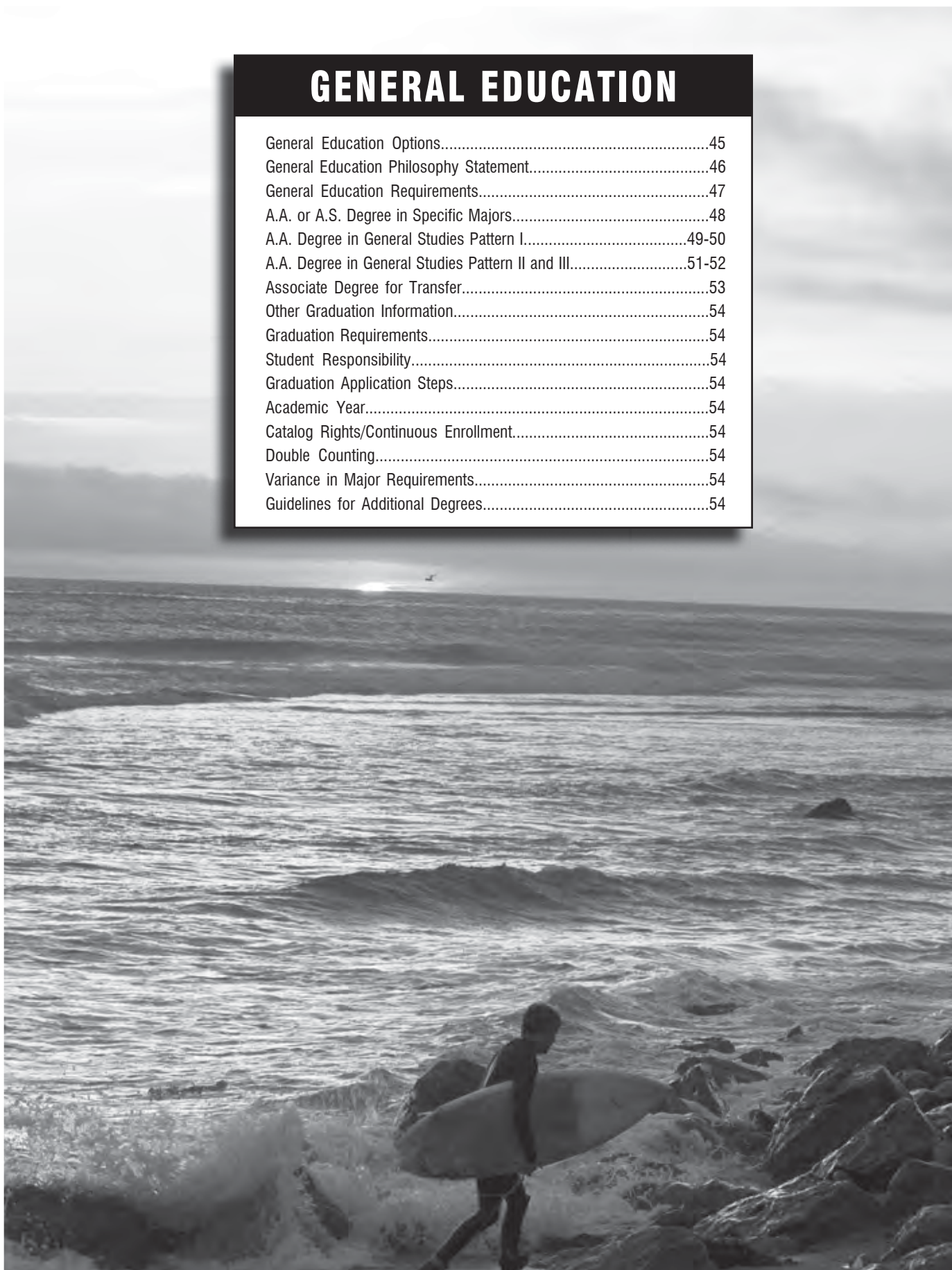


6. **Residency:** Completion of at least 12 semester units in residence at the college granting the degree. The Governing Board may make exceptions to the residency requirements in any instance in which it is determined that an injustice or hardship would otherwise be placed upon an individual student.

*Reference: AP 4100 - Last reviewed and approved by the Board in May, 2012.*

# GENERAL EDUCATION

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# GENERAL EDUCATION OPTIONS

General Education is one of the required components of all Associate (and Baccalaureate) degrees. At Ventura College, there are 4 different General Education patterns available. The major and/or transfer path a student is pursuing will dictate the choices available to the student.

## 1. Ventura College General Education (pg. 47)

Ventura College's General Education plan is based on Title 5 requirements in the California Educational Code and District policy.

**Majors at Ventura College requiring students to complete Ventura College's GE plan include:**

- AA in General Studies Pattern I
- AA and AS Degrees in Specific Majors (from Accounting through Welding Technology)

## 2. CSU GE-Breadth (pg. 63)

Certified Completion of the CSU GE-Breadth pattern will fulfill the lower-division general education requirements of all CSU campuses in most majors. Note: There are some majors or colleges within CSU campuses for which CSU GE-Breadth is not the appropriate preparation. Refer to your intended campus and major on assist.org for guidance.

**Majors at Ventura College for which the CSU GE-Breadth is an option include:**

- AS-T in Administration of Justice
- AA-T in Art History
- AS-T in Business Administration
- AA-T in Communication Studies
- AS-T in Early Childhood Education
- AA-T in History\*
- AA-T in Kinesiology\*
- AA-T in Political Science\*
- AA-T in Psychology
- AA-T in Sociology
- AA-T in Studio Arts

*\*Pending State Chancellor's Approval*

*Additional majors are being developed. Please see a counselor for more information.*

## 3. IGETC (pg. 68)

Certified completion of IGETC will fulfill the lower-division general education requirements of all UC campuses in most majors. Note: There are some majors or colleges within UC/CSU campuses for which IGETC is not the appropriate preparation. See IGETC Considerations on pg.72 and refer to your intended campus and major on assist.org for guidance.

**Majors for which IGETC is an option include:**

- General Studies Pattern III
- AS-T in Administration of Justice
- AA-T in Art History
- AS-T in Business Administration
- AA-T in Communication Studies
- AS-T in Early Childhood Education
- AA-T in History\*
- AA-T in Kinesiology\*
- AA-T in Political Science\*
- AA-T in Psychology
- AA-T in Sociology
- AA-T in Studio Arts

*\*Pending State Chancellor's Approval*

**4. General Education Pattern of the intended Transfer Institution** (including meeting Minimum Title 5 requirements). Students transferring to a four-year university in high-unit majors or where completion of the CSU GE-Breadth or IGETC is not appropriate or advisable may choose to instead follow the GE pattern of their intended institution. This may include students transferring to private universities, out-of-state universities, or UC/CSU campuses within majors that have their own specific GE requirements.

**Major for which this GE plan is an option:**

- General Studies Pattern II

# Ventura College 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 must 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 understand and apply mathematical concepts; 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 shall 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.





# Ventura College General Education Requirements

## Applies to AA in General Studies Pattern I and all AA/AS Degrees in Specific Majors

All Students pursuing the AA Degree in General Studies, Pattern I, must complete this General Education plan in its entirety as part of their degree requirements. Students pursuing the AA in General Studies Patterns II and III have their own General Education patterns to complete. Students completing an AA or AS degree in a specific major listed on page 48 (for example: Automotive Technology or Child Development) must complete areas A-E below (but not F) of this General Education plan. Area F is only required for General Studies majors. A minimum of 60 units is required for the Associate Degree. See page 43 for all degree requirements.

### **A. Natural Sciences** (a minimum of 6 semester units with ONE course from section 1 Biological Science & ONE course from section 2 Physical Science)

- 1. BIOLOGICAL SCIENCE:** **ANAT** V01; **ANPH** V01; **ANTH** V01, V01L; **BIOL** V01, V01L, V03, V04, V10, V12, V14, V18, V23, V29, V29L, V42; **BIOT** V18, V42; **ESRM** V01, V11, V14; **MICR** V01; **PHSO** V01; **PSY** V03.
- 2. PHYSICAL SCIENCE:** **AST** V01, V01L; **CHEM** V01A, V01AL, V01B, V01BL, V05, V12A, V12AL, V12B, V12BL, V20, V20L, V21, V21L, V30, V30L; **ESRM** V02; **GEOG** V01, V01L, V05; **GEOI** V02, V02L, V03, V07, V11; **PHSC** V01; **PHYS** V01, V02A-V02AL, V02B-V02BL, V03A-V03AL, V03B-V03BL, V04-V04L, V05-V05L, V06-V06L.

### **B. Social & Behavioral Sciences** (a minimum of 6 semester units with ONE course from section 1 American History/Institutions and ONE course from section 2 Social and Behavioral Sciences)

- 1. AMERICAN HISTORY/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. SOCIAL AND BEHAVIORAL SCIENCES:** **AES** V01, V02A, V02B, V11, V20, V21A, V21B, V22, V23, V24, V40A, V40B, V41, V42A, V42B, V61, V63; **ANTH** V02, V03, V04, V06, V07; **BUS** V30; **CHST** V01, V02, V24; **CD** V02, V03 V61; **CJ** V01, V02, V03, V15, V19, V35, V35L; **COMM** V16; **ECON** V01A, V01B; **ESRM** V03; **GEOG** V02, V06, V08; **HIST** V01A, V01B, V02A, V02B, V03A, V03B, V04A, V04B, V05A, V05B, V07A, V07B, V08, V10A, V10B, V12, V13, V14A, V14B, V15, V16, V17, V18A, V18B, V21; **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 6 units with ONE course from section 1 and ONE course from section 2)

- 1. FINE/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; **ENGL** V29A, V29B; **MUS** V01, V03, V06, V07, V08, V09A, V09B; **PHOT** V01, V02, V07; **THA** V01, V02A, V20, V29.
- 2. HUMANITIES:** **AES** V30, V31; **COMM** V05; **ENGL** V01B, V06B, V10, V11A, V11B, V15, V16, V21A, V21B, V22A, V22B, V23, V26, 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, V09; **SL** V10A, V10B, V10C; **SPAN** V01, V02, V03, V03S, V04, V04S, V20, V51A, V51B; **THA** V23, V30A.

### **D. Language & Rationality** (a minimum of 6 semester units with ONE course from section 1 English Composition and ONE course from section 2 Communication/Analytical Thinking)

- 1. ENGLISH COMPOSITION:** **ENGL** V01 (also meets English Competency)
- 2. COMMUNICATION/ANALYTICAL THINKING:** **BUS** V06, V17; **COMM** V01, V03, V10, V15; **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, V46, V52; **PHIL** V04, V05; **PSY** V04.

### **E. Health/Physical Education** (a minimum of ONE course from section 1 Health Education and ONE course from section 2 Physical Education. There is no unit minimum)

- 1. HEALTH EDUCATION:** **CD** V24; **HED** V70, V73, V76, V87, V82, V91, V93, V95, V97.
- 2. PHYSICAL EDUCATION:** **CJ** V11-V12B; **DANC** V10A-V50B; **EAC** V21, V25-V28; **ICA** V02-V24; **KIN** V02-V76; **THA** V14.

### **F. Ethnic/Women's Studies** (A minimum of three units.) For General Studies Majors ONLY (Patterns I, II, and III); NOT required for other degrees.

**AES** V01, V02A, V02B, V10, V11, V12, V20, V21A, V21B, V22, V23, V24, V30, V31, V40A, V40B, V41, V42A, V42B, V61, V63, V65, V66, V67; **ANTH** V02, V04, V06; **ART** V02C, V03, V07, V08, V09; **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.

# A.A. or A.S. Degree in Specific Majors

## Associate in Arts (A.A) or Associate in Science (A.S.) Degrees in Specific Majors requirements

### 1. Complete Ventura College's General Education Requirements (areas A-E) on page 47.

#### A. Natural Sciences - a minimum of 6 semester units

Biological Science - one (1) course

Physical Science - one (1) course

#### B. Social and Behavioral Sciences - a minimum of 6 semester units

American History and Institutions - one (1) course

Social and Behavioral Sciences - one (1) course

#### C. Humanities - a minimum of 6 semester units

Fine or Performing Arts - one (1) course

Humanities - one (1) course

#### D. Language and Rationality - a minimum of 6 semester units

English Composition - one (1) course

Communication and Analytical Thinking - one (1) course

#### E. Health/Physical Education

Health Education – minimum of 2 units

Physical Education (Kinesiology) activity or Dance activity - one (1) course



### 2. Choose and complete a major from the following list with a grade of "C" or better (or P) in each course:

**Note:** Universities have limitations on the number of units that can be taken Pass/No Pass and therefore it is strongly recommended that students take all major coursework for a letter grade.

Accounting

Automotive Technology

Bilingual/Cross-Cultural Studies

Biological Sciences

Business: General

Business Management

Ceramics

Child Development

Commercial Art

Construction Technology: Building Inspection Option

Construction Technology: Construction Management Option

Criminal Justice

Drafting Technology

Emergency Medical Services: Paramedic Studies

Engineering

Fine Arts

Human Services

International Studies

Medical Assistant

Nursing

Music

Photography

Physical Science: Engineering Technology

Supervision

Theatre Arts

Water Science

Welding Technology

### 3. Complete a total of 60 degree-applicable semester units (including General Education and major)

### 4. Complete graduation requirements in competency in Math and English (see page 43 for details)

### 5. Complete scholarship requirements (2.0 minimum cumulative degree-applicable GPA)

### 6. Complete requirements in residency (see page 43)

### 7. Apply for the A.A. or A.S. degree in the Counseling Office. All of your official transcripts and test scores (such as AP, IB, or CLEP) must be on file with the Registration and Records office. See graduation requirements on page 43

# A.A. Degree in General Studies Pattern I

## 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 Ventura College's General Education requirements to include areas A-F (page 47))
2. Choose an area of emphasis from one of three categories listed below:
  - Natural Sciences Emphasis
  - Social and Behavioral Sciences Emphasis
  - Arts and Humanities Emphasis
3. Complete a minimum of **18 units in the chosen area of emphasis** 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.** Courses in the area of emphasis may also be used to fulfill general education requirements but the units may count only once.
4. Complete a minimum of 60 degree-applicable units.
5. Complete the college's other graduation requirements in competency (Math and English), scholarship, and residency.
6. Apply for the A.A. degree in the Counseling Office.

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

## Areas of Emphasis

### Natural Science 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.

**ANAT** V01; **ANPH** V01; **ANTH** V01, V01L; **AST** V01, V01L; **BIOL** V01, V01L, V03, V04, V10, V12, V14, V18, V23, V29, V29L; **BIOT** V18; **CHEM** V01A, V01AL, V01B, V01BL, V05, V12A, V12AL, V12B, V12BL, V20, V20L, V21, V21L, V30, V30L; **ESRM** V01, V02, V11, 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, V63; **ANTH** V02, V03, V04, V06, V07; **BUS** V30; **CHST** V01, V02, V24; **CD** V02, V03, V61; **CJ** V01, V02, V03, V15, V19; **COMM** V16; **ECON** V01A, V01B; **ESRM** V03; **GEOG** V02, V06, V08; **HIST** V01A, V01B, V02A, V02B, V03A, V03B, V04A, V04B, V05A, V05B, V07A, V07B, V08, V10B, V12, V13, V14A, V14B, V15, V16, V17, V18A, V18B, V21; **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; **COMM** V05; **DANC** V01; **ENGL** V01B, V06B, V10, V11A, V11B, 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; **MUS** V01, V03, V06, V07, V08, V09A, V09B; **PHIL** V01, V02, V03A, V03B, V04, V06A, V06B, V09; **PHOT** V01, V02, V07; **SL** V10A, V10B, V10C; **SPAN** V01, V02, V03, V03S, V04, V04S, V20, V51A, V51B; **THA** V01, V02A, V20, V23, V29, V30A.

### **Holistic Studies Emphasis**

The courses that fulfill the Holistic Studies area of emphasis will examine the study of the principles underlying the mind, body, spirit connection, and their relevance for guiding human beings through the major foundational experiences of life. This emphasis is visionary in nature, reflecting changes already occurring in society in general and in the local community specifically.

#### **REQUIRED CORE COURSES**

		<b>UNITS</b>
HED V91	Survey of Alternative and Integrative Medicine	3
HED V73	Introduction to Holistic Health and Healing	3

#### **REQUIRED ADDITIONAL COURSES:**

##### Select one (1) of the following Spiritual courses:

HED V70	Spiritual Health	3
PHIL V09	Introduction to Zen Buddhism	3

##### Select one (1) of the following Culture, Philosophy, and Religion courses:

ANTH V07	The Anthropology of Magic, Witchcraft, and Religion	3
PHIL V03A	Survey of World Religions: West	3
PHIL V03B	Survey of World Religions: East	3
SOC V02	Social Problems	3

##### Select one (1) of the following Health and Human Development courses:

EAC V13	Holistic Health and Disabilities	1.5
HED V76	Understanding and Managing Stress	3
HED V82	Health and Fitness	3
HED V87	Nutrition	3
HED V93	Health and Wellness	3
HED V95	Health and Wellness: Designed for Women	3
HED V97	Fundamentals of Nutrition and Fitness	3
PSY V02	Personal Growth and Social Awareness	3

##### Select one (1) of the following Mind, Body, Spirit Courses:

KIN V70	Physiology and Fundamentals of Yoga	1.5
KIN V73	Holistic Movement, Flexibility and Balance	1.5
KIN V74	Balance and Beyond	1.5
KIN V76	Tai Chi for Balance and Holistic Health	1.5

##### Select one (1) of the following Science and the Environment courses:

ANAT V01	General Human Anatomy	4
ANPH V01	Introduction to Human Anatomy and Physiology	5
BOIL V01	Principles of Biology	3
BIOL V10/ENVM V01	Introduction to Environmental Issues	3
BIOL V12	Principles of Human Biology	3
GEOG V01	Elements of Physical Geography	3
GEOG V02	Introduction to Human Geography	3
GEOG V06	Geography of California	3

**TOTAL UNITS:**

**18 – 21.5**



# A.A. Degree in General Studies Pattern II and III

## General Studies 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-Breadth or IGETC is not appropriate or advisable. See [www.assist.org](http://www.assist.org) for guidance. Independent or out-of-state universities may also fall in this category.

1. Select and complete courses from the general education of a transfer institution to include, at a minimum, the following Title 5 requirements:

- Natural Sciences (3 units)
- Social and Behavioral Sciences (3 units)
- Arts and Humanities (3 units)
- Language and Rationality – English Composition (3 units)
- Communication and Analytical Thinking (3 units)

## General Studies Pattern III

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

1. Complete CSU GE-Breadth (page 63) or IGETC (page 70)

**NOTE:** *Students who complete CSU GE-Breadth or IGETC need to apply for GE certification in the Transfer Center or Counseling Office and may also apply for a Certificate of Achievement.*

2. Complete local graduation requirements to include:

- **Health Education** (one course/no unit minimum): **CD** V24; **HED** V70, V73, V76, V87, V82, V91, V93, V95, V97.
- **Physical Education** (one course/no unit minimum): **CJ** V11-V12B; **DANC** V10A-V50B; **EAC** V21, V25-V28; ICA V02-V24; **KIN** V02-V76; **THA** V14.
- **Ethnic/Women's Studies:** (A minimum of 3 units)  
**AES** V01, V02A, V02B, V10, V11, V12, V20, V21A, V21B, V22, V23, V24, V30, V31, V40A, V40B, V41, V42A, V42B, V61, V63, V65, V66, V67; **ANTH** V02, V04, V06; **ART** V02C, V03, V07, V08, V09; **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.

3. **Choose an area of emphasis** from one of three categories listed below.

- Complete a minimum of **18 units in the chosen area of emphasis** with a grade of C or better (or a "P") in each of the courses selected. **Note:** Universities have limitations on the number of units that can be taken Pass/No Pass and therefore it is strongly recommended that students take all major coursework for a letter grade.
- Complete a minimum of **6 of the 18 units within a single discipline.**
- Select courses that fulfill major preparation requirements for the chosen transfer institution. CSU and UC articulation can be found on [www.assist.org](http://www.assist.org). Other articulation can be found in the Transfer Center. If no articulation exists with the intended transfer institution, you may obtain guidance from recruitment counselors, the transfer institution's departmental advisors in your major, and their catalog/website.

4. **Complete a minimum of 60 transferable units.**

5. **Complete competency requirements in Math and English** (see page 43) for options in meeting competencies).

**NOTE:** *Courses used to fulfill the CSU GE-breadth or IGETC requirements in Math and Written Communication or English Composition will fulfill this requirement.*

6. **Complete requirements in scholarship** (2.0 minimum cumulative degree-applicable GPA).

7. **Complete residency requirements.** *Students must complete at least 12 semester units in residence at Ventura College in order to receive a degree from Ventura College. The same policy applies to all colleges in the district: a minimum of 12 semester units must be completed at the college granting the degree.*

8. **Apply for the degree in the Counseling Office.**

# A.A. Degree in General Studies Pattern II and III

## Areas of Emphasis for Patterns II and III:

### 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, Geography, Health Sciences, Mathematics, Nursing, Physics, and Pre-Medicine.

**ANAT** V01; **ANPH** V01; **ANTH** V01, V01L; **AST** V01, V01L; **BIOL** V01, V01L, V03, V04, V10, V18; **BIOT** V18; **CHEM** V01A, V01AL, V01B, V01BL, V05, V12A, V12AL, V12B, V12BL, V20, V20L, V21, V21L, V30, V30L; **ESRM** V01, V02, V14; **GEOL** V02, V02L, V03, V11, V21; **MATH** V04, V05, V20, V21A, V21B, V21C, V24, V44, V46; **MICRO** V01; **PHYS** V02A-V02AL, V02B-V02BL, V03A-V03AL, V03B-V03BL, V04-V04L, V05-V05L, V06-V06L; **PHSO** V01.

### 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, and Philosophy.

**AES** V67; **ART** V02A, V02B, V02C, V11A, V12A, V13A, V16A, V19; **DANC** V01, V10A, V14, V15A, V15B, V50A; **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, V09; **PHOT** V01, V02, V04A, V06A, V09A; **SL** V10A, V10B, V10C; **SPAN** V01, V02, V03, V03S, V04, V04S, V51A; **THA** V01, V02A, V02B, V05, V06, V10A, V10B, V10C, 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.

**Required courses:** **BIOL** V01, V01L; **ENGL** V01A; **HIST** V07A. Select a minimum of six (6) units with courses from at least two (2) separate groups:

- GROUP A: **COMM** V01, V10
- GROUP B: **EDU** V01, V02
- GROUP C: **HED** V93, V95; **HIST** V08, V18A; **PHSC** V01
- GROUP D: **MATH** V04, V20, V38, V40, V44
- GROUP E: **PHIL** V04, V05
- GROUP F: **POLS** V01, V03

**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.



# Associate Degree for Transfer

*A Degree with a Guarantee.<sup>SM</sup>*

California Community Colleges are now offering associate degrees for transfer to the California State University (CSU). These may include Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) degrees. These Transfer degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

Below is the list of Ventura College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, go to [www.sb1440.org/Counseling.aspx](http://www.sb1440.org/Counseling.aspx). Students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

At the time of catalog publication, a student may earn an AA-T or AS-T at Ventura College in the following majors:

- AS-T in Administration of Justice
- AA-T in Art History\*
- AS-T in Business Administration
- AA-T in Communication Studies
- AS-T in Early Childhood Education
- AA-T in History\*
- AA-T in Kinesiology\*
- AA-T in Political Science\*
- AA-T in Psychology
- AA-T in Sociology
- AA-T in Studio Arts
- AA-T in Theatre Arts

*\*Pending State Chancellor's Approval*



*Additional majors are being developed. Please see a counselor for more information.*

## **Requirements**

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult the [assist.org](http://assist.org) website and/or with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the Course and Program Descriptions section of the catalog. All courses in the major must be completed with a grade of C or better.
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) (see page 63 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 70 for more information).
5. Complete requirements in residency. For students in the Ventura County Community College District, a minimum of 12 units must be completed in residency at the college granting the degree.

# OTHER GRADUATION INFORMATION

## 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 in the catalog, and who file with the appropriate college office an application for a degree and/or certificates. Graduation requirements for the Associate Degree area listed on page 43 of this catalog. Graduation requirements for Certificates of Achievement are listed on page 42

## Student Responsibility

While counselors are available for assistance, the college expects every student to be familiar with graduation requirements and to assume the responsibility for their completion.

## Graduation Application Steps

- Students must file a petition for a degree, certificate, and/or proficiency award through the Counseling Office
- District Colleges offer three graduation dates: Summer term, Fall semester, and Spring semester
- Graduation ceremonies are conducted at the end of the Spring semester, refer to the schedule of classes for specific date and time.
- Graduation petition deadline dates are locally announced at each District College.

## Academic Year

The Fall semester is the first term of an academic year. The Summer semester, whether one or more sessions, constitutes the last term of an academic year.

## 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/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-F, CR, CRE, NC, P, NP, I, IP, RD, W, MW) 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 should be made aware that other governing agencies may impose more restrictive limitations concern 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, related but nonequivalent coursework taken outside of this college district, or circumstances beyond the control of the student. Under such circumstances, a student may file a "Petition for Substitution or Waiver" to seek approval from the appropriate college officials to substitute course(s) in designated major, an area of emphasis, or in general education. The petition forms are available in the Counseling Department.

## Guidelines for Additional Degrees

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

1. A student who has earned an associate degree at any regionally accredited institution may earn additional associate degrees.
2. Additional degrees can be in a specific major, a general studies area of emphasis or an additional option within the field of the original degree
3. Students must meet all minimum Title 5 requirements for the catalog year covering the additional degree(s). These include, but are not limited to residency requirements, a minimum of 12 additional units for each degree (i.e., a minimum total of 72 units for a second degree and 84 units for a third degree, etc.) and competency requirements in written expression and mathematics.
4. Students must complete all required major/emphasis courses listed in the appropriate year's catalog for the specific major, area of emphasis, or area of option for the additional degree(s).
5. A student who already holds an Associate degree or higher degree from any regionally accredited institution or one evaluated as equivalent to a regionally accredited institution only needs to complete minimum Title 5 requirements and the major/emphasis requirements to earn an additional degree. No further general education or local additions will be required.

Appeals to the above policy may be submitted to the Executive Vice President, or designee. Waivers may be granted under extenuating circumstances or when there has not been sufficient opportunity to enroll in required courses.



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# Transfer to Complete your Bachelor's Degree

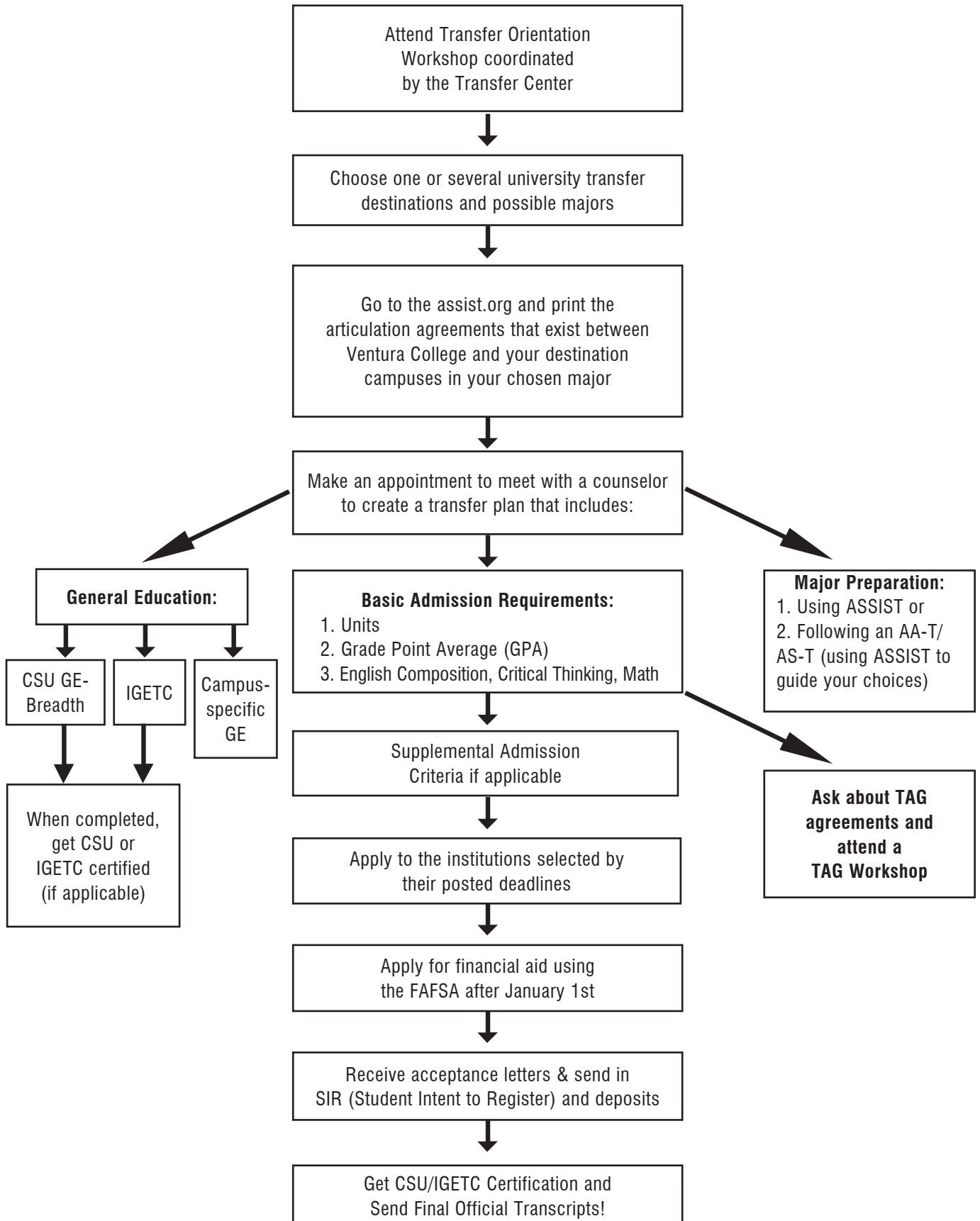
## WHAT IS A BACHELOR'S DEGREE?

A Bachelor's degree, sometimes called a baccalaureate degree, generally requires 4-5 years of study at a university. A Bachelor's degree requires completion of both lower and upper division courses.

Community colleges offer lower division courses, providing students the opportunity to complete general education and lower division major or pre-major coursework prior to transferring to a university. Once a student transfers, they will complete mainly upper division coursework in their major at the university. The Bachelor of Arts (BA) and Bachelor of Science (BS) are the common baccalaureate degrees. BA degrees are most often awarded in the arts, humanities, and social sciences. The BS is more likely to be awarded in the sciences, math, engineering and for professional or technical fields of study. However, there are no absolute universal differences between these degrees and policies their award vary from college to college.

- 1) **Explore your major** options at websites such as [assist.org](http://assist.org), [collegeboard.org](http://collegeboard.org), [mymajors.com](http://mymajors.com), [collgeview.com](http://collgeview.com) and look at related career prospects at sites like [www.bls.gov/oco](http://www.bls.gov/oco), and [labormarketinfo.edd.ca.gov](http://labormarketinfo.edd.ca.gov)
- 2) **Explore Transfer Opportunities:**
  - \* California State University (CSU): 23 campuses see [csumentor.edu](http://csumentor.edu) and page 60 in this catalog
  - \* University of California (UC): 9 campuses see [universityofcalifornia.edu](http://universityofcalifornia.edu) and page 65 in this catalog.
  - \* Independent/Private Colleges and Universities: see [californiacolleges.edu](http://californiacolleges.edu), and college websites.
  - \* Out-of-State Colleges and Universities: see [collegboard.org](http://collegboard.org), [Petersons.com](http://Petersons.com), and college websites.
- 3) **Schedule an appointment** with a counselor in the Transfer Center to develop a Transfer plan.
- 4) **Talk to a university representative** either in the Transfer Center, at the university campus, or by phone or email to refine your educational plan and/or get up to date information regarding your major, housing, and campus support services.
- 5) **Schedule a visit** and campus tour by calling the university's admission or outreach/recruitment office or sign-up for a scheduled field trip for fall or spring semester through the Transfer Center.
- 6) **Stay on-track:** Continue to follow your transfer plan, meeting with your counselor each semester to make adjustments as necessary. Updated major requirements can be found at [assist.org](http://assist.org) for the UC and CSU.
- 7) **Apply to the institutions** you selected by their posted deadlines. The UC system accepts fall applications from Nov. 1st – Nov. 30th only. The CSU system accepts fall applications from Oct. 1st through Nov. 30th. Independent and out-of-state colleges have their own deadlines. Check with their admission offices and on their websites.
- 8) **Apply for financial aid** online at [fafsa.ed.gov](http://fafsa.ed.gov) after January 1st and prior to March 2nd to be eligible for the Cal Grant and begin searching for outside scholarship opportunities online (examples: [hsf.web.com](http://hsf.web.com), [vccf.org](http://vccf.org), [fastweb.com](http://fastweb.com)) and through community organizations
- 9) **Receive your acceptance letters** (and from some colleges you will also receive your financial aid award offers shortly after). Choose the campus that best suits your needs and commit to that campus by signing a letter of intent and paying any necessary deposits. Notify the other campuses that you will not be attending so that they may make room for other students. Student Intent to Register - SIR - deadline is typically May 1st.
- 10) **Get Certified:** Make an appointment in the Counseling Office to have your IGETC or CSU-GE certified and apply for your Certificate of Achievement in IGETC or CSU-GE. Universities will only consider your lower division GE complete if you have your community college certification completed and sent. Due to impaction, some universities will not admit students without GE certification?
- 11) **Don't Forget to Send Final Official Transcripts** after you have completed all coursework to the university. The importance of this cannot be stressed enough. You may have your admission revoked if you do not provide complete official transcripts by their deadline.

# STEPS TO TRANSFER





# ASSIST.ORG

## The Key to Transferring to the UC and CSU

### What is ASSIST?

ASSIST is a computerized student-transfer information system that can be accessed over the World Wide Web at [www.assist.org](http://www.assist.org). 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 colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California.

### The ASSIST acronym stands for Articulation System Stimulating Interinstitutional Student Transfer

**1. Go to [www.assist.org](http://www.assist.org).** From the homepage, first select the CSU or UC campus you are planning to transfer to from the drop-down menu and the year of the agreement (pick the most current academic year available)

*Selected institution and academic year:*

California State University, Channel Islands

11-12

**2. Next, select the community college where you are taking or have taken courses in your major**

*Agreements with Other Campuses:*

From: Ventura College

3. You will be given a choice of selecting an articulation agreement by major or by department. You always want to choose the option "By Major." Once you have selected a major from the drop-down menu, the most current articulation agreement that exists between the two institutions you have selected will appear. This agreement will list all lower-division major preparation courses required by the university and the courses at your community college that will be accepted in fulfillment of these requirements. Available substitutions and additional admission information that applies specifically to that major may also be listed here. For some university courses there will be no articulated courses.

4. If your course doesn't fulfill a requirement in your major, it may still satisfy General Education or at least count as elective units towards admission and graduation requirements. This information may be found on the lists appearing at the bottom of the page.

#### ***Ventura College Courses Applicable for Transfer***

- CSU Transferable Courses
- CSU GE-Breadth Certification Courses
- CSU US History, Constitution, and American Ideals Courses
- IGETC for UC and CSU
- UC Transferable Courses
- UC Transfer Admission Eligibility Courses

# Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example CJ V01, students at Ventura College can be assured that it will be accepted in lieu of a course bearing the C-ID AJ 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to [www.assist.org](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Below is the list of Ventura College courses that have been approved by the C-ID program and given a C-ID designation.

<u>VC Course</u>	<u>C-ID Designation</u>
1. CJ V01	AJ 110
2. ART V02A	ARTH 110
3. ART V11A	ARTH 110
4. ART V12A	ARTH 110
5. CHEM V01A + CHEM V01AL	CHEM 110
6. CHEM V01B + CHEM V01BL + CHEM V01A + CHEM V01AL	CHEM 120S
7. MATH V21C	MATH 230
8. MATH V21A + MATH V21B	MATH 900S
9. PSY V01	PSY 110
10. PSY V02	PSY 115
11. PSY V25	PSY 130
12. PSY V07 + PSY V07L	PSY 205B
13. SOC V01	SOCI 110
14. SOC V02	SOCI 115

**Note:** Courses are approved periodically. Students should consult <http://c-id.net> for the most current information.



# Transfer to the CSU California State University

The California State University (CSU) is now the largest university system in the country with the most diverse college student population. The CSU offers more than 1,800 bachelor's and master's degree programs in 375 subject areas, as well as teaching credential programs across its 23 campuses. The CSU provides the majority of the skilled professional workers that 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 427,000 students are enrolled at the CSU each year with more than half of CSU Bachelor's degrees awarded to students who transferred to the CSU from community college. With proper program planning, students can 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 Ventura College is available in the Counseling Office or Center Transfer Center and on assist.org. Additional CSU information is also available at calstate.edu and csumentor.edu.

## California State University System

Abbreviations for these campus names, used elsewhere in the Catalog, follow each campus name in parentheses:

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



## CSU Minimum Transfer Admission Requirements

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

**1. LOWER DIVISION TRANSFERS:** An applicant who completes fewer than 60 semester (90 quarter) units of college credit is considered a lower division student. Due to enrollment pressures, most CSU campuses do not admit lower-division transfer students.

**2. UPPER DIVISION TRANSFERS:** To qualify for admission as an upper division transfer, applicants must have met the following requirements:

- Completed 60 or more transferable semester units (or 90 quarter units)
- Completed at least 30 semester (45 quarter) units of general education courses with a grade of “C” or better in each course including all general education requirements in:
  - o Oral Communication (Area A1 of the CSU GE-Breadth)
  - o Written Communication (Area A2 of the CSU GE-Breadth)
  - o Critical Thinking (Area A3 of the CSU GE-Breadth)
  - o Mathematics (Area B4 of the CSU GE-Breadth)
- Have a grade point average of 2.0 or better (2.40 for non-California residents) in all transferable college units attempted.
- Are in good standing at the last college or university attended (i.e. eligible to re-enroll at that college or university)

### 3. TRANSFERRING WITH AN ASSOCIATE IN ARTS/SCIENCE FOR TRANSFER DEGREE

Students who receive a newly designed California Community College associate degree for transfer (SB 1440/STAR Act) are eligible for admission with junior standing into the California State University (CSU) system. A California Community College student who has the Associates in Arts degree for Transfer (AA-T) or the Associate in Science degree for Transfer (AS-T) will be given priority admission consideration to the local CSU into a similar baccalaureate (BA) degree program with a guarantee of junior standing as long as the student meets all prescribed admission requirements. Once admitted, the student will only be required to complete 60 additional prescribed units to qualify for the similar baccalaureate degree.

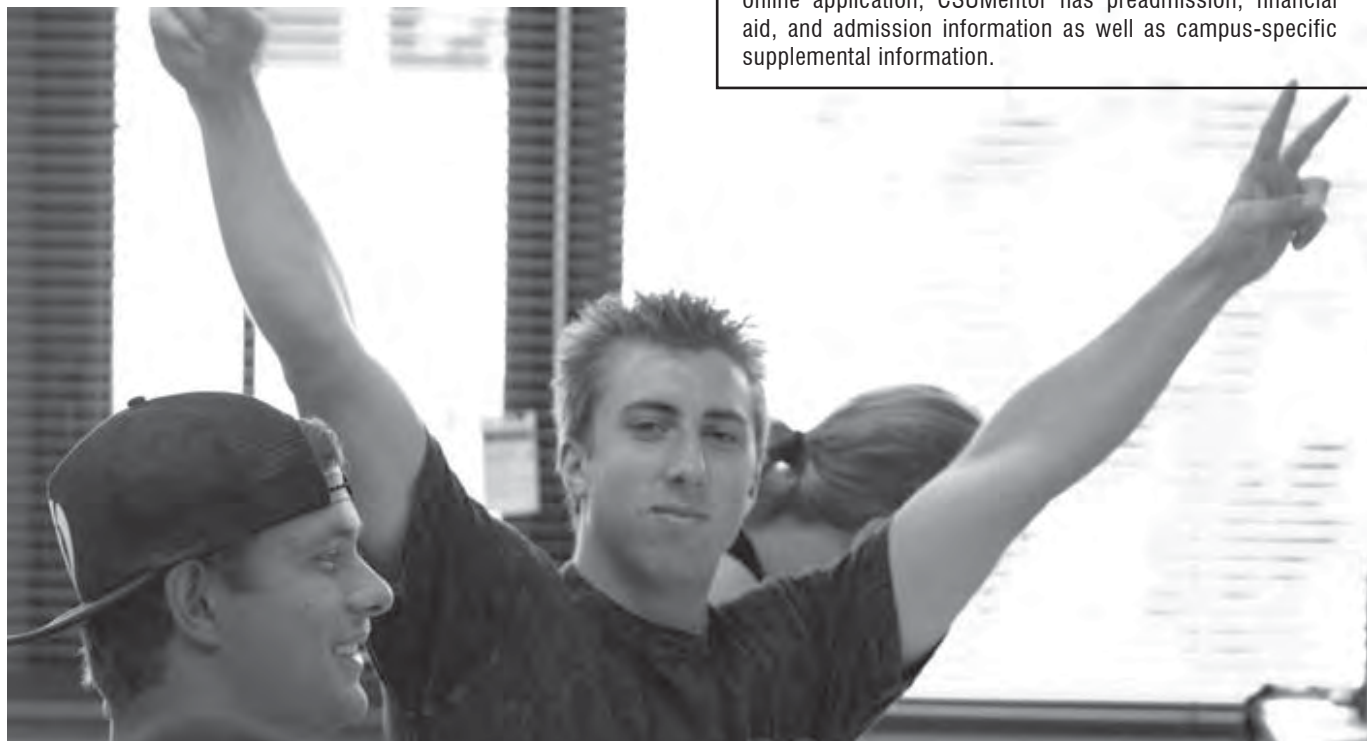
To obtain an AA-T/AS-T degree, students must:

- Complete 60 semester units or 90 quarter units of coursework that would be eligible for transfer to the California State University, including General Education:
  - o IGETC (for CSU) or CSU GE Breadth
- Complete at least 18 units of coursework in a major or area of emphasis as defined by the CCC
- Earn a minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework

For up-to-date information on the transfer associate degree, visit <http://www.calstate.edu/transfer/degrees/AssociateDegreeForTransfer.shtml> or visit the Counseling Department.

**Note:** SB 1440 does not guarantee a student admission for a specified major or campus, but requires the California State University to grant a student priority admission consideration to the local CSU campus and to a program or major that is similar to the transfer AA degree as determined by the California State University.

The best way to apply to the CSU is to go online to the CSUMentor website: [www.csumentor.edu](http://www.csumentor.edu). In addition to the online application, CSUMentor has preadmission, financial aid, and admission information as well as campus-specific supplemental information.



## Preparing to Transfer to the California State University

Students planning to transfer to one of the California State Universities must keep the following requirements in mind when selecting courses:

**1. Completion and certification of General Education (GE) is strongly recommended:** The CSU requires completion of 48 units of general education for graduation of which up to 39 units can be transferred and certified by a California Community College. It is strongly recommended that students complete the 39 units of GE-Breadth courses as part of their minimum 60 units requirement for transfer as an upper division student. Certification waives additional lower division general education requirements that otherwise each CSU campus requires. It is important that Students request certification prior to transfer. Certification is not automatic. Students can complete their GE by either of the following:

- A. Complete CSU GE-Breadth (pg. 63)
- B. Complete IGETC (pg. 70)

**2. American Institutions Requirement:** while not a part of GE, it is a graduation requirement at the CSU. The colleges of the VCCCD allow courses used to fulfill the American Institutions requirement to also satisfy requirements in area D of the CSU GE-Breadth or Area 4 of IGETC.

**3. Prerequisite courses for the major:** Some lower division courses in the student's major must be taken prior to transfer in order for the student to be admitted into a particular major. Some majors may also require concentration courses or additional support courses. For a complete list of major and supporting requirements at your CSU destination campus and their comparable courses at Ventura College, go to [www.assist.org](http://www.assist.org).

**4. Supplementary Admission Criteria/Impacted Majors:** In the CSU, an undergraduate major or campus is designated as impacted when it receives more eligible applicants than either the campus or the major can accommodate. In such instances, the CSU campuses have been authorized to use supplemental admission criteria to screen applicants to these majors and/or campuses. Students interested in an impacted major or campus must apply for admission during the initial admission application filing period (Oct. 1 - Nov. 30 for fall admission) and should strive to make themselves as competitive as possible, both in course preparation and GPA. Assist.org will provide information about required coursework in impacted majors. For the most up-to-date information on campus impaction and impacted programs, please go to [www.calstate.edu/impactioninfo.shtml](http://www.calstate.edu/impactioninfo.shtml)

**5. Transferability of courses:** Only courses considered as appropriate for baccalaureate credit are transferable. In the VCCCD, these courses are indicated in their course descriptions by the notation "Transfer credit: CSU."

**IMPORTANT NOTE:** Final official transcripts from all colleges and universities attended must be submitted prior to CSU enrollment to verify that the student is eligible for admission. CSU campuses may rescind admission, delay admission, or not permit registration or attendance until receipt of final transcripts and admission eligibility has been verified.

\* Reference: *The CSU Admissions Handbook 2012-2013*; [www.calstate.edu](http://www.calstate.edu)

**Note:** These admission requirements are subject to change. Students should consult [csumentor.edu](http://csumentor.edu) to receive the most current transfer information.





# California State University (CSU) 2012-2013 General Education-Breadth Certification Courses

It is recommended that students planning to transfer to a California State University (CSU) complete their lower division general education prior to transfer by following the CSU GE-Breadth plan below. Counselors can help students select courses that fulfill lower-division major requirements as well as general education. After students complete the CSU GE-Breadth pattern, they must meet with a counselor in the Counseling Office or Transfer Center to request certification. Certification is not automatic. Without this "certification", students may have additional lower-division general education requirements to fulfill after transfer that vary from campus to campus in the CSU. Students who fully complete the CSU GE-Breadth for Ventura College will also be eligible to apply for a Certificate of Achievement in California State University General Education-Breadth (CSU GE-Breadth). CSU GE is not appropriate for every major/college within the CSU. Check on [www.assist.org](http://www.assist.org) or with your counselor or the Transfer Center for updated information.

## Area A: English Language Communication and Critical Thinking

Complete one course from each group (A1, A2, A3). A total of 9 semester units (12 qtr. units) are required. All courses in Area A must be completed with a grade of "C" or better.

**A1: Oral Communication:** **COMM** V01, V03, V10, V15.

**A2: Written Communication:** **ENGL** V01A.

**A3: Critical Thinking:** **COMM** V10; **ENGL** V01B; **PHIL** V04, V05.

**Area B: Scientific Inquiry and Quantitative Reasoning:** Complete a minimum of 9 semester units (12 qtr. units) with at least one course from each group (B1, B2, B3, B4) to include one laboratory activity course corresponding to selected lecture course. Math requires a grade of "C" or better.

**B1: Physical Science:** **AST** V01, V01L; **CHEM** V01A, V01AL, V01B, V01BL, V05, 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.

**B2: Life Science:** **ANAT** V01; **AHPH** V01; **ANTH** V01, V01L; **BIOL** V01, V01L, V03, V04, V10, V12, V14, V18, V23, V29, V29L; **BIOT** V18; **ESRM** V01, V11 V14; **MICR** V01; **PHSO** V01.

**B3: Laboratory Activity:** **ANAT** V01, V01; **ANPH** V01; **AST** V01L; **BIOL** V01L, V03, V04, V14, V23, V29L; **CHEM** V01AL, V01BL, V05, V12AL, V12BL, V20L, V21L, V30L; **ESRM** V11; **GEOG** V01L; **GEOL** V02L; **MICR** V01; **PHSC** V01; **PHSO** V01; **PHYS** V01, V02AL, V02BL, V03AL, V03BL, V04L, V05L, V06L.

**B4: Math:** **CS** V17; **MATH** V04, V05, V20, V21A, V21B, V21C, V24, V38, V40, V44, V46, V52; **PSY** V04.

**Area C: Arts and Humanities:** Choose 9 units (12 qtr. units) with at least one course from area C1, one course from C2, and the third course from either C1 or C2.

**C1: Arts** (Art, Cinema, Dance, Music, Theater): **AES** V10, V12, V65, V66, V67; **ART** V01, V02A, V02B, V02C, V03, V04, V05, V06, V07, V08, V09, V12A, V13A, V19, V51A; **DANC** V01; **ENGL** V29A, V29B; **MUS** V01, V03, V06, V07, V08, V09A, V09B; **PHOT** V01, V07; **THA** V01, V02A, V20, V29.

**C2: Humanities** (Literature, Philosophy, Languages other than English): **AES** V31; **COMM** V05; **ENGL** V01B, V10, V11A, V11B, V15, V16, V21A, V21B, V22A, V22B, V23, V26, 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, V06A, V06B, V09; **SL** V10A, V10B, V10C; **SPAN** V01, V02, V03, V03S, V04, V04S, V20; **THA** V23.

*CSU GE Breadth Certification Courses continued on next page*

**Area D: Social Sciences:** Choose 9 semester units (12 qtr. units) with courses selected from at least two subgroups and from at least two academic disciplines.

**D0: Sociology & Criminology:** **AES** V11, V24; **CHST** V24; **CJ** V03; **PSY** V31; **SOC** V01, V02, V03, V04, V05, V07, V13, V24, V31.

**D1: Anthropology & Archaeology:** **AES** V01; **ANTH** V02, V03, V04, V06, V07.

**D2: Economics:** **ECON** V01A, V01B.

**D3: Ethnic Studies:** **AES** V01, V02A, V02B, V11, V20, V22, V23, V24, V40A, V40B, V41, V63; **ANTH** V04; **CHST** V01, V02, V24; **HIST** V03A, V03B, V05A, V05B, V12, V13, V17; **PSY** V30; **SOC** V03, V24.

**D4: Gender Studies:** **ANTH** V06; **HIST** V02A, V02B; **SOC** V04.

**D5: Geography:** **GEOG** V02, V06, V08.

**D6: 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, V10A, V10B, V12, V13, V14A, V14B, V15, V16, V17, V18A, V18B, V21.

**D7: Interdisciplinary, Social, or Behavioral Science:** **CD** V02, V03, V61; **COMM** V16.

**D8: Political Science, Government, Legal Institutions:** **CJ** V01, V02, V15; **ESRM** V03; **POLS** V01, V02, V03, V04, V05, V09, V10, V11, V12, V14, V15, V16.

**D9: Psychology:** **PSY** V01, V02, V03, V05, V07, V15, V25, V29, V30, V31; **SOC** V31.

**Area E: Life Long Learning & Self-Development:** complete 3 semester units (4 qtr. units) with no more than 1 unit of physical activity.

**AES** V11; **ANTH** V02; **ART** V01; **BIOL** V10, V12, V18; **BIOT** V18; **CD** V02, V03; **COMM** V03; **CJ** V11, V12A, V12B; **DANC** V10A, V10B, V13A-V15B, V23, V27, V29A-V30, V50A, V50B; **EAC** V21, V25-V28; **ESRM** V01; **HED** V70, V73, V76, V82, V87, V93, V95, V97; **HIST** V02A+, V02B; **ICA** V02-V08, V13-V20, V22-V24; **KIN** V02-V04, V06, V08-V10, V12, V14, V16, V18, V20, V22, V24, V26, V28, V30, V32, V34, V40, V42, V44, V47, V48, V50, V52, V58, V59, V62, V64, V66, V69, V70, V73, V74, V76; **PSY** V01, V02, V05, V25; **SOC** V03; **THA** V14.

**U.S. History, Constitution and American Ideals:** ONE course from Group A and ONE course from Group B

\* Courses may be double counted in Area D.

**Group A:** U.S. History: **AES** V02A, V02B, V22, V40A, V40B, V63; **HIST** V02A, V02B, V03A, V03B, V4B, V05A, V5B, 07A, V07B, V12.

**Group B:** U.S. Government: **POLY** V01, V03.

**NOTE:**

- Certification is not automatic. Students must request certification after completion of the CSU GE-Breadth.
- Students must request certification after completion of the CSU GE-Breadth. Students completing CSU GE Breadth Certification may also apply for a Certificate of Achievement in CSU GE-Breadth. See your counselor or the Transfer Center.



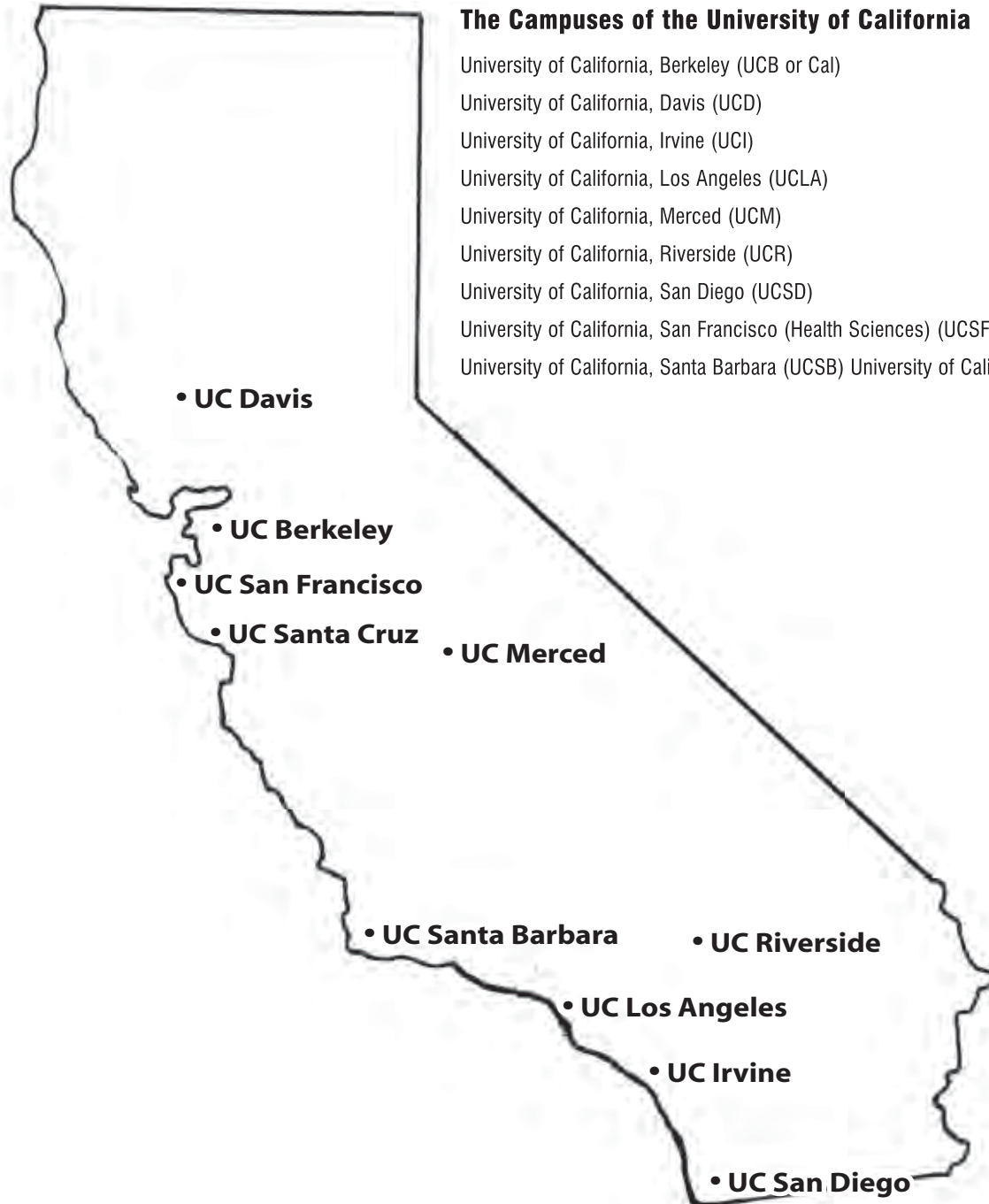
# UC Transfer Information

## The University of California System

The University of California (UC) is one of the finest research universities in the world. Its academic offerings span 150 disciplines, with more departments ranked in the top 10 nationally than at any other public or private university. The UC has established 10 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 counselor the particular advantages each campus has to offer. For more information, see [universityofcalifornia.edu](http://universityofcalifornia.edu).

## The Campuses of the University of California

- University of California, Berkeley (UCB or Cal)
- University of California, Davis (UCD)
- University of California, Irvine (UCI)
- University of California, Los Angeles (UCLA)
- University of California, Merced (UCM)
- University of California, Riverside (UCR)
- University of California, San Diego (UCSD)
- University of California, San Francisco (Health Sciences) (UCSF)
- University of California, Santa Barbara (UCSB) University of California, Santa Cruz (UCSC)



# UC Transfer Information

Community college students can become eligible for admission to UC by meeting specific requirements. The requirements described below represent the minimum academic standards students must attain to be eligible for admission to the University. Meeting the minimum requirements does not guarantee admission to the University nor does it guarantee admission to a particular campus. Admission to the campus and program of choice often requires students to meet more demanding standards. (see Transfer Selection by Campus below).

A transfer student, according to the University, is a student who has enrolled in a regular (fall, winter, or spring) session at a college or university following high school. A student who meets this definition cannot disregard his or her college record and apply as a freshman. A student who attends a college summer program immediately after graduating from high school or who has completed college work while in high school is still considered a freshman applicant.

## **Junior-level Transfer**

The vast majority of transfer students come to the University at the junior level from California community colleges. To be eligible for admission as a junior transfer student, a student must fulfill both of the following criteria:

1. Complete 60 semester (90 quarter) units of UC transferable college credit with a GPA of at least 2.4 (2.8 for nonresidents). No more than 14 semester (21 quarter) units may be taken Pass/No Pass. Note: In order to insure that all units are UC transferable, students should check the Transfer Course Agreement in this catalog and on assist.org to make sure their courses are listed.

2. Complete either:

a. IGETC (see pg. 70)

**OR**

b. the following course pattern requirements, earning a grade of C or better in each course and each course must be worth at least 3 semester units:

- Two UC transferable college courses (3 semester or 4-5 quarter units each) in English composition.
- One UC transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning;
- Four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.

## **Lower-division Transfer**

The University admits some transfer students before they reach junior standing if they have met specific requirements. Refer to the open/closed major status report at <http://www.universityofcalifornia.edu/admissions/how-to-apply/check-majors/index.html> to see which campuses will accept lower-division transfers for a particular term.

## **Other Transfers: from four-year or out-of-state two-year institutions or Intercampus transfers**

The UC gives highest priority in transfer admission to California community college students. However, each year about 10 percent of all transfers enter UC from a four-year college or university. For admission requirements, visit <http://www.universityofcalifornia.edu/admissions/transfer/requirements/other/index.html>.

## **Preparation for Transfer**

To transfer to the University, a student must take three steps:

1. Meet eligibility for admission (see Admission Requirements listed above).
2. Prepare for upper-division study in the chosen major – transfer students should select a major and take courses that meet major requirements. In most cases, completing at least a portion of the major requirements is essential to gain admission to the major.

Transfer Preparation Paths: The Transfer Preparation Paths, available at <http://www.universityofcalifornia.edu/admissions/transfer/preparation-paths/index.html>, outline the major preparation requirements at each UC campus for the most popular majors. They are particularly useful in helping students identify major-preparation coursework that will prepare them for multiple UC campuses and are intended to be used in conjunction with major preparation information in [www.assist.org](http://www.assist.org) and with a counselor.

3. Complete an appropriate set of general education course requirements and electives.

Transfer students have two options for fulfilling GE preparation for the UC, depending on the campus and major selected:

- IGETC – accepted by both the UC and CSU, is most helpful for students who know they want to transfer but have not yet decided upon a particular institution, campus or major. Students who intend to transfer into majors that require extensive lower-division preparation, such as engineering and many of the physical and natural sciences, should concentrate on completing the many prerequisites for the major that the college screens for to determine eligibility for admission. See IGETC considerations (pg.72))

**OR**

- Campus-specific general education requirements of the college or campus they plan to attend. (see assist.org)

### **Transfer Selection by Campus**

Many colleges, schools, or majors within the UC system are highly selective. This means that either the number of qualified applicants greatly exceeds the spaces available and/or the minimum GPA in UC transferable courses is expected to be higher than the minimum criteria for admission. Students are advised to make themselves as competitive as possible when applying for admission both in GPA and course preparation.

For more details about each campus's transfer selection criteria, visit these websites:

- **Berkeley**  
[www.students.berkeley.edu/admissions/transfer.asp](http://www.students.berkeley.edu/admissions/transfer.asp)
- **Davis**  
[http://admissions.ucdavis.edu/admission/transfers/tr\\_selection\\_process.cfm](http://admissions.ucdavis.edu/admission/transfers/tr_selection_process.cfm)
- **Irvine**  
[http://www.admissions.uci.edu/resources/transfer\\_selection.html](http://www.admissions.uci.edu/resources/transfer_selection.html)
- **Los Angeles**  
[http://www.admissions.ucla.edu/prospect/Adm\\_tr/tradms.htm](http://www.admissions.ucla.edu/prospect/Adm_tr/tradms.htm)
- **Merced**  
<http://transfers.ucmerced.edu/2.asp?uc=1&lvl2=26&contentid=4>
- **Riverside**  
<http://my.ucr.edu/admissions/Pages/pathsAdmission.aspx#transfer>
- **San Diego**  
<http://www.ucsd.edu/prospective-students/transfers/index.html>
- **Santa Barbara**  
[http://www.admissions.ucsb.edu/SelectionProcess.asp?selectiontype=prospective\\_transfer](http://www.admissions.ucsb.edu/SelectionProcess.asp?selectiontype=prospective_transfer)
- **Santa Cru**  
<http://admissions.ucsc.edu/apply/transfer-students/index.html>

### **TAG (Transfer Admission Guarantee)**

Seven UC campuses offer guaranteed admission to California community college students who meet specific requirements. By participating in a Transfer Admission Guarantee (TAG) program, students receive early review of their academic records, early admission notification, and specific guidance about major preparation and general education coursework. For more information, visit <http://www.universityofcalifornia.edu/admissions/transfer/guarantee/index.html> or/and your counselor in the Counseling Department.

### **UC Credit Limitations**

In order to receive transfer credit, a course must be approved by the UC and be listed on the Transfer Course Agreement (TCA) available in this catalog and on [assist.org](http://assist.org).

1. The University of California will award graduation credit for up to 70 semester (105 quarter) units of transferable coursework from a community college, meaning those units will be counted toward completion of the Bachelor's degree. Courses in excess of 70 semester units will not receive unit credit, but will receive subject credit and may be used to satisfy University subject requirements.
2. The UC system allows a maximum of 14 semester units graded Pass/No Pass.
3. Variable topics courses are reviewed after transfer by the enrolling institution and credit is given only after a review of the scope and content of the course and may require recommendations by faculty. This applies to courses in Independent Studies, Special Topics, and Field Work as well. Credit is not guaranteed. UC does not grant credit for variable topics courses in Journalism, Photography, Health, Business Administration, Architecture, Administration of Justice (Criminology) or Library Departments because of credit restrictions in these areas.
4. Internships may be presented for review after transfer but credit for internships rarely transfers to UC.
5. Honors courses: Duplicate credit will not be awarded for both the honors and regular versions of a course. Credit will only be awarded to the first course completed with a grade of C or better.
6. A maximum of 4 units of physical education activity (including intercollegiate athletics) will count towards degree or transfer unit requirements.
7. A maximum of 8 units of physical education theory courses will count towards degree or transfer unit requirements.
8. English as a Second Language Courses (ESL): A maximum of 8 semester (12 quarter) units will earn transfer credit.

### **Course Sequences**

When requirements are stated as a full-year sequence, students should be encouraged to complete the entire course series before transferring to avoid duplicating coursework. Also, the topics covered in a particular semester or quarter of the sequence at a community college may not be the same as at a UC campus.

Reference: [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu), 2012

# IGETC INFORMATION

## What is IGETC?

The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses that prospective transfer students attending California community colleges may complete to satisfy the lower-division breadth/general education requirements at both the University of California and the California State University.

Students with a post-secondary school record who wish to pursue IGETC must meet the definition of California community college transfer applicants. They must:

- Have been enrolled at one or more California community colleges for at least two terms (excluding summer sessions)
- Have attended, immediately before admission to a UC campus, a California community college (excluding summer sessions)
- Must complete at least 30 semester (45 quarter) UC-transferable units at one or more California community colleges

## Who May Use IGETC?

Completion of the IGETC will permit a student to transfer from a California Community College to a California State University (CSU) or University of California (UC) campus generally without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements. It is strongly recommended that students complete IGETC prior to transfer. Advantages of completing IGETC include more flexibility in class selection at the university and timely progress to degree completion. All UC and CSU campuses will accept the completed IGETC to satisfy all lower division general education requirements. However, individual colleges or majors within a CSU or UC campus may not accept IGETC for meeting general education. Refer to IGETC Considerations (pg 72) section of the catalog for more information.

**Note:** Students transferring to a CSU with a completed IGETC will still need to complete 9 semester units of upper division general education and may be held to other campus specific graduation requirements outside of general education and major coursework.

## Which type of student should follow IGETC

IGETC is most helpful to students who want to keep their options open - specifically, those who know they want to transfer but haven't yet decided upon a particular institution, campus or major.

## Which type of student should not?

Certain students, however, will not be well served by following IGETC. Students who intend to transfer into majors that require extensive lower-division preparation, such as engineering or the physical and natural sciences, should concentrate on completing the many prerequisites for the major that the college screens for to determine eligibility for admission.

## Not a requirement, but a consideration

IGETC is not an admission requirement. Completing it does not guarantee admission to the campus or program of choice. However, completing the lower-division breadth/general education requirements - whether through IGETC or the campus-specific requirements - may be considered by the campus in selecting among qualified applicants.

## Certification

It is the student's responsibility to request IGETC Certification in the Counseling Office. It is strongly recommended that students complete IGETC prior to transfer. Advantages of completing IGETC include more flexibility in class selection at the university and timely progress to degree completion.

There is no limitation on the number of courses completed at other United States regionally accredited institutions that can be included in the IGETC certification.

## Partial IGETC Certification

Partial certification is defined as completing all but two (2) courses on the IGETC pattern. Each UC or CSU campus will inform a student that has submitted a partial certification of IGETC of the specific timelines and courses needed to complete the IGETC. The UC or CSU is responsible for verifying that the missing IGETC course(s) has been completed. Students may complete the missing course(s) at a California Community College or other U.S. regionally accredited institution approved by the CSU or UC campus of attendance either during the summer or while concurrently enrolled depending on the concurrent enrollment rules at their CSU or UC campus. Note: Deficiencies in IGETC Areas 1 and/or 2 may indicate a student does not meet minimum transfer admission requirements.

## Who Certifies the IGETC?

Students who have completed coursework at more than one California Community College (CCC) should have their coursework certified by the last California Community College they attended for a regular term (fall or spring for semester schools; fall, winter, or spring for quarter schools) prior to transfer. If a student requests certification from a California Community College that is not the last school of attendance, it is at the discretion of that community college to certify. IGETC certification will be processed without regard to current enrollment status or number of units accrued at a particular CCC.

## Minimum Grade Requirements

A minimum "C" grade is required in each college course for IGETC. A "C" is defined as a minimum of 2.0 grade points on a 4.0 scale. Courses in which a student receives a "Pass/Credit" grade may be certified for IGETC if the community college's policy states that a "Pass/Credit" designation is equivalent to a "C" grade or better at the institution where the course was taken.

**NOTE:** the UC system allows a maximum of 14 semester units graded on a "Pass/No Pass" (Credit/No Credit) basis of the 60 transferable units required for admission. In addition, some UC or CSU campuses may have limitations on Pass/No pass courses that may be used to meet degree requirements.

## Minimum Unit Value

A course must have a minimum unit value of 3 semester or 4 quarter units to meet the requirements for IGETC. It is not acceptable to take three 1 unit courses to fulfill a 3 unit requirement because of the lack of depth or rigor.

**Exception:** 3-quarter unit Math and English courses that satisfy IGETC Area/s 1A or 2 may be applied if they are a part of a sequence, and at least two of the 3-quarter unit sequence courses have each been completed with "C" grade (2.0 on a 4.0 scale) or higher. The course sequence must meet the rigor of IGETC.

## CSU U.S. History, Constitution, and American Ideals Requirement

The CSU U.S. History, Constitution, and American Ideals graduation requirement is not part of IGETC. Courses used to satisfy this requirement may also be listed in IGETC Subject Areas 3B and/or 4. CSU campuses have the discretion whether to allow courses used to satisfy the CSU U.S. History, Constitution, and American Ideals graduation requirement to also count in Areas 3B/4.

## Coursework from Other Institutions

Coursework completed at another California Community College should be applied to the subject area in which it is listed by the institution where the work was completed. In addition, the course must have been IGETC approved in the area it was taken at the time it was taken. Approval dates can be verified by consulting the website [assist.org](http://assist.org). Coursework from all other United States regionally accredited institutions should be deemed by the CCC faculty in the discipline or their designee to be comparable to coursework on that community college's approved IGETC course list before it is allowed to fulfill IGETC requirements. The course should then be used in the same subject areas as those for the community college completing the certification. Upper division work may also be used in limited circumstances. See IGETC standards 5.2.2 for criteria.

## Foreign Coursework

Foreign coursework may be applied to IGETC if the foreign institution has United States regional accreditation. All other foreign coursework cannot be applied to IGETC with the exception of Area 6, Language Other Than English (LOTE).

## Online/Distance Education/Telecourses

California Community Colleges may use online/distance education/telecourses for IGETC provided that the courses have been approved by the CSU and UC during the IGETC review process. Strictly online Oral Communication courses may not be used on IGETC Area 1C (CSU only). Hybrid-delivery courses may meet the area criteria - see IGETC standards 10.1.3a for criteria

## Credit by External Exams

There is no limit on the number of external exams that can be applied to IGETC. Advanced Placement and International Baccalaureate exams can provide IGETC credit as listed on the AP and IB GE charts included in this catalog. CLEP (College Level Examination Program) cannot be used on IGETC. Students who have earned credit from an external exam should not take a comparable college course because transfer credit will not be granted for both. Credit by exam is acceptable provided that a United States regionally accredited college or university transcript specifies the course title, unit value, and grade. A "Credit/Pass" designation is acceptable provided that the institution's policy states that a "Credit/Pass" designation is equivalent to a "C" grade (2.0 grade points on a 4.0 grade scale) or better. The course must be deemed comparable by the CCC faculty in the discipline or its designee as defined in IGETC standards Section 5.2.

Reference: The 2011 IGETC Standards, Policies and Procedures Version 1.3 [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu)



# IGETC Certification Plan 2012-2013

## For the University of California (UC) and California State University (CSU)

Completion of the Intersegmental General Education Transfer Curriculum (IGETC) with certification will permit a student to transfer to a UC or CSU campus without the need, after transfer, to take additional lower-division general education courses to satisfy campus-specific general education requirements. All courses taken for IGETC must be completed with a grade of "C" or better (or score of 3 or better on AP tests). Grades of "C-" are not acceptable. Once a student has completed the IGETC, they must make an appointment with a Ventura College counselor or the Transfer Center to request certification; it is not automatic. Pre-major courses may also be completed prior to transfer and may count towards IGETC. Counselors can help students choose appropriate courses for their major and transfer goals. Students wishing to use a course to meet an IGETC requirement must be sure that the course is on the IGETC list during the academic year when it is taken. IGETC is not appropriate preparation for some colleges/majors within the UC/CSU systems. See page 72 for IGETC considerations and check on [www.assist.org](http://www.assist.org) for updated information. Students who fully complete the IGETC for Ventura College will be eligible to apply for a Certificate of Achievement in Intersegmental General Education Transfer Curriculum (IGETC). IGETC Certification must be requested prior to transferring.

**Area 1: ENGLISH COMMUNICATION:** CSU: complete one course from each group A, B, & C. UC: complete one course from group A and one course from group B. *Each course must be 3 semester units (4-5 qtr. units).*

**A: English Composition:** ENGL V01

**B: Critical Thinking - English Composition** (Must have English Composition as a prerequisite –cannot be fulfilled by AP exam credit): ENGL V01B; PHIL V05.

**C: Oral Communication** (CSU requirement ONLY): COMM V01, V03, V10, V15.

**Area 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING:** complete one course of at least 3 semester units (4-5 qtr. units)

CS V17; MATH V04, V20, V21A, V21B, V21C, V24, V40, V44, V46, V52; PSY V04.

**Area 3: ARTS AND HUMANITIES:** complete at least 3 courses of at least 3 semester units each (4-5 qtr. units), with at least one course from Group A Arts and one course from Group B Humanities and the third course from either group for a total of 9 semester units (12-15 qtr. units) in Area 3

**A: Arts:** AES V10, V12, V65, V66, V67; ART V01, V02A, V02B, V02C, V03, V04, V05, V06, V07, V08, V09; DANC V01; ENGL V29A, V29B; MUS V03, V06, V07, V08, V09A, V09B; PHOT V07; THA V01, V20, V29.

**B: Humanities:** AES V31; ENGL V01B, V15, V16, V21A, V21B, V22A, V22B, V23, V26, 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, V06A, V06B; SL V10B, V10C; SPAN V02, V03, V03S, V04, V04S, V20; THA V23.

**Area 4: SOCIAL AND BEHAVIORAL SCIENCES:** complete at least 3 courses, of at least 3 semester units each (4-5 qtr. units) from at least 2 academic disciplines for a total of 9 semester (12-15 qtr. units) in Area 4

**A: Anthropology and Archeology:** AES V01; ANTH V02, V03, V04, V06, V07; PSY V03.

**B: Economics:** ECON V01A, V01B

**C: Ethnic Studies:** AES V01, V02A, V02B, V11, V20, V22, V23, V24, V63; ANTH V04; CHST V01, V02, V24; HIST V03A, V03B, V05A, V05B, V12, V13, V17; PSY V30; SOC V03, V24

**D: Gender Studies:** ANTH V06; HIST V02A, V02B; SOC V04

**E: Geography:** GEOG V02, V06, V08

**F: 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, V10A, V10B, V12, V13, V14A, V14B, V15, V16, V18A, V18B, V21

**G: Interdisciplinary, Social & Behavioral Sciences:** CD V03, V61; COMM V16

**H: Political Science, Government & Legal Institutions:** ESRM V03; POLS V01, V02, V03, V04, V05, V11, V12, V14, V15, V16;

**I: Psychology:** PSY V01, V02, V05, V07, V15, V25, V29, V31; SOC V31.

**J: Sociology & Criminology:** AES V11, V24; CHST V24, PSY V31; SOC V01, V02, V03, V04, V05, V07, V13, V24, V31.

*IGETC Certification Plan continued on next page*



**Area 5: PHYSICAL AND BIOLOGICAL SCIENCES:** complete one course from each group; one of which must include a laboratory corresponding to selected lecture course; 7 - 9 semester ( 9-12 quarter units) in Area 5. Each course must be at least 3 semester units (4-5 qtr. units), except separate lab courses.

**A: Physical Science:** AST V01, V01L; CHEM V01A, V01AL, V01B, V01BL, V05, 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 Science:** ANAT V01; ANPH V01; ANTH V01, V01L; BIOL V01, V01L, V03, V04, V10, V12, V18, V23, V29, V29L; BIOT V18; ESRM V01; MICR V01; PHSO V01.

**C: Laboratory Science:** ANAT V01; ANPH V01; ANTH V01L; AST V01L; BIOL V01L, V03, V04, V23, V29L; CHEM V01AL, V01BL, V05, V12AL, V12BL, V21L, V30L; GEOG V01L; GEOL V02L; MICR V01; PHSC V01; PHSO V01; PHYS V01, V02AL, V02BL, V03AL, V03BL, V04L, V05L, V06L.

**Area 6: LANGUAGE OTHER THAN ENGLISH (UC REQUIREMENT ONLY):** Languages other than English. Proficiency equivalent to two years of high school in the same language with a "C" or better, or one of the following courses with a "C" or better:

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.

High School \_\_\_\_\_ Other college course \_\_\_\_\_ AP Exam \_\_\_\_\_ Foreign high school \_\_\_\_\_

**CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS:** 6 units

Not part of IGETC; may be completed prior to transfer. One course from Group 1 and one course from Group 2. May also be used in Area 4 at the discretion of the CSU campus.

**Group 1:** AES V02A, V02B, V22, V40A, V40B, V63; HIST V02A, V02B, V03A, V03B, V4B, V05A, V5B, 07A, V07B, V12.

**Group 2:** POLY V01, V03

*IGETC Certification must be requested prior to transferring. Certification is not automatic. See your counselor or the Transfer Center. Students completing IGETC Certification may also apply for a Certificate of Achievement.*



# IGETC Considerations

If you have completed substantial coursework from institutions outside the United States, consult a counselor to determine whether you should complete IGETC or the lower-division breadth/general education requirements at the campus you plan to attend. In addition, some transfer students in some colleges or majors must follow a more prescribed lower-division curriculum than IGETC allows. These are described below.

**Berkeley:** IGETC is acceptable for all majors in the College of Letters and Science. The Haas School of Business and the colleges of Engineering, Environmental Design and Chemistry have extensive, prescribed major prerequisites. In general, IGETC is not appropriate preparation for majors in these colleges. Although IGETC satisfies breadth requirements for most majors in the College of Natural Resources, specific lower-division major requirements must still be satisfied. Be sure to check with the college or visit the ASSIST website for more information.

**Davis:** IGETC works well for students planning for Bachelor of Arts majors with few units of lower-division preparation. Bachelor of Science degrees and high-unit majors often have many courses of lower-division preparation. In these cases, the UC Davis general education pattern is the best choice.

**Irvine:** All schools accept IGETC. However, selection by the campus is based on demonstrated academic achievement and preparation for the intended major.

**Los Angeles:** The Henry Samueli School of Engineering and Applied Science does not accept IGETC.

**Merced:** The schools of Engineering and Natural Sciences accept IGETC but do not recommend it.

**Riverside:** The Marlan and Rosemary Bourns College of Engineering accepts completion of IGETC to satisfy the majority of the college's breadth requirements for transfer students. Some additional breadth coursework may be required after enrollment. However, prospective applicants are strongly encouraged to focus instead on preparatory coursework for their desired major, such as mathematics, science and other technical preparatory coursework, rather than on IGETC completion. Strong technical preparation is essential for success in the admissions process and, subsequently, in all coursework at Bourns.

The College of Natural and Agricultural Sciences does not accept IGETC, although courses taken to satisfy IGETC may be applied toward the college's breadth pattern. The College of Humanities, Arts, and Social Science and the School of Business Administration accept IGETC.

**San Diego:** IGETC is accepted at John Muir, Earl Warren, Thurgood Marshall and Sixth Colleges only. Students completing IGETC are welcomed at Eleanor Roosevelt and Revelle Colleges; however, they must also fulfill the specific general education requirements of those colleges. At UCSD, all majors are available to students in each college, so students who choose IGETC will not be restricted in their choice of major.

**Santa Barbara:** Transfer students in the College of Letters and Science and the College of Creative Studies may use IGETC to substitute for general education requirements.

Students transferring into the College of Engineering are encouraged to focus on the preparation for their major rather than general education courses, but may also use IGETC to substitute for most general education requirements.

As part of their general education, all students in the College of Engineering are required to complete a depth requirement. Students who wish to satisfy the depth requirement prior to transfer must complete a yearlong sequence in the history of world civilization, history of Western civilization, history of the United States, history of Western philosophy or history of Western art. Students may want to choose courses for IGETC that will concurrently satisfy the depth requirement. Students may also complete the depth requirement with upper-division coursework after transferring.

**PLEASE NOTE:** Students planning to transfer into a major in engineering, computer science or biological or physical sciences must be careful to complete lower-division major prerequisites to ensure competitiveness and make normal, timely progress through their major.

**Santa Cruz:** Transfer students intending to pursue any major in the physical and biological sciences or the Jack Baskin School of Engineering should not follow IGETC because it will not provide them with enough lower-division preparation for their majors.

Reference: <http://www.universityofcalifornia.edu/admissions/transfer/requirements/additional-requirements/igetc/index.html>

## Transfer to an Independent/Private and Out-of-State College

Students who are planning to transfer to an independent/private college or university outside of the UC and CSU system should refer to the catalog and website of that particular school for specific admission and lower division requirements.

California's independent colleges and universities are an excellent choice for many students. There are over 75 nonprofit, independent colleges and universities in the state. The most important criteria for selecting a college or university is how well it fits with your personality, values, and goals. Because every nonprofit, independent college and university has a unique character, there will be at least one that fits your needs. Unlike the University of California or the California State University systems, each California nonprofit,

independent college and university has its own Governing Board. This independence allows for a diverse set of college opportunities in California. Many independent colleges belong to the AICCU (Association of Independent California Colleges and Universities). You can explore these colleges and majors available at [www.aiccu.edu](http://www.aiccu.edu) and compare and contrast CSU/UC/Independent colleges at [www.californiacolleges.edu](http://www.californiacolleges.edu). For assistance in planning a transfer program to an independent institution or an out-of-state college, students should schedule an appointment with a counselor in the Counseling Department. Articulation agreements for some local universities can be found at [www.aiccu.edu](http://www.aiccu.edu).



# California Independent Colleges and Universities

## General Education Articulation Information

While IGETC is the general education pattern for the UC and CSU system, some independent/private colleges and universities also accept IGETC and/or CSU GE-Breadth in lieu of their own General Education patterns. Independent Colleges and Universities that accept at least one of these patterns are listed below. Some do require additional general education courses after transfer. Policies and GE requirements are subject to change. Students are encouraged to check with each college admission office to verify their most current policies.

College or University	Accepts IGETC	Accepts CSU GE-Breadth Pattern	Additional GE	Website
Alliant International University	Yes	Yes	No	<a href="http://www.alliant.edu">www.alliant.edu</a>
Azusa Pacific University	Yes	Yes	Yes	<a href="http://www.apu.edu">www.apu.edu</a>
Biola University	Yes	No	Yes	<a href="http://www.biola.edu">www.biola.edu</a>
Brandman University	Yes	Yes	No	<a href="http://www.brandman.edu">www.brandman.edu</a>
California Baptist University	Yes	Yes	Yes	<a href="http://www.calbaptist.edu">www.calbaptist.edu</a>
California College of Arts	Yes	Yes	Yes	<a href="http://www.cca.edu">www.cca.edu</a>
California Lutheran University	Yes	No	Yes	<a href="http://www.callutheran.edu">www.callutheran.edu</a>
Chapman University	Yes	Yes	Yes	<a href="http://www.chapman.edu">www.chapman.edu</a>
Concordia University	Yes	Yes	Yes	<a href="http://www.cui.edu">www.cui.edu</a>
Fresno Pacific University	Yes	No	Yes	<a href="http://www.fresno.edu">www.fresno.edu</a>
Golden Gate University	Yes	Yes	Yes	<a href="http://www.ggu.edu">www.ggu.edu</a>
Holy Names University	Yes	No	Yes	<a href="http://www.hnu.edu">www.hnu.edu</a>
Hope International University	Yes	Yes	Yes	<a href="http://www.hiu.edu">www.hiu.edu</a>
Humphreys College	Yes	Yes	Yes	<a href="http://www.humphreys.edu">www.humphreys.edu</a>
Laguna College of Art & Design	Yes	Yes	Yes	<a href="http://www.lagunacollege.edu">www.lagunacollege.edu</a>
Loma Linda University	Yes	Yes	Yes	<a href="http://www.llu.edu">www.llu.edu</a>
Loyola Marymount University	Yes	Yes	Yes	<a href="http://www.lmu.edu">www.lmu.edu</a>
Marymount College	Yes	Yes	Yes	<a href="http://www.marymount.edu">www.marymount.edu</a>
Menlo College	Yes	No	Yes	<a href="http://www.menlo.edu">www.menlo.edu</a>
Mills College	Yes	Yes	Yes	<a href="http://www.mills.edu">www.mills.edu</a>
Mount St. Mary's College	Yes	Yes	Yes	<a href="http://www.msmtc.la.edu">www.msmtc.la.edu</a>
National University	Yes	Yes	No	<a href="http://www.nu.edu">www.nu.edu</a>
Notre Dame de Namur University	Yes	Yes	Yes	<a href="http://www.ndnu.edu">www.ndnu.edu</a>
Occidental College	Yes	Yes	Yes	<a href="http://www.oxy.edu">www.oxy.edu</a>

*GE Articulation Information continued on next page*

**GE Articulation Information continued from previous page**

Pattern University	Yes	Yes	Yes	<a href="http://www.pattern.edu">www.pattern.edu</a>
Pepperdine University	Yes	Yes	Yes	<a href="http://www.pepperdine.edu">www.pepperdine.edu</a>
Pitzer College	Yes	Yes	Yes	<a href="http://www.pitzer.edu">www.pitzer.edu</a>
Point Loma Nazarene University	Yes	Yes	Yes	<a href="http://www.ptloma.edu">www.ptloma.edu</a>
Pomona College	Yes	Yes	Yes	<a href="http://www.pomona.edu">www.pomona.edu</a>
Saint Mary's College of California	Yes	No	Yes	<a href="http://www.stmarys-ca.edu">www.stmarys-ca.edu</a>
San Francisco Conservatory of Music	Yes	Yes	Yes	<a href="http://www.sfcm.edu">www.sfcm.edu</a>
Scripps College	Yes	No	Yes	<a href="http://www.scrippscollege.edu">www.scrippscollege.edu</a>
Simpson University	Yes	Yes	Yes	<a href="http://www.simpsonuniversity.edu">www.simpsonuniversity.edu</a>
University of La Verne	Yes	Yes	Yes	<a href="http://www.ulv.edu">www.ulv.edu</a>
University of Redlands	Yes	Yes	Yes	<a href="http://www.redlands.edu">www.redlands.edu</a>
University of San Diego	Yes	Yes	Yes	<a href="http://www.sandiego.edu">www.sandiego.edu</a>
University of San Francisco	Yes	Yes	Yes	<a href="http://www.usfca.edu">www.usfca.edu</a>
University of the Pacific	Yes	Yes	Yes	<a href="http://www.pacific.edu">www.pacific.edu</a>
Vanguard University of Southern California	Yes	Yes	Yes	<a href="http://www.vanguard.edu">www.vanguard.edu</a>
Westmont College	Yes	No	Yes	<a href="http://www.westmont.edu">www.westmont.edu</a>
Whittier College	Yes	Yes	Yes	<a href="http://www.whittier.edu">www.whittier.edu</a>
William Jessup University	Yes	Yes	Yes	<a href="http://www.jessup.edu">www.jessup.edu</a>
Woodbury University	Yes	No	Yes	<a href="http://www.woodbury.edu">www.woodbury.edu</a>



# California Lutheran University (CLU)

Founded in 1959, California Lutheran University is a selective comprehensive institution offering undergraduate and graduate degrees in the liberal arts and sciences and professional fields. The 225-acre campus is located in Thousand Oaks and enrolls approximately 2500 undergraduate students and over 1300 graduate students. For more information go to [www.callutheran.edu](http://www.callutheran.edu).

## **CLU Admission Criteria for Transfers from Community College**

*If you have attended or are currently attending a community college, admission to CLU is guaranteed if you have met the following admission requirements:*

1. Freshman English (college level composition) with a grade of "C" or better
2. Successful completion of a college level math course
3. 30 transferable semester units
4. A 2.75 cumulative transferable GPA

*If you have not met the criteria for guaranteed admission, you may still be considered for admission as follows:*

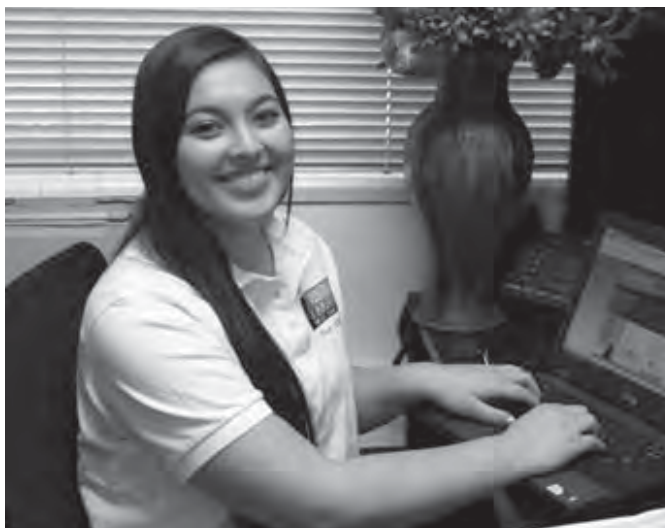
- If you have not completed a college level math course, you may still be considered for admission if you have successfully completed intermediate algebra in college. No credit will be given for intermediate algebra because it is not a transferable course.
- If you have completed fewer than 30 transferable units, your high school grades and SAT/ACT scores will also be used in the admission decision. You must still meet the math, English, and GPA requirements as listed above. If you were not eligible for admission to CLU from high school, you must meet the 30 transferable unit minimum.

## **General Transfer Information**

1. Community college courses that are transferable to the UC and/or CSU system are generally transferable to CLU. Courses from non-accredited colleges are not transferable.
2. Courses which are technical, vocational, or "personal enrichment" in nature are not transferable.
3. A maximum of 70 community college semester credits may be transferred.
4. Pass/Fail or Credit/No Credit courses may not be used to meet general education or major requirements.

5. **General Education:** CLU accepts IGETC certification for either CSU or UC. Students must be IGETC certified prior to enrolling at CLU in order to get credit for IGETC certification. Students with IGETC certification will have their remaining general education courses at CLU waived except speech, foreign language, and religion. Students with IGETC certification must also meet CLU's GPA requirement. CLU will need proof of the student's IGETC certification.
6. **AA/AS Degrees:** CLU evaluates credit on a course-by-course basis, not based on any degrees earned previously. Students with an AA/AS degree must still meet CLU's English, math and GPA requirements for transfer.
7. **Credit by Exam:** CLU gives credit for Advanced Placement (AP) courses based only on AP exam scores. Students who have taken AP exams need to have an official copy of their scores sent to CLU in order to receive credit. CLU awards up to 4 semester units of credit for each International Baccalaureate (IB) Higher Level exam score of 4 or higher. CLU also awards credit for CLEP subject examinations. A complete list of credits/minimum scores is available from the Center for Academic and Accessibility Resources at CLU.
8. All students must complete at least 124 semester units to graduate from CLU including their general education and major/minor requirements and at least 40 of these units must be upper division (300-400 level courses)
9. A personal preliminary transfer credit evaluation and campus tour may be provided by contacting the Office of Admissions at 1-877-CLU-FOR-U or send email questions to [admissions@callutheran.edu](mailto:admissions@callutheran.edu). The Adult Degree Evening Program (ADEP) can be contacted at 805-493-3127. CLU Admissions Counselors are also available by appointment in the Ventura College Transfer Center. Contact the Transfer Center at 986-5837 to schedule an appointment.

*Courses that are transferable but do not meet CLU's general education or major requirements will be credited as elective courses and will be counted toward the total number of units needed for the bachelor's degree.*



# California Lutheran University

## General Education Requirements

### Area I: Proficiencies

#### A. Written Communication

1. Freshman English. One course with a grade of C or higher. **ENGL** V01 or AP, CLEP, or IB.
2. Writing-intensive course; one upper division course to be taken at CLU.

#### B. Oral Communication – **COMM** V01, V05, V10, V13; **THA** V02A; or Oral Communication Proficiency Test.

#### C. Foreign Language - Two sequential courses in one foreign language or successful completion of a foreign language course at the second semester level OR score on the CLU Foreign Language Placement Test indicating proficiency at the second semester level.

**FREN** V01-V04; **GERM** V01-V04; **ITAL** V01-V04; **JAPN** V01, V02; **SL** V10A, V10B, V10C; **SPAN** V01-V04 or **SPAN** V03S, V04S

#### Mathematical Reasoning - College level math course or qualifying score on the CLU Math Placement Test.

**CS** V17; **MATH** V04, V05, V20, V21A, V21B, V21C, V24, V38, V40, V44, V46, V52

### Area II. Perspectives

#### A. Humanities

1. **History** – one course: **AES** V02A, V02B, V21A, V21B, V22, V40A, V40B, V41, V42A, V42B, V61, V63 or any one course in history.
2. **Literature** – one course: **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: **PHIL** V01, V02, V03B, V04, V05, V06A, V06B.
4. **Religion** – two courses. **PHIL** V03B. Transfers with 60 or more transferable units upon enrollment need only one upper division course.

#### B. Natural Sciences - Two courses from different disciplines, each with lab components

**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, V42; **BIOT** V18, V30, V31, V32, V42; **CHEM** V01A, V01AL, V01B, V01BL, V05, V12A, V12AL, V12B, V12BL, V20, V20L, V21, V21L, V30, V30L; **ESRM** V01, V02; **GEOG** V05, V06; **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; **PHSQ** V01

Transfers with 60 or more transferable units upon enrollment at CLU only need one lab

#### C. Social Sciences: Two courses from different disciplines

**AES** V01, V11, V20, V24; **ANTH** V02-V04, V06, V07; **CD** V02; **CHST** V01, V24; **CJ** V01; **ECON** V01A, V01B; **ESRM** V03; **GEOG** V02, V08; **POLS** V01-V05, V08-V12, V14-V16; **PSY** V01-V05, V07, V15, V25, V29-V31; **SOC** V01-V04, V07, V13, V24, V31.

#### D. Visual and Performing Arts -Two courses, one of which must include participation in one of the visual and performing arts, and only one of which may be a one-credit course. Two courses in the participatory category can be substituted for the course in the lecture category below.

##### Participatory Visual and Performing Arts Courses

**ART** V11A-V13C, V15A-V16B, V18A-V26B, V31A-V55B, V71-V74B; **DANC** V10A, V10B, V13A-V15B, V23, V27, V29A-V30, V50A, V50B; **MUS** V10-V24D, V31A-V37, V43-V47, V57A-V61B; **PHOT** V01, V02, V04A, V04B, V06A, V06B, V08-V09B, V73; **THA** V02A, V02B, V05, V06, V10A, V10B, V10C, V14, V21, V22, V31.

##### Visual and Performing Arts Lecture Courses:

**AES** V10, V12, V65, V66, V67; **ART** V01-V09; **DANC** V01; **MUS** V01-V03, V05-V09B; **PHOT** V07; **THA** V01, V20, V29.

#### E. Health and Well-Being : One PE activity course (a maximum of 3 activity courses will count for credit. A maximum of 7 units accepted for Exercise Science majors only)

*NOTE: Any student over the age of 25 at entrance will have the Health and Well-Being Requirement waived.*

### Area III. Cultures and Civilization

#### A. Global Perspectives: One semester course. This course sequence may also be used to meet a Perspectives requirement.

**AES** V42A, V42B, V61; **HIST** V14A, V14B, V15, V18A, V18B, V21; **POLS** V15.

#### B. U.S. Diversity\*: One course. This course may also be used to meet a Perspectives requirement.

**AES** V01, V02A, V02B, V11, V20, V22, V23, V24, V40A, V40B, V41, V63; **ANTH** V04, V06; **CHST** V01, V02, V24; **ENGL** V33, V34, V35; **HIST** V02A-V03B, V04B, V05A, V05B, V12, V13, V17; **PSY** V30; **SOC** V03, V04, V24.

\*The courses marked with an asterisk are not additional course requirements. They are content requirements which must be met through selection of courses which also meet major, elective or other core requirements.



# University of La Verne

## Ventura County Regional Campus

In 1991, the University of La Verne established the Ventura Campus to support the academic goals of working professionals in the Ventura County area through quality degree programs in business, education, health administration and more.

- Evening classes meet one night a week for ten weeks
- Classes are typically four semester units
- Online courses are available for certain General Education classes and some complete degree programs
- One-on-one academic advising is offered at the class site once a term, every term
- Textbooks are available by telephone or web, delivered to your home

**Register for an information session online at [www.laverne.edu](http://www.laverne.edu) or call 877-GO-TO-ULV.**

**The University of La Verne's Ventura County Regional Campus is located at 2001 Solar Drive, Suite 250 in Oxnard. The University of La Verne now also offers classes on the Moorpark College campus.**

### TRANSFER CREDIT POLICIES

1. All courses considered for transfer must have (1) been taken at a regionally accredited institution and (2) earned a grade of C- or better. Grades of PASS or CREDIT will also be considered acceptable for transfer.
2. A maximum of 44 semester hours of vocational/technical credit may be transferred and applied towards a bachelor's degree as elective credit.
3. For the purposes of General Education, the University of La Verne defines a course as earning a minimum of 2 semester hours of credit.
4. College preparatory and high school level courses are not transferable.
5. CSU and IGETC Guidelines: The University of La Verne honors CSU and IGETC guidelines when evaluating students' transfer credit as part of the initial admission evaluation, if the student is admitted to La Verne with 28 or more semester hours of degree applicable transfer credit.
  - a) There are three ways in which these guidelines may be applied:
    - i) Individual courses may be certified to meet particular CSU or IGETC general education areas:
    - ii) Individual students may be partially certified by the junior college upon fulfilling individual general education areas:
    - iii) Individual students may be fully certified by the junior college upon fulfilling the CSU or IGETC requirements for all of the general education areas.
6. Courses completed at other four-year accredited institutions or coursework taken after a student has matriculated to La Verne will be reviewed on a course-by-course basis.
7. Credit by Exam: Transfer credit for CLEP and DSST (DANTES) exams is awarded based upon the articulation of each individual exam. All CLEP and DSST exams are reviewed for major or general education requirements by university faculty. Credit for exams will be awarded based upon the articulation guidelines in effect at the time of a student's admission, not the date the test was originally completed. A combined maximum of 44 semester hours of credit by exam may be applied toward the bachelor's degree (AP and IB credits do not contribute to this total). Exams are normally articulated as lower division credit.
8. Exam Duplication Policy: A student is not eligible to earn credit by exam if that exam covers the same subject material that was covered in previously completed college level coursework. Furthermore, a student is not eligible to earn credit by exam if that exam covers material that is in the same general subject area as more advanced coursework that he or she previously completed. For example, if a student completed Calculus 1, he or she is not eligible to earn credit for a Pre-Calculus exam.
9. AP and IB exams: Transfer credit for AP and/or IB exams is awarded based on the articulation of each exam (charts showing credit awarded for each exam are available at [www.laverne.edu](http://www.laverne.edu).) Each exam is reviewed by university faculty to determine applicability toward major or general education requirements. If no major or degree requirement is specified as being met by a particular exam, general elective credit will be awarded.

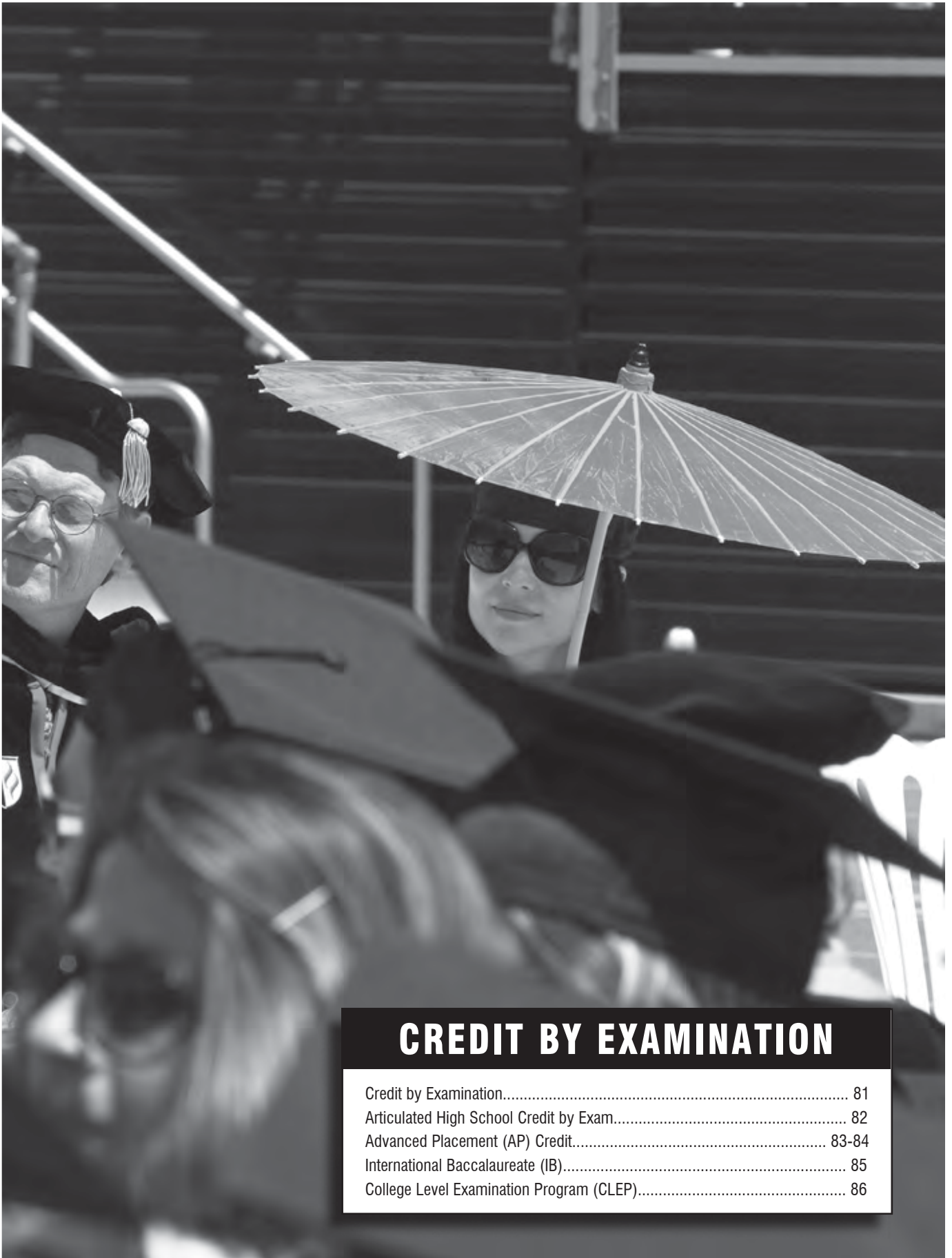


# University of La Verne and Ventura College General Education Transfer Agreement Plan

## BREADTH REQUIREMENTS

<b>CRITICAL SKILLS</b> – complete 1 course from each area below:	
A. Written Communication A	<b>ENGL</b> V01A
B. Written Communication B	<b>ENGL</b> V01B
C. Oral Communication	<b>COMM</b> V01, V10, V15
Quantitative Reasoning	<b>CS</b> V17; <b>MATH</b> V04, V05, V20, V21A, V21B, V21C, V40, V44, V46, V52; <b>PSY</b> V04
<b>AREAS OF KNOWLEDGE</b> – includes 5 areas, with requirements as noted under each area	
<b>1. SOCIAL AND BEHAVIORAL SCIENCE</b> – complete 2 courses from two different sub-areas	
a. Behavioral Science	<b>AES</b> V11; <b>ANTH</b> V02, V03, V04, V07; <b>PSY</b> V01, V02, V05, V29; <b>SOC</b> V01, V02, V03, V04
b. Economics	<b>BUS</b> V30; <b>ECON</b> V01A, V01B
c. Political Science	<b>POLS</b> V01, V02, V05
d. Inter-Area Social and Behavioral Science	<b>ANTH</b> V01; <b>GEOG</b> V02, V08
<b>2. HUMANITIES</b> - complete 3 courses from three different sub-areas	
a. History of Fine Arts	<b>AES</b> V10, V12, V65, V66, V67; <b>ART</b> V01, V02A, V02B, V02C, V03, V04, V05, V06, V07, V08, V09; <b>ENGL</b> V29A, V29B; <b>MUS</b> V03, V06, V07, V08, V09A, V09B; <b>PHOT</b> V07; <b>THA</b> V01, V29
b. Foreign Language	<b>FREN</b> V02; <b>GERM</b> V02; <b>ITAL</b> V02; <b>JAPN</b> V02; <b>SL</b> V10B; <b>SPAN</b> V02
c. History	<b>AES</b> V21A, V21B; <b>HIST</b> V01A, V01B, V04A, V04B, V07A, V07B, V08, V10A, V10B, V18A, V18B
d. Literature	<b>AES</b> V31; <b>ENGL</b> V15, V16, V21A, V21B, V22A, V22B, V23, V26, V30, V31, V33, V34, V35, V36A, V36B; <b>SPAN</b> V20; <b>THA</b> V23
e. Mass Media	<b>COMM</b> V01, V16
f. Philosophy and Religion	<b>ANTH</b> V07; <b>PHIL</b> V01, V02, V03A, V03B, V04, V06A, V06B
g. Inter-Area Humanities	<b>IDS</b> V08
<b>3. THE NATURAL WORLD</b> – complete 1 course from <u>each</u> of the two sub-areas and 1 lab course: If the course does not have an asterisk (*) be sure to enroll in the corresponding lab.	
a. Life Science	<b>BIOL</b> V01, V01L, V03, V04, V12, V23
b. Physical Science	<b>AST</b> V01, V01L; <b>CHEM</b> V01A, V01AL, V01B, V01BL, V20, V20L, V30, V30L; <b>GEOL</b> V02, V02L, V03, V11; <b>PHSC</b> V01, <b>PHYS</b> V01, V02A, V02AL, V02B, V02BL, V03A, V03AL, V03B, V03BL
<b>4. CREATIVE AND ARTISTIC EXPRESSION</b> – select a minimum of 1 course or complete a combination of courses that total a minimum of 2 units	
<b>ART</b> 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; <b>DANC</b> V50A; <b>ENGL</b> V10; <b>MUS</b> V01, V13, V24A, V36, V55A; <b>PHOT</b> V01, V02, V04A, V06A; <b>THA</b> V02A, V05, V14, V20, V22, V31; or two semesters of <b>MUS</b> performance courses.	
<b>5. LIFELONG FITNESS</b> – select 1 Health course and 1 PE activity course; a minimum of 2 units is required.	
<b>Health Courses:</b>	<b>HED</b> V93, V95
<b>PE Activity Courses:</b>	<b>DANC</b> V10A, V13A-V15B, V23, V27, V29A, V30; <b>KIN</b> V02-V74

**IMPORTANT NOTES:** No course can be used to meet more than one Breadth area requirement. No course will be considered for transfer credit unless a grade of C- or better was received. Students who matriculate into the University of La Verne and who are fully certified for the California State University General Education Breadth (CSU GE-Breadth) pattern or the Intersegmental General Education Transfer Curriculum (IGETC) from a regionally accredited California Community College will be credited with fulfilling all of La Verne’s General Education Breadth requirements with the exception of the Foreign Language requirement depending on the student’s declared major. Students must provide proof of certification when the final transcript is sent to La Verne. Transfer students will be required to complete the University Values (UV) requirements. Please refer to the catalog at [www.laverne.edu](http://www.laverne.edu) for specific UV requirement guidelines.



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# CREDIT BY EXAMINATION

AP 4235 Credit by Examination –adopted Dec. 2010. Last revised April 2012

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.

## Courses Eligible for Credit by Examination:

- All courses shall be open to credit by examination unless specifically exempted.
- Academic divisions of the District Colleges determine the courses for which credit by examination may be granted. The Office of Student Learning maintains a current list of courses excluded from Credit by Examination.

## Credit by Examination may be obtained by one of the following methods:

- **Advanced Placement (AP):** Students who earn scores of 3, 4 or 5 on the College Board AP Examinations taken before high school graduation will receive 3- to 6 units of credit for each exam (3 units for one-semester courses and 6 units for two-semester courses).
- **International Baccalaureate (IB):** Students who complete the IB diploma with a score of 30 or above will receive 20 units of credit. Students completing IB Higher Level examinations with scores of 5, 6 or 7 will receive 6 units of credit for each exam. A score of 4 or higher on the IB Mathematics HL exam will satisfy the math competency requirement for the associate degree. Students will not receive credit for Standard Level exams.
- **College Level Examination Program (CLEP):** Students who earn scores of 50 or higher on a CLEP exam will receive 3- to 6 units, depending on the exam.
- **College Examinations:** Students receive credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- **High School to College Articulation:** High school students may be granted college credit pursuant to established articulation agreements between the high school and college. Credit will be awarded as “credit by examination”. The per-unit fee for credit by examination will not be charged for credit awarded under this provision.

## Cut Scores

- The number of units awarded for each type of examination is subject to change based on the establishment of cut scores and/or other evaluative measures developed by college faculty in collaboration with the Academic Senates and Consultation Council.

## To Receive Credit for AP, IB, and CLEP Examinations:

- The evaluation of credit for AP, IB and CLEP examination scores is done by a college counselor.
- Counselors may require additional documentation or information as necessary to determine eligibility for external credit.
- Credit granted for the examinations may be counted as credit toward an associate degree. The faculty at each college of the district will determine how the credit is used to satisfy general education and majors requirements for the associate degree.
- Credit granted for these examinations may also be counted toward the satisfaction of IGETC or CSU-GE areas as allowed by the applicable standards for each form of transfer general education certification.
- Credit awarded for AP, IB and CLEP examinations shall not impact the student's GPA.
- Students granted credit for AP, IB or CLEP examinations shall not earn credit toward an associate degree for duplicated college courses.
- Other colleges or universities may have different policies concerning the granting of credit for AP, IB and CLEP examinations, and will evaluate the examinations based upon their own policies and practices.
- Units (Credits) granted for the AP, IB or CLEP exams will not be subject to the unit limits for credit-by-exam or PASS/NO PASS grading which otherwise apply within the district.

## To Receive Credit by Examination for a Locally Administered Test:

- Official transcripts of all previous coursework must be on file with the college before a petition for credit by examination is submitted to a counselor.
- The appropriate petition, a “Petition for Credit by Examination,” will be completed by the student and a college counselor, and forwarded to the appropriate academic division for administration of the examination.
- Petitions must be approved by the division dean and received by the administering instructor no later than Friday of the tenth week of the full-length semester.
- The examination is to be administered prior to the last day of the final examination period.

## Determination for Eligibility for Credit by Examination (locally administered test):

- The course that the units will apply to must be listed in the college catalog.
- The student must be currently registered and in good standing at the college administering the exam.
- The student has not earned college credit in more advanced subject matter; and, has not received a grade (A, B, C, D, F, CR, P, CRE, NC or NP or equivalent), in the course for which he or she is seeking Credit by Examination at this or any other educational institutions.

### **Credits Recorded for Credit by Examination**

#### **(locally administered test):**

- Credit units are assigned for work of such quality as to warrant a letter grade of “C” or better.
- The student will receive the appropriate credit units if he or she satisfactorily passes the examination; no other grade or units will be recorded.
- Transcript entries shall distinguish credit units obtained by examination from credit units obtained as a result of regular course enrollment.
- Students who are unsuccessful in an attempt to challenge by examination will not receive a NP (no pass) grade, and no record of the attempt for credit by examination will appear on a student’s transcript.

#### **Limits of Credit by Examinations (all Methods):**

- Students may challenge a given course only once.
- Credits acquired by examination are not applicable to meeting of such unit load requirements as Veterans or Social Security benefits.
- Credits acquired by examination are not counted in determining the 12 semester hours of credit in residence required for an Associate Degree.
- Students should be aware that other colleges may not accept credit by examination for transfer purposes.
- A student should be advised that the use of units granted through Credit by Examination to establish eligibility for athletics, financial aid, and veterans benefits are subject to the rules and regulations of the external agencies involved. (Exceptions 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.)
- A student may challenge no more than 12 units (or 4 courses) under the Credit by Examination policy towards an Associate Degree or Certificate of Achievement, except that units awarded for AP, IB and CLEP examinations shall not be subject to such limit.
- Credit by examination may be granted in only one course in a sequence of courses, as determined by prerequisites, and may not be granted for a course which is prerequisite to the one in which the student is currently enrolled, except that credit may be granted for more than one course in a sequence of required courses when approved by the administrator responsible for vocational programs, or where the curriculum in occupational programs makes it necessary.

### **Articulated High School Credit by Exam**

#### **Criteria for Student to Receive VCCCD Credit for Equivalent High School/ROP Course:**

Students must complete “Petition for Credit by Examination – High School Career and Technical Education CTE)” form, apply online to be a VCCCD student, and create an account in the CATEMA database. A high school student seeking credit by examination will receive non-letter grade credit “CRE” (credit) on their VCCCD transcript when the agreed articulated class requirements are successfully completed. High school articulated credit may only be petitioned at the time that the student is enrolled in the equivalent high school course; credit may not be petitioned retroactively. VCCCD credit will be awarded the same college semester as the petition for one semester classes or the subsequent college semester for year-long classes. Fees and tuition are subject to current Board of Trustees and VCCCD policy.



## Advanced Placement (AP) Credit for Ventura College, CSU GE and IGETC

Advanced Placement (AP Exam)	CSU GE Breadth Area	CSU GE Units Earned Toward CSU-GE Certification	CSU Min. Semester Credit Earned Toward Transfer	IGETC Area	IGETC Units Earned Toward IGETC Cert.	Total Units Earned Toward Transfer (qtr/sem)
Art History	C1 or C2	3	6	3A or 3B	3	8/5.3
Studio Art: Drawing	n/a	0	3			
Studio Art: 2D	n/a	0	3			
Studio Art: 3D	n/a	0	3			
Biology	B2+B3	4	6	5B and 5C	4	8/5.3
Calculus AB* (3) Calculus AB (4, 5)	B4	3	3	2A	3	4/2.7
Calculus BC* (3) Calculus BC (4, 5)	B4	3	6	2A	3	8/5.3
Calculus Exam Limitation	Only one exam may be used for transfer			Max credit: one exam		
Chemistry (3) Chemistry (4, 5)	B1+B3 (prior F'09) B1+B3 (after F'09)	6 4	6 6	5A and 5C	4	8/5.3
Chinese Lang./Culture *	C2	3	6	3B and 6A	3	8/5.3
Computer Science A	n/a	n/a	3			
Computer Science AB	n/a	n/a	6			8/5.3
CS Exam Limitation	Only one exam can be used toward transfer					4/2.7
Economics-Macro	D2	3	3	4B	3	4/2.7
Economics-Micro	D2	3	3	4B	3	4/2.7
English Lang./Comp.	A2	3	6	1A	3	8/5.3
English Lit/Comp.	A2 + C2	6	6	1A or 3B	3	8/5.3
English Exam Limits						
Environmental Science	B2+B3 (prior F'09) B1 + B3 (after F'09)	4	4	5A and 5C	3	4/2.7
French Lang. *	C2 C2	6 (prior F'09) 3 (F'09 or after)	6 6	3B and 6A	3	8/5.3
French Lit. *	C2	6 (prior F'09)	6	3B and 6A	3	8/5.3
German Lang *	C2 C2	6 (prior F'09) 3 (F'09 or after)	6 6	3B and 6A	3	8/5.3
Human Geography	D5	3	3	4E		
Govt/Politics: Comparative	D8	3	3	4H	3	4/2.7
Govt./Politics: U.S.	D8 + US-2	3	3	4H + US 2	3	4/2.7
History: European*	C2 or D6	3	6	3B or F	3	8/5.3
History: US*	C2 or D6 + US - 1	3	6	3B or 4F + US-1	3	8/5.3
History: World*	C2 or D6	3	6	3B or 4F	3	8/5.3
Italian Lang./Culture *	C2	3	6	3B and 6A	3	8/5.3
Japanese Lang./Culture *	C2	3	6	3B and 6A	3	8/5.3
Latin Literature	C2	3	6	3B and 6A	3	8/5.3
Latin: Vergil	C2	3	3	3B and 6A	3	4/2.7

*AP chart continued on next page*

**AP chart continued from previous page**

Advanced Placement (AP Exam)	CSU GE Breadth Area	CSU GE Units Earned Toward CSU-GE Certification	CSU Min. Semester Credit Earned Toward Transfer		IGETC Area	IGETC Units Earned Toward IGETC Cert.	Total Units Earned Toward Transfer (qtr/sem)
Music Theory	C1	3	6		N/A	N/A	8/5.3
Physics B	B1 + B3 B1 + B3	6 (prior F'09) 4 (F'09 or after)	6	6	5A and 5C	4	8/5.3
Physics C: Elect/Mag	B1 + B3	4	4		5A and 5C	3	4/2.7
Physics C: Mechanics	B1 + B3	4	4		5A and 5C	3	4/2.7
Physics Exam Limitations	Max 4 sem units towards GE and 6 units toward transfer				Max 8/5.3 semesters for both exams		
Psychology	D9	3	3		4I	3	4/2.7
Spanish Language *	C2 C2	6 (prior F'09) 3 (F'09 or after)	6	6	3B + 6A	3	8/5.3
Spanish Literature *	C2 C2	6 (prior F'09) 3 (F'09 or after)	6	6	3B + 6A	3	8/5.3
Statistics	B4	3	3		2A	3	4/2.7

**Rules for use of AP scores on IGETC, CSU GE-Breadth and MC GE:**

1. A score of 3, 4, or 5 is required to grant credit for GE certification. An acceptable AP score for IGETC equates to either 3 semester or 4 quarter units for certification purposes.
2. Each AP exam may be applied to one GE area as satisfying one course requirement, with the exception of Language other than han English (LOTE). (See Section 10.6.3 of IGETC Standards for more information).
3. Students who have earned credit from an AP exam should not take a comparable college course because transfer credit will not be granted for both.
4. There is no equivalent AP exam for Area 1B - Critical Thinking/Composition requirement.
5. Students earning scores of 3, 4, or 5 in the physical and biological science AP examinations earn credit toward the lecture and meet the laboratory activity requirement.
6. For IGETC-AP exams in Biology, Chemistry or Physics B allow CCC campuses to apply 4 semester or 5 quarter units to IGETC certification. For Environmental Science, Physics C: Mechanics, and Physics C: Electricity/Magnetism, 3 semester or 4 quarter units are applied for IGETC certification; therefore, students who complete these exams will be required to complete at least 4 semester or 5 quarter units to satisfy the minimum required units for Area 5.
7. Actual AP transfer credit awarded for these and other AP exams for admission is determined by the CSU and UC. The UC Policy for AP credit can be found in the publication Quick Reference for Counselors, <http://www.universityofcalifornia.edu/educators/counselors/resources/materials/QR.pdf>.
8. The CSU has a systemwide policy for these and other AP exams for awarding transfer credit for admission. The CSU policy for AP can be found at <http://www.calstate.edu/app/general-ed-transfer.shtml>.



# INTERNATIONAL BACCALAUREATE (IB) TEST EQUIVALENCY LIST FOR GE

*Approved by MC Curriculum Committee on Jan. 10, 2012*

International Baccalaureate (IB) Exam	Minimum Passing Score for CSU+	CSU Min. Semester Credit Earned toward transfer	CSU GE Units earned toward CSU GE-Breadth Cert.	CSU GE Area <sup>2</sup>	IGETC Area	IGETC Units earned toward Cert.	Total UC Units earned toward Transfer (includes GE units)+
Biology HL	5	6	3	B2	5B (w/out lab)	3	5.3
Chemistry HL	5	6	3	B1	5A (w/out lab)	3	5.3
Economics HL	5	6	3	D2	4B	3	5.3
Geography HL	5	6	3	D5	4E	3	5.3
History (any region) HL	5	6	3	C2 or D6	3B or 4F	3	5.3
*Language A1 (any language, except English) HL					3B and 6A	3	5.3
*Language A2 (any language, except English) HL					3B and 6A	3	5.3
*Language A1 (any language) HL	4	6	3	C2	3B	3	5.3
*Language A2 (any language) HL	4	6	3	C2	3B	3	5.3
*Language B (any language) HL	4	6	0	n/a	6A	3	5.3
**Mathematics HL	4	6	3	B4	2	3	5.3
Physics HL	5	6	3	B1	5A (w/out lab)	3	5.3
Psychology HL	5	3	3	D9	4I	3	5.3
*Theatre HL	4	6	3	C1	3A	3	5.3

**Note:** All units shown on this chart are semester units.

### Rules for using International Baccalaureate (IB) credit for IGETC, CSU GE-Breadth and MC GE

1. A minimum score of 5 on these IB subjects is considered a passing score by the VCCCD, CSU, and UC to earn elective units, except where noted.
2. A score of 5, 6 or 7 on Higher Level (HL) exams is required to grant credit for IGETC certification, CSU GE-Breadth certification, or for Ventura College Associate Degree credit except where noted otherwise.
3. An acceptable IB score equates to either 3 semester/4 quarter units for certification purposes.
4. For transfer purposes, UC will grant 5.3 semester/8 quarter units for each IB exam completed with a score of 5, 6, or 7 on HL exams. For more information about course credit awarded for admission and in majors by individual campuses, visit [www.universityofcalifornia.edu/educators/counselors/ib](http://www.universityofcalifornia.edu/educators/counselors/ib).
5. CSU also grants unit credit for transfer purposes of IB HL exams (see CSU policy [www.calstate.edu/app/general\\_education.shtml](http://www.calstate.edu/app/general_education.shtml)). Each campus in the CSU system determines how it will apply external examinations toward credit in the major. Contact the individual campus for more information.
6. Students will not receive credit for Standard Level exams.

7. Students who have earned credit for an IB exam should not take a comparable college course because credit will NOT be granted for both.

**Reference:** IGETC Standards, Version 1.3 June 9, 2011 (section 7.2)

### IB Policies Specific to Ventura College

1. Students who complete the IB Diploma with a score of 30 or above will receive 20 semester units of credit for Ventura College.
2. Students completing IB Higher Level exams with scores of 5, 6, or 7 will receive 6 units of credit for each exam. However, a score of 4 or higher on the IB Mathematics HL exam will satisfy Ventura College's math competency requirement for the associate degree but will not provide general education credit.
3. Students will not receive credit for Standard Level exams.
4. Credits awarded for IB exams shall not impact a student's GPA at Ventura College.
5. Units granted for IB will not be subject to the unit limits for credit by exam or Pass/No Pass grading which otherwise applies within the district.
6. Credits acquired by exam are not counted in determining the 12 semester hours of credit in residence at Ventura College required for an Associate Degree.

## College Level Examination Program (CLEP)

*For Ventura College and CSU-GE*

1. Students who earned a score of 50 or higher on CLEP exam will receive 3-6 units depending on the exam.
2. If a student passes more than one CLEP test in the same language other than English (e.g. two exams in French), then only one examination may be applied to the degree.

CLEP Exam	Passing Score	CSU GE Breadth and/or American Institutions Area	Semester Credits Toward GE-Breadth	Minimum Semester Credits Earned
American Government	50	D8	3	3
American Literature	50	C2	3	3
Analyzing & Interpreting Literature	50	C2	3	3
Biology	50	B2	3	3
Calculus	50	B4	3	3
Chemistry	50	B1	3	3
College Algebra	50	B4	3	3
College Algebra - Trigonometry	50	B4	3	3
College Mathematics	50	n/a	0	0
English Composition (no essay)	50	n/a	0	0
English Composition (w/essay)	50	n/a	0	0
English Literature	50	C2	3	3
Financial Accounting	50	n/a	0	3
French Level I*	50	n/a	0	6
French Level II*	59	C2	3	12
Freshman College Composition	50	n/a	0	0
German Level I*	50	n/a	0	6
German Level II*	60	C2	3	12
History, United States I	50	D6 + US-1	3	3
History, United States II	50	D6 + US-1	3	3
Human Growth & Development	50	E	3	3
Humanities	50	C2	3	3
Info. Systems & Computer Applications	50	n/a	0	3
Intro. To Educational Psychology	50	n/a	0	3
Introductory Business Law	50	n/a	0	3
Introductory Psychology	50	D9	3	3
Introductory Sociology	50	D0 or D10	3	3
Natural Sciences	50	B1 or B2	3	3
Pre-Calculus	50	B4	3	3
Principles of Accounting	50	n/a	0	3
Principles of Macroeconomics	50	D2	3	3
Principles of Management	50	n/a	0	3
Principles of Marketing	50	n/a	0	3
Principles of Microeconomics	50	D2	3	3
Social Sciences and History	50	n/a	0	0
Spanish Level I*	50	n/a	0	6
Spanish Level II*	63	C2	3	12
Trigonometry	50	B4	3	3
Western Civilization I	50	C2 or D6	3	3
Western Civilization II	50	D6	3	3

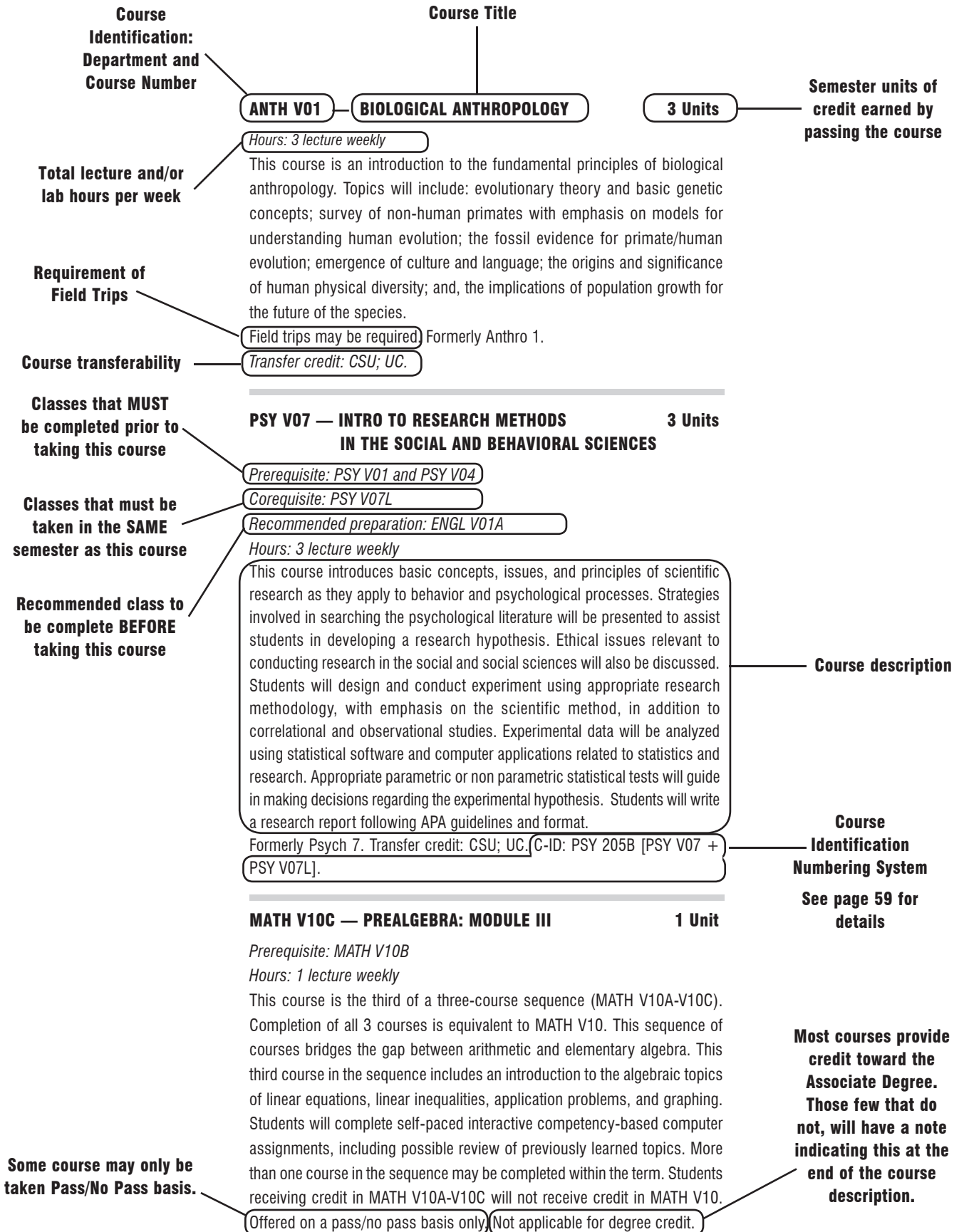


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# How to Read the Course Descriptions



# Course Information

## 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 Course and Program Descriptions regularly. "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.

## Course Discipline Abbreviations

Courses listed below are offered as a regular part of established curricula or when demand warrants. The current class schedule should be consulted to determine the availability of specific courses.

In the course number designations, the following subject or departmental title abbreviations are used:

<b>AES</b> - American Ethnic Studies	<b>ENGR</b> - Engineering	<b>MATH</b> - Mathematics
<b>ANAT</b> - Anatomy	<b>ENGL</b> - English	<b>MICR</b> - Microbiology
<b>ANPH</b> - Anatomy/Physiology	<b>ENGM</b> - English for Multilingual Students	<b>MUS</b> - Music
<b>ANTH</b> - Anthropology	<b>ESL</b> - English as a Second Language	<b>NS</b> - Nursing Science
<b>ARCH</b> - Architecture	<b>ESRM</b> - Environmental Science and Resource Management	<b>PM</b> - Paramedic
<b>ART</b> - Art	<b>FREN</b> - French	<b>PHIL</b> - Philosophy
<b>ACT</b> - Assistive Computer Technology	<b>GIS</b> - Geographic Information Systems	<b>PHOT</b> - Photography
<b>AST</b> - Astronomy	<b>GEOG</b> - Geography	<b>PHSC</b> - Physical Science
<b>AUTO</b> - -Automotive	<b>GEOL</b> - Geology	<b>PHYS</b> - Physics
<b>BIOL</b> - Biology	<b>GERM</b> - German	<b>PHSO</b> - Physiology
<b>BIOT</b> - Biotechnology	<b>GW</b> - Guidance Workshops	<b>POLS</b> - Political Science
<b>BUS</b> - Business	<b>HED</b> - Health Education	<b>PSY</b> - Psychology
<b>CHEM</b> - Chemistry	<b>HS</b> - Health Sciences	<b>SL</b> - Sign Language
<b>CHST</b> - Chicano Studies	<b>HIST</b> - History	<b>SOC</b> - Sociology
<b>CD</b> - Child Development	<b>HUM</b> - Humanities	<b>SPAN</b> - Spanish
<b>CDL</b> - Cognitively Diverse Learners	<b>HMSV</b> - Human Services	<b>SS</b> - Study Skills
<b>COMM</b> - Communication Studies	<b>ICA</b> - Intercollegiate Athletics	<b>SUP</b> - Supervision
<b>CS</b> - Computer Science	<b>IDS</b> - Interdisciplinary Studies	<b>THA</b> - Theatre Arts
<b>CT</b> - Construction Technology	<b>INTR</b> - Internship	<b>WS</b> - Water Science
<b>CJ</b> - Criminal Justice	<b>ITAL</b> - Italian	<b>WEL</b> - Welding
<b>DANC</b> - Dance	<b>JAPN</b> - Japanese	<b>WEXP</b> - Work Experience
<b>DRFT</b> - Drafting	<b>KIN</b> - Kinesiology	
<b>ECON</b> - Economics	<b>LS</b> - Learning Skills	
<b>EDU</b> - Education	<b>LIB</b> - Library Instruction	
<b>EAC</b> - Educational Assistance Center	<b>MT</b> - Manufacturing Technology	
<b>EMT</b> - Emergency Medical Technology		

For convenience, the course descriptions in this catalog are arranged alphabetically according to subject grouping.

## 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 by Title 5, section 55002.5, the semester unit is based on three hours of work study; 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; few 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.

## Prerequisites, Corequisites and Advisory/Recommended Preparation

- **Prerequisites** - a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. The prerequisite ensures that students will achieve skills or knowledge necessary for success in a course or program. For example, a course might require completion of an English course (or placement into English at a specific level) before the student may enroll in a Philosophy course that requires high level reading and writing skills. For example, a student enrolling in general biology is likely to have serious difficulty without adequate preparation in intermediate algebra and introduction to chemistry.

Some prerequisites are required by state statute or regulation. Prerequisites on transferable courses are often determined by four-year institutions which may require specific prerequisites in order to award credit for these courses.

- **Corequisite** - a condition of enrollment consisting of a course which a student is required to take simultaneously in order to enroll and succeed in another course. The student acquires the necessary skills, concepts, and/or information in the corequisite course that supports success in the target course. Since the corequisite course provides skills or knowledge necessary for successful completion of another course, it is highly unlikely that the student can achieve a satisfactory grade in the course for which the corequisite is being established without the skills and knowledge provided in the corequisite course.

- **Advisory/Recommended Preparation** - a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. 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 the Catalog and the Schedule of Classes. Students are expected to have completed the prerequisite course with a satisfactory grade of C or better or P (Pass) and if applicable be enrolled in the corequisite required of all courses in which they enroll.

## 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. For more information on the VCCCD Course Repetition policy, please refer to page 259.

## Co-designated, Cross-listed, or Same as Courses

The College offers some of its courses as co-designated, cross-listed, or same-as 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 Course and Program Descriptions 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:

**ARCH** V95, V96; **ACT** V01, V02, V03, V04, V05, V08, V25, V88; **AUTO** V95, V96; **BIOL** V31, V32, V95, V96; **BIOT** V31, V32; **BUS** V11, V12, V42, V95, V96; **CDL** V01, V03, V88; **CS** V95, V96; **CT** V95, V96; **CJ** V40, V41, V42, V45, V46, V85, V86, V95, V96; **DRFT** V99; **EAC** V11, V13, V17, V19, V32, V95, V96; **ENGL** V03, V04A, V04B, V09, V133, V134, V135, V136A, V136B; **ESL** V10A, V10B, V10C, V10D, V12, V17A, V17B, V18A, V18B, V19A, V19B, V20A, V20B, V21, V22, V30A, V30B, V31, V32, V40A, V40B, V41, V42, V88; **ENGM** V50A, V50B, V51A, V51B; **GIS** V24; **GEOG** V24, V95, V96; **GW** V01A, V01G, V02A, V02B, V02Q, V02T, V02X, V02Y, V88, V89, V90; **HS** V95, V96; **HMSV** V95, V96; **IDS** V01, V02, V09, V13; **INTR** V95, V96; **KIN** V95, V96; **LS** V01L; **MT** V18; **MATH** V01A, V01B, V01C, V01D, V01E, V03A, V03B, V03C, V03D, V03E, V06, V09A, V09B, V09C, V10A, V10B, V10C; **POLS** V30; **PSY** V04S; **SOC** V95, V96; **SS** V01, V03, V04; **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 majority 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 with the statement "Not applicable for degree credit." Students enrolled in these courses 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 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; **DRFT** V99; **ENGL** V03, V04A, V04B, V07, V08A, V08B; **ESL** V10A, V10B, V10C, V10D, V12, V17A, V17B, V18A, V18B, V19A, V19B, V20A, V20B, V21, V22, V30A, V30B, V31, V32, V40A, V40B, V41, V42, V53A, V53B, V54, V88; **ENGM** V50A, V50B, V51A, V51B; **LS** V01, V01L, V02, V03A, V03B, V03C, V07, V08, V09, V10, V14, V25, V88; **MATH** V09, V09A, V09B, V09C, V10, V10A, V10B, V10C; **NS** V84A, V84B, V85; **PSY** V04S; **SS** V02, V03, V04.

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. All courses numbered R001-R099 are non-transferable courses at Ventura College.
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 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 an Ventura College counselor.
4. 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.

Additional transfer information is available from the Counseling Office or the [www.assist.org](http://www.assist.org) website.

## 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.

## Open Courses

All courses and class sections are open to enrollment and participation by any person admitted to the college. The college will only restrict enrollment in a course when the restriction is specifically required by statute or legislation, by prerequisites and/or corequisites, or by health and safety considerations. Other limitations can include facility limitations, faculty availability, funding limitations or other constraints imposed by code, regulations or contracts. The college can provide special registration assistance to the disabled or disadvantaged student. And, the college can enroll students in accordance with a priority system adopted by the local Board of Trustees that can apply a "first-come, first-served" basis of enrollment.





# **ANNOUNCEMENT OF COURSES**

Course and Program Descriptions..... 93-234

# COURSE AND PROGRAM DESCRIPTIONS

## AGRICULTURE

The Associate in Science Degree and Certificate of Achievement in Agricultural Plant Science and Natural Resources have been discontinued. The Certificate of Achievement in Landscape Management has also been discontinued. Students already enrolled in these programs will be allowed to complete their degree or certificate but they must meet with a counselor to create a plan to do so and they must maintain continuous enrollment. Effective fall 2012, no new students will be able to declare an Agriculture major. See courses in Biology (BIOL V23) and Environmental Science Resource Management (ESRM V11, V21, V22, V23) for formally cross listed courses in Agriculture.

## 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/ indigenous American peoples. The 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 Native American Indian peoples. The course emphasizes basic American 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 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*

This course surveys jazz history, and examines both musical and cultural perspectives from the 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 analyses 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 that 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 that 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). Students will analyze prevailing myths and stereotypes and investigate the ways Chicanos have contributed to and participated in social and political change. 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 V54 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 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*

This course is a survey of aesthetic developments such as sculpture, architecture, painting and crafts in Asiatic culture. 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*

This course is 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.*

**ANATOMY/PHYSIOLOGY****ANPH V01 - INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY****5 Units***Prerequisite: 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**

Training in Anthropology provides students with a comprehensive education of the human condition and specialization in the various sub-disciplines can lead to careers both in the sciences and humanities. Career opportunities in Anthropology are numerous and include opportunities in corporate business, advocacy work, public health, and academic and research positions.

**Proficiency Award  
ANTHROPOLOGY**

(Awarded by the Anthropology Department)

**REQUIRED COURSES:**

		<b>Units</b>
ANTH V01	Biological Anthropology	3
ANTH V02	Cultural Anthropology	3
ANTH V03	Archaeology and World Prehistory	3

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For more information contact: Maria Teresa (Gigi) Fiumerodo at ext. 1274 or at [mtfiumerodo@vccd.edu](mailto:mtfiumerodo@vccd.edu)

## COURSE DESCRIPTIONS

### **ANTH V01 - BIOLOGICAL ANTHROPOLOGY** 3 Units

*Hours: 3 lecture weekly*

This course is an introduction to the fundamental principles of biological 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.*

### **ANTH V01L - BIOLOGICAL ANTHROPOLOGY LABORATORY** 1 Unit

*Prerequisite: ANTH V01 or concurrent enrollment*

*Hours: 3 laboratory weekly*

This laboratory course provides experiences in applying the principles and techniques of biological anthropology. Topics will 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.*

### **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.*

### **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 - MAGIC, WITCHCRAFT AND RELIGION** 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.

*Field trips may be required. Formerly Anthro 7. Transfer credit: CSU; UC.*

### **ANTH V35 - INTRODUCTION TO FORENSIC SCIENCE** 3 Units

*Corequisite: concurrent enrollment in ANTH V35L or CJ V35L*

*Hours: 3 lecture weekly*

This course is an introduction to forensic science. The techniques and methods used by forensic scientists to collect and evaluate biological and physical evidence in the modern forensic laboratory will be presented through demonstrations and guest presentations. Emphasis is 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 V35L - INTRODUCTION TO FORENSIC SCIENCE LABORATORY** 1 Unit

*Prerequisite: ANTH V35 or CJ V35 or concurrent enrollment*

*Hours: 3 laboratory weekly*

This course is an introduction to forensic science lab procedures and crime scene investigation. Students will practice the techniques and methods used by crime scene investigators and forensic scientists to evaluate, document, and collect biological and physical evidence.

*Field trips may be required. Same as CJ V35L. Transfer credit: CSU; credit limitations - see counselor.*

### **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

The Associate in Science Degree and Certificate of Achievement in Architecture have been discontinued. Students already enrolled in these programs will be allowed to complete their degree or certificate but they must meet with a counselor to create a plan to do so and they must maintain continuous enrollment. Effective fall 2012, no new students will be able to declare an Architecture major. Courses in Architecture (ARCH) required for transfer or to complete other majors will continue to be offered.

## 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 provides beginning students with a hands-on design and construction experience in coordination with their first design and visual communication studios. Focus will be on the safe operation of wood and metal tools and equipment, and 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**

*Recommended preparation: 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. 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 concepts, methods, processes, detailing, and documentation of 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. Emphasis will be placed on the techniques and methods for major building material use, such as 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**

*Recommended preparation: 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**

**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.*

### **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**

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The Art program offers beginning and intermediate courses that provide students with the knowledge and experience for a broad understanding of the visual arts. The beginning (foundation) courses are based in the belief that a strong foundation is the building block to insure student success in each of the art discipline areas. The foundation courses are: Color and Design, Drawing, Life Drawing, Three-Dimensional Design, Color Theory, and Art History. Upon completion of foundation courses students are encouraged to focus on one or more concentrated areas in, Painting, Photography, Ceramics, Sculpture, Printmaking, Graphic Design, or Art History. The combination of the foundation courses in the visual arts and focused arts curriculum prepares students for transfer to universities and art schools and for gaining necessary skills to enter the arts workforce. In all courses we expect students in the arts to think creatively and critically. To assist students in gaining insight in creative and critical thinking the department maintains two professional art galleries bringing work by a variety of nationally established artists to our campus. The galleries also provide students with the opportunity to develop gallery management skills. We are proud of our notoriety as one of the top art programs in southern California. The Ventura College Art program has a long tradition of producing many of the region's most important artists. Career opportunities for arts majors includes exhibiting artist, art teacher, graphic designer, photographer, illustrator, art technician, art historian, commercial artist, gallery and museum exhibitions assistance and management, arts organizations employment, and other professions in creative endeavor areas. Those wishing to teach at a College level must earn a Masters or Masters of Fine Arts degree. Those wishing to teach Art History at the University level must earn a Ph.D.



See also: Photography  
**Associate in Arts Degree  
Certificate of Achievement**

**CERAMICS**

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

<b>REQUIRED COURSES:</b>		<b>Units</b>
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
<b>REQUIRED ADDITIONAL COURSES:</b>		
<b>Select two (2) of the following courses:</b>		
ART V02A-V02B	Introduction to the History of Western Art I & II	3-3
ART V02C/AES V67	Introduction to Non-Western Art	3
<b>Select one (1) of the following courses:</b>		
ART V41A	Relief Printmaking I	3
ART V43A	Silkscreen Printmaking I	3
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Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: ART V11B, V12B, V13B, V16A, V16B, V25B, V28A, V28B, V30A, V30B, V53B, V53C, V54A, V54B, V55A, V55B, V56; PHOT V01, V04A. Although these supplemental courses may be of value to the student, please note that they do **NOT** satisfy the requirements for this degree.



**Associate in Science Degree  
Certificate of Achievement**

**COMMERCIAL ART**

*Transfer requirements may differ*

*See counselor or consult assist.org*

<b>REQUIRED COURSES:</b>		<b>Units</b>
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

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Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: ART V06, V12B, V13B, V13C, V18A, V18B, V28C, V29C, V32A, V37A, V43A, V44A, V46A, V46B, V48, V75; PHOT V02, V04A. Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

**For other course descriptions, see Photography**

**Associate in Arts Degree  
Certificate of Achievement**

**FINE ART**

*Transfer requirements may differ*

*See counselor or consult assist.org*

<b>REQUIRED COURSES:</b>		<b>Units</b>
ART V11A	Color and Design: 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

**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

**Associate in Arts Degree Certificate of Achievement**

**FINE ARTS CONTINUED**

**DRAWING AREA:**

ART V13B-V13C	Life Drawing II & III	3-3
ART 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

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Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: ART V10, V21, V27; WEL V27; or any courses listed above not selected for the degree. Although these supplemental courses may be of value to the student, please note that they do **NOT** satisfy the requirements for this degree.

**For other course descriptions, see  
American Ethnic Studies and Photography**

**Associate in Art Degree**

**STUDIO ARTS FOR TRANSFER**

The Associate in Art in Studio Arts for Transfer Degree (Studio Arts AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with an Associate in Art in Studio Arts for Transfer Degree may transfer to a CSU Campus to complete a Bachelor's Degree in Art, Ceramics, Commercial Art, Digital Media, Fine Arts, Painting, Photography and Sculpture.

To earn a Studio Arts AA-T degree, students must complete:

1. Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.
3. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis.

**REQUIRED CORE (12 units):**

		<b>Units</b>
ART V02B	Introduction to the History of Western Art II	3
ART V11A	Color and Design: Two-Dimensional Design	3
ART V19	Three-Dimensional Design	3
ART V12A	Drawing and Composition I	3

**LIST A**

**Select one (1) of the following courses (3 units):**

ART V02A	Introduction to the History of Western Art I	3
ART V08	Introduction to Asian Art	3
ART V03	Introduction to African and Pre-Columbian Art	3
ART V02C	Introduction to Non-Western Art	3
ART V04	Introduction to Renaissance Art	3
ART V05	Introduction to American Art	3
ART V06	Introduction to Modern Art	3

**LIST B**

**Select three (3) of the following courses (9 units):**

**Curricular Areas Drawing:**

ART V13A or	Life Drawing I	3
ART V12B	Drawing and Composition II	3

**Painting:**

ART V16A	Beginning Oil Painting I	3
ART V46A	Beginning Acrylic Painting I	3

**Printmaking:**

ART V48	Introduction to Printmaking	3
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**Ceramics:**

ART V51A	Beginning Ceramics I	3
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**Associate in Arts Degree for Transfer**

**STUDIO ARTS CONTINUED ON NEXT PAGE**

<b>Sculpture:</b>		
ART V25A	Beginning Sculpture I	3
<b>Digital Art:</b>		
ART V73	Digital Imaging	3
<b>Photography:</b>		
PHOT V01	Beginning Photography	3
PHOT V02	Beginning Photography with Digital Techniques	3
PHOT V06A	Introduction to Color Photography I	3
<b>Color:</b>		
ART V11B	Color and Design: Color Theory	
<b>Other Media:</b>		
ART V28A	Graphic Communications I	3
ART V29A	Commercial Illustration and Rendering I	3
ART V71	Computer Graphics and Design I	3
<b>Second Semester Courses:</b>		
ART V16B	Beginning Oil Painting II	3
ART V51B	Beginning Ceramics II	3
ART V25B	Beginning Sculpture II	3
ART V72	Computer Graphics and Design II	3

Major Units	24
CSU General Education or IGETC Pattern	36
Electives (CSU transferrable units to reach 60)	
Double-Counted Units	(6)

**DEGREE TOTAL 60**

*See a counselor or consult assist.org, especially if you plan to transfer to a UC campus or a college or university other than CSU.*

## PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Art program students will be able to:

### For all Art Programs:

- Analyze works of art in terms of their historical contexts and social and cultural values
- Employ critical thinking skills to one's own work and the work of others

### For Digital Arts:

- Critically evaluate digital media and graphic design in regards to communication and composition

### For 3D Arts:

- Demonstrate three-dimensional techniques in creating objects

### For 2D Arts:

- Demonstrate basic drawing skills, color manipulation and design principles, and basic tools and techniques in two-dimensional art pieces

## 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 styles, techniques of producing art, major figures in art history, and the relationship of art and society with a particular emphasis on the art object as a form of cultural and social expression.

*Field trips may be required. Formerly Art 2A. Transfer credit: CSU; UC. C-ID: ARTH 110.*

### 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 Postmodern 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, with a particular emphasis on the art object as a form of cultural, and social expression.

*Field trips may be required. Formerly Art 2B. Transfer credit: CSU; UC.*

### 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*

This course is 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*

This course is 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

This course is a study of painting, sculpture, architecture and allied arts of the 19th, 20th, and 21st centuries. The major 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

This course is a survey of the visual arts produced by women from ancient times to the present. Emphasis will be 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

This course is 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

This is 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: AES V10 or V65 or V66 or V67 or ART V01 or V02A or V02B or V02C or V03 or V04 or V05 or V06 or V07 or V08 or V09

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.

Field trips will be required. 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. C-ID: ARTH 110.

**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.

**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. C-ID: ARTH 110.

**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.

**ART V13B - LIFE DRAWING II 3 Units**

Prerequisite: ART V13A

Hours: 6 lecture-laboratory weekly

This course provides intermediate instruction in drawing the human figure from the live model. Emphasis will be on 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 will be assigned.

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

This course provides advanced instruction in drawing the human figure from the live model. Emphasis will be on theory and practice in the uses of linear and tonal form. Exercises will include: structure; proportion; foreshortening; composition; 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 V15A - LIFE PAINTING I 3 Units**

Prerequisite: ART V13A

Recommended preparation: ART V13B

Hours: 6 lecture-laboratory weekly

This course provides 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

This course provides intermediate-level instruction in painting from nude and clothed models focusing 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, along with complex color and tonal variations in paints will be addressed. Individual expression in painting techniques of various media 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.***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, and broadcast advertisements. Students will receive laboratory experience in advertising, visual display and fashion show production.

*Field trips may be required. Formerly Art 17. 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. Transfer credit: CSU; UC; credit limitations - see counselor.***ART V18B - FIGURE ILLUSTRATION II****3 Units***Prerequisite: ART V18A**Hours: 6 lecture-laboratory weekly*

This course provides intermediate instruction in drawing from clothed models. Focus will be on analysis of the contemporary figure for style, clothing detail, and implied movement, with emphasis on elegance, poise, and mood. Attention will be given to wash drawing and dry media in color. Live models will be used.

*Field trips may be required. Formerly Art 18B. 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.***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 - PORTFOLIO DEVELOPMENT****3 Units***Recommended preparation: Two courses in the area of concentration**Hours: 6 lecture-laboratory weekly*

This course is designed to prepare the student for transfer to a four year art program where admission is competitive and based largely on portfolio review. Emphasis will be placed on working on a conceptually coherent series of art works in the discipline concentration which will identify a personal aesthetic and content. Students will learn the skills necessary to be successful in an upper division university environment. Development of an artist statement, formulating a resume, and properly documenting will be stressed.

*Field trips may be required. May be taken for a maximum of 2 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*

This is an intermediate-level studio course 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

This is a studio course in the fundamentals of sculpture techniques. Special emphasis will be placed 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.

**ART V25B - BEGINNING SCULPTURE II 3 Units**

Prerequisite: ART V25A

Hours: 6 lecture-laboratory weekly

This is a studio course in the fundamentals of sculpture techniques. Special emphasis will be placed on clay modeling, stone carving, and plaster build-up 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

This is an intermediate level studio course in the fundamentals of sculpture techniques. Special emphasis will be 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

This is an intermediate level studio course in the fundamentals of sculpture techniques. Special emphasis will be on stone carving, wood construction, and direct wax methods with human form as subject matter. 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 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

This course is an introduction to basic layout, design and rendering techniques applicable to Web design, fashion, animation, and cartooning. Focus will be 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

This course introduces intermediate layout, design and rendering techniques, applicable to Web design, fashion, animation, and cartooning. Focus will be 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. 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 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

This course introduces advanced layout, design and rendering techniques, applicable to Web design, fashion, animation, and cartooning. Focus will be 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

This course provides basic instruction in drawing the human head. Emphasis will be 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

This course provides further instruction in drawing the human head with emphasis placed on anatomical structure of features of the 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*

This is 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*

This is an intermediate drawing course designed to further develop expertise in various ink techniques, including the use of flexible nib, stylus nib, reed pen, brush and dry brush. Ink wash in color and semi brush techniques will be introduced. 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*

This is an introductory course in watercolor medium emphasizing the structural and expressive values in contemporary painting. Emphasis will be on the building of form, the 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*

This advanced course in watercolor medium emphasizes the structural and expressive values in contemporary painting. There will be continued emphasis on the building of form, the control of pictorial order, and the uses of color and light. Students will focus 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*

This is an intermediate course in head painting that builds on the concepts of strong color, tonality, drawing and design. Color charts will be made and utilized throughout the course. Live models will be used.

*Formerly Art 39A. Transfer credit: CSU; UC.*

**ART V39B - INTERMEDIATE HEAD PAINTING II 3 Units**

*Prerequisite: ART V39A*

*Hours: 6 lecture-laboratory weekly*

This course is the continuation of the intermediate course in head painting with an emphasis on refining the use of strong color, and value relationships, drawing, and design concepts as they apply to personal style. Color charts will be developed. Live models will be used.

*Formerly Art 39B. Transfer credit: CSU; UC.*

**ART V40A - INTERMEDIATE WATERCOLOR PAINTING I 3 Units**

*Prerequisite: ART V37B*

*Hours: 6 lecture-laboratory weekly*

This is an intermediate-level art course that 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*

This is an intermediate-level art course designed to further develop watercolor painting skills. Emphasis will be placed on the structural and expressive values in contemporary painting as well as technical competency and individual concepts. Students will produce a cohesive series of works that demonstrate an aesthetic point of view.

*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.*

**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*

This course continues the study of the design and production of silkscreen process printing with an emphasis on serigraphy as a creative medium. Topics will include edition printing combination stencils including photo film stencils. Various types of film positives will be 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 the 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*

This is a beginning course examining the properties of acrylic as a painting medium. Emphasis will be 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*

This is a beginning course examining the properties of acrylic as a painting medium. Emphasis will be 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*

This is an intermediate acrylic painting course with an 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*

This is an intermediate acrylic painting course. Emphasis will be on expressive use of color employing abstract and non-objective 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 will be directed toward appropriate selection, good craftsmanship, and professional presentation of works. Additional self-promotional needs will be addressed.

*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.*

**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, scraffito, 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, scraffito, 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; UC; 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. Students will be using Adobe software.

*Fees will be required. Field trips may be required. Formerly Art 72. Transfer credit: CSU; UC; credit limitations - see counselor.*

**ART V73 - DIGITAL IMAGING** **3 Units**

*Prerequisite: ART V11A and ART V12A*

*Recommended preparation: 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*

This course is an introduction to digital painting and illustration. Students will explore the difference 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*

*Hours: 6 lecture-laboratory weekly*

This course is a continuation in the exploration of digital painting and illustration. 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 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.

*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.*

**ASSISTIVE COMPUTER TECHNOLOGY**

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

**ACT V01 - ASSISTIVE COMPUTER TECHNOLOGY: EVALUATION****1.5 Units***Hours: 3 lecture-laboratory weekly*

This course provides assessment of students' computer skills and techniques with assistive computer technology to enable them to be successful in mainstream courses. 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, and MS Windows accessibility features that accommodate computer users with disabilities). Students will utilize and 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****1.5 Units***Hours: 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, software that will accommodate students with disabilities (Kurzweil 3000, Jaws, Read & 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 keyboarding skills and office production.

*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****1.5 Units***Hours: 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****1.5 Units***Hours: 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****1.5 Units***Hours: 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 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 12. Offered on a pass/no pass basis only. Not applicable for degree credit.*



**ACT V25 - ASSISTIVE COMPUTER TECHNOLOGY:  
WRITING SKILLS**

**1.5 Units**

*Hours: 3 lecture-laboratory weekly*

This course is designed to teach students computer skills, techniques, and assistive computer 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 10. 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**

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Astronomers use the principles of physics and mathematics to answer questions about the fundamental nature of the universe and about celestial bodies such as the sun, moon, planets, and stars. They may apply their knowledge to problems in navigation and space flight.

**COURSE DESCRIPTIONS**

**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**

		<b>Units</b>
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 Emission Control Systems	2
AUTO V16LA-V16LB	Automotive Emission Control Systems Laboratories A & B	1-1
AUTO V17	Automotive Drivability Diagnostics and Repair	2
AUTO V17LA-V17LB	Automotive Drivability Diagnostics and 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 and Drive Line Laboratories A & B	2-1
AUTO V26	Automotive Brakes Service and Repair	2
AUTO V26LA-V26LB	Automotive Brakes Service and 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 course: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking the following course: WEL V01. Although this supplemental course may be of value to the student, please note that it does **NOT** satisfy the requirements for this degree.

## PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Automotive program students will be able to:

- Use the proper automotive terminology to discuss systems operation, methods of diagnosis and needed repairs both verbally and in writing.
- Prepare an accurate written estimate of needed repairs that includes all necessary parts, labor and sublet work and estimate the related costs to within plus or minus ten dollars.
- Practice safety in the repair and service associated with electrical, hydraulic and mechanical systems without injuring yourself or someone else.
- Use a systematic approach to select the proper method to diagnose, repair and test automotive systems and draw valid conclusions that will lead to a properly repaired vehicle.
- Demonstrate proficiency in the use of automotive diagnostic equipment to evaluate system performance and determine needed repairs.

## 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 of gasoline and alternative fuel carburetor, computer carburetor and continuous injection systems. 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 DRIVABILITY 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 drivability 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 DRIVABILITY DIAGNOSTICS AND REPAIR LABORATORY A** **1 Unit**

*Corequisite: AUTO V17 and AUTO V17LB*

*Hours: 3 laboratory weekly*

This course will provide vocational preparation in the practical skills required to diagnose, test and repair automotive drivability problems. It will provide preparation for certification tests in engine performance and alternative fuels.

*Field trips may be required. Formerly Auto 17LA.*

**AUTO V17LB - AUTOMOTIVE DRIVABILITY DIAGNOSTICS AND REPAIR LABORATORY B** **1 Unit**

*Corequisite: AUTO V17 and AUTO V17LA*

*Hours: 3 laboratory weekly*

This course will provide vocational preparation in the practical skills required to diagnose, test and repair advanced drivability problems. It will also 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 course will provide vocational preparation in the practical skills required to diagnose, adjust and repair modern automobiles with heating/air conditioning and cooling systems problems. It 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 V46 – ENGINE PERFORMANCE**

**3 Units**

*Hours: 3 lecture weekly*

This course provides students with fundamental knowledge of engine and emission control theory, design, and operation. Students who successfully complete this course will have completed the first step of the Bureau of Automotive Repair's training requirements for a Smog Check Inspector license.

*Field trips may be required.*

**AUTO V48 - SMOG CHECK INSPECTION PROCEDURES**

**3 Units**

*Hours: 3 lecture weekly*

This course will provide students with the knowledge, skills, and abilities need to perform smog check inspections. Students who successfully complete this course will have met the California Bureau of Automotive Repair's training requirements to qualify to sit for the smog check inspector licensing examination.

*Field trips may be required*

**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*

<b>REQUIRED COURSES:</b>		<b>Units</b>
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

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Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: AES V10, V11, V31; ART V03; HIST V04A; MATH V38, V40; PSY V05; SOC V03; SPAN V20. Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

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

## BIOLOGY

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The Biological Sciences curriculum provides a foundation for further study and careers in multiple fields within the life sciences. Our generalized courses give students majoring in other subjects a broad and comprehensive experience in biology. Our specialized courses serve students transferring to four-year, graduate, or professional schools; upon transfer, these students will be prepared for further study in a variety of disciplines, including but not limited to Botany, Cell/Molecular Biology, Ecology, Health Sciences, Marine Biology, Pharmacology, and Zoology. Many of our courses also provide essential skills to students completing our Biotechnology program. Subsequent careers in biotechnology, dentistry, medicine, nursing, research, teaching, among others, all rely on a strong background in the Biological Sciences.

Associate in Arts Degree  
Certificate of Achievement

### BIOLOGICAL SCIENCES

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

<b>REQUIRED COURSES:</b>		<b>Units</b>
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

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Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: ANAT V01; CHEM V12A-V12AL, V12B-V12BL; MATH V21B, V21C, V24; MATH V44 or PSY V04; MICR V01; PHSO V01. Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

**For other course descriptions, see**

**Chemistry, Mathematics, and Physics  
Associate in Science Degree  
Certificate of Achievement**

## BIOLOGICAL SCIENCES

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

REQUIRED COURSES:	Units
BIOL V18/BIOT V18 Human Heredity	3
BIOL V30/BIOT 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 V01-V01L Principles of Biology & Laboratory	3-1
BIOL V31/BIOT V31 Introduction to Methods of Biotechnology and Molecular Biology	2

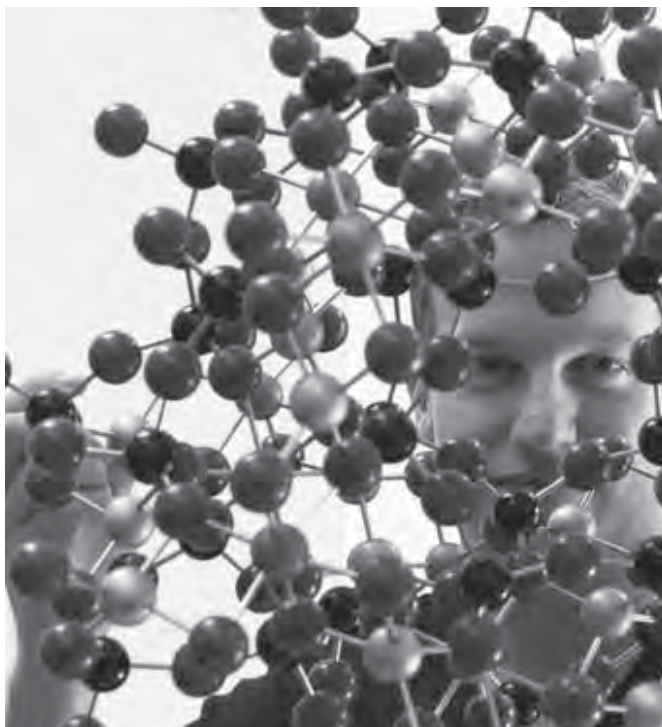
#### PLANT BIOTECHNOLOGY OPTION:

BIOL V23 Plant Biology	4
BIOL V32/BIOT V32 Introduction to Methods of Plant Biotechnology and Molecular Biology	2

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Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: BIOL V04, V42; BIOT V42; MICR V01; PHIL V02. Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

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



## Proficiency Award

### BIOTECHNICIAN

(Awarded by the Department)

REQUIRED COURSES:	Units
BIOL V01-V01L Principles of Biology & Laboratory	3-1
BIOL V18/BIOT V18 Human Heredity	3
BIOL V30/BIOT V30 Introduction to Biotechnology and Molecular Biology	3
BIOL V31/BIOT V31 Introduction to Methods of Biotechnology and Molecular Biology	2
CHEM V21-V21L Introduction to Organic and Biochemistry & Laboratory	3-2

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Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: BIOL V04, V42; BIOT V42; MATH V03 or V03A-V03E or V35; MICR V01. Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

For other course descriptions, see  
**Biotechnology and Chemistry**

## PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Biological Science program students will be able to:

- Contrast scientific and non-scientific ideas.
- Formulate and evaluate a hypothesis.
- Discuss the mechanisms of and evidence for evolution.
- Outline the basic processes of the central dogma of molecular biology.
- Demonstrate mastery of key biological terms, processes, and techniques.
- Identify key entities at multiple levels of biological organization.
- Discuss the primary ethical issues related to biology.
- Describe the significance of protein production through genetic regulation to the field of biotechnology.

## COURSE DESCRIPTIONS

### BIOL V01 - PRINCIPLES OF BIOLOGY

3 Units

*Hours: 3 lecture weekly*

The course provides an introduction to the basic concepts of biology including basic chemistry and biochemistry, the cells and cellular processes, physiology, morphology, behavior, heredity, molecular biology, taxonomy, and ecology. Concepts are taught in a framework that emphasizes the scientific method, evolutionary principles and history, and the interaction between humans and the environment. This course is designed for non-biology majors.

*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, including biochemistry, cells and the cellular processes, physiology, morphology, behavior, heredity, molecular biology, taxonomy, and ecology. Concepts are taught in a framework that emphasizes the scientific method, evolutionary principles and history, and the interaction between humans and the environment. This course is designed for non-biology majors.

*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 MICR V01 or 1 year of high school biology with grades of C or better; CHEM V01B-V01BL; MATH V21A or V46; 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.*

**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 MATH V46; 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.*

**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 4 Units**

*Hours: 3 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. Same as BIOT V18. Transfer credit: CSU; UC; credit limitations - see counselor.*

**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 are required.

*Field trips will be required. 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*

This course is an introduction to the mechanisms and methods of bioengineering as they apply to biotechnology. Emphasis is placed on molecular and biochemical methods utilized in biotechnological applications in industry. FDA regulations that apply to the biotechnology industry will be included. Guest speakers from industry may be integrated into the course. *Field trips may be required. Formerly Biol 30. Same as BIOT V30. Transfer credit: CSU; UC; credit limitations - see counselor.*

**BIOL V31 - INTRODUCTION TO METHODS OF BIOTECHNOLOGY AND MOLECULAR BIOLOGY** **2 Units**

*Recommended preparation: BIOL V30 or BIOT V30 or concurrent enrollment; BIOL V42 or BIOT V42; CHEM V20-V20L or high school chemistry with grades of C or better; and MICR V01*  
*Hours: 1 lecture, 3 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 287.1 approved safety glasses and laboratory coats are required.

*Field trips may be required. Formerly Biol 31. Same as BIOT V31. 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 BIOT V30 or concurrent enrollment; and CHEM V20-V20L or high school chemistry with grades of C or better*  
*Recommended preparation: BIOL V23*  
*Hours: 1 lecture, 3 laboratory weekly*

This course is designed for plant biotechnicians and educators training in plant biotechnological techniques. Proficiency will be developed in aseptic tissue culture, isolation of plant organelles and products, and related molecular biological methods. Problems and solutions specific to plant biotechnology will be stressed. ANSI 287.1 approved safety glasses are required.

*Field trips will be required. Formerly Biol 32. Same as BIOT V32. 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 V42 - CONTEMPORARY ISSUES IN CELL BIOLOGY** **3 Units**

*Hours: 3 lecture weekly*

This course examines contemporary issues in biology and biotechnology, with an emphasis on cell biology. Students will be introduced to the fundamental characteristics of cells, including structures and functions, developmental biology, cellular reproduction and differentiation as well as molecular biology, protein biochemistry and genetic engineering. Focus will be on regenerative medicine including: basic concepts of stem cell biology, ethical concerns surrounding stem and cell biology technology both from individual and social points of view. Legal and regulatory aspects of stem and cell biology and an overview of the potential contributions of stem cells to society and medicine will be presented. The impact on society of recent discoveries and advances in cell biology will be discussed.

*Field trips may be required. Same as BIOT V42. Transfer credit: CSU; UC. credit limitations - see counselor.*

**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.*

## **BIOTECHNOLOGY**

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Biotechnology knowledge and skills apply in a wide variety of occupational fields. Ventura College partners with local companies Amgen, Baxter Bioscience, Seminis Seeds, Dako North America, Ceres, and others to train potential employees in relevant hands-on laboratory and processing methods along with an understanding of business management and teamwork. California's life science industries have jobs for research and manufacturing/production technicians, chemists, molecular and cell biologists, fermentation specialists and analytics/testing technicians. Whether you are interested in a job or expanding your knowledge about today's biotechnology issues and applications, this program will assist you in achieving your goals.

### **COURSE DESCRIPTIONS**

#### **BIOT 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 mechanisms of human inheritance, the origin and nature of human differences will be examined. Social, political and psychological ramifications of biological laws governing heredity and organic evolution will be emphasized. *Field trips may be required. Same as BIOL V18. Transfer credit: CSU; UC; credit limitations - see counselor.*

#### **BIOT V30 - INTRODUCTION TO BIOTECHNOLOGY AND MOLECULAR BIOLOGY**

**3 Units**

*Prerequisite: 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*

This course is an introduction to the mechanisms and methods of bioengineering as they apply to biotechnology. Emphasis is placed on molecular and biochemical methods utilized in biotechnological applications in industry. FDA regulations that apply to the biotechnology industry will be included. Guest speakers from industry may be integrated into the course. *Field trips may be required. Same as BIOL V30. Transfer credit: CSU; UC; credit limitations - see counselor.*

#### **BIOT V31 - INTRODUCTION TO METHODS OF BIOTECHNOLOGY AND MOLECULAR BIOLOGY**

**2 Units**

*Recommended preparation: BIOL V30 or BIOT V30 or concurrent enrollment; BIOL V42 or BIOT V42; CHEM V20-V20L or high school chemistry with grades of C or better; and MICR V01*

*Hours: 1 lecture, 3 laboratory weekly*

This course is designed to provide a variety of biotechnology and molecular biology experiences which develop proficiency in molecular biology techniques and the application of specialized biotechnology equipment in problem solving. Its intent is to develop knowledge of biotechnology protocols, an awareness of laboratory safety, as well as an enthusiasm and academic interest in molecular biology and biotechnology. ANSI 287.1 approved safety glasses and laboratory coats are required.

*Field trips may be required. Same as BIOL V31. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.*

#### **BIOT V32 - INTRODUCTION TO METHODS OF PLANT BIOTECHNOLOGY AND MOLECULAR BIOLOGY**

**2 Units**

*Prerequisite: BIOL V30 or BIOT V30 or concurrent enrollment; and CHEM V20-V20L or high school chemistry with grades of C or better*

*Recommended preparation: BIOL V23*

*Hours: 1 lecture, 3 laboratory weekly*

The course is designed for plant biotechnicians and educators training in the plant biotechnological techniques. Proficiency will be developed in aseptic tissue culture, isolation of plant organelles and products, and related molecular biological methods. Problems and solutions specific to plant biotechnology will be stressed. ANSI 287.1 approved safety glasses are required.

*Field trips will be required. Same as BIOL V32. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.*

#### **BIOT V42 - CONTEMPORARY ISSUES IN CELL BIOLOGY**

**3 Units**

*Hours: 3 lecture weekly*

This course examines contemporary issues in biology and biotechnology, with an emphasis on cell biology. Students will be introduced to the fundamental characteristics of cells, including structures and functions, developmental biology, cellular reproduction and differentiation as well as molecular biology, protein biochemistry and genetic engineering. Focus will be on regenerative medicine including: basic concepts of stem cell biology, ethical concerns surrounding stem and cell biology technology both from individual and social points of view. Legal and regulatory aspects of stem and cell biology and an overview of the potential contributions of stem cells to society and medicine will be presented. The impact on society of recent discoveries and advances in cell biology will be discussed.

*Field trips may be required. Same as BIOL V42. Transfer credit: CSU; UC. credit limitations - see counselor.*



# BUSINESS

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Study in accounting leads to a variety of opportunities in organizations in the public and private sectors of the economy. Upon completion of the associate degree, students will be prepared for entry-level positions within organizations, able to transfer to a baccalaureate program, or possess the rudimentary information necessary to start their own businesses.

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Study in business leads to a wide range of opportunities in a variety of industries. Upon completion of the associate degree, the student will be prepared for various entry-level positions within organizations as well as promotion from technical and specialty job functions into management positions, and/or for transfer to a baccalaureate program. In addition, student will obtain the rudimentary information and knowledge required to start their own businesses.

**Associate in Science Degree  
Certificate of Achievement**

**ACCOUNTING**

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

<b>REQUIRED COURSES:</b>		<b>Units</b>
BUS V01A	Financial Accounting	4
BUS V03	Introduction to Accounting	3
BUS V08	Computerized Accounting	3
BUS V17	Computer Applications	3

**REQUIRED ADDITIONAL COURSES:**  
Select two (2) of the following courses:

BUS V01B	Managerial Accounting	4
BUS V30	Introduction to Business	3
BUS V43	Introduction to International Business	3
BUS V45	Business Communications	3

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19-20

Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: BUS V07 and V07B. Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

**Proficiency Award  
ADMINISTRATIVE ASSISTANT**

(Awarded by the Department)

<b>REQUIRED COURSE:</b>		<b>Units</b>
BUS V21	Administrative Assistant	16

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**Proficiency Award  
BOOKKEEPING**

(Awarded by the Department)

<b>REQUIRED COURSES:</b>		<b>Units</b>
BUS V03	Introduction to Accounting	3
BUS V04	Computerized Payroll Accounting	3
BUS V07A	Business Calculations	2.5
BUS V07B	Business Calculations Using Excel	2.5
BUS V08	Computerized Accounting	3

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## Associate in Science Degrees

### BUSINESS ADMINISTRATION FOR TRANSFER

The Associate in Science in Business Administration for Transfer Degree (Business Administration AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with an Associate in Science in Business Administration for Transfer Degree may transfer to a CSU Campus to complete a Bachelor's Degree in Business, Business Administration, Entrepreneurship, Sustainable Business, Management, Marketing, Accounting, Economics, and Finance.

#### To earn a Business Administration AS-T degree, students must complete:

1. Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
2. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
3. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
4. Obtainment of a minimum grade point average of 2.0.
5. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis.

#### REQUIRED CORE (17 units):

	Units
BUS V01A Financial Accounting	4
BUS V01B Managerial Accounting	4
ECON V01A Principles of Macroeconomics	3
ECON V01B Principles of Microeconomics	3
BUS V33 Business Law	3
or	
BUS V53 Legal Environmental Business	3

#### LIST A:

##### Select one (1) of the following courses (4 units):

MATH V44 Elementary Statistics	4
MATH V46 Applied Calculus	4
PSY V04 Introductory Statistics for the Social and Behavioral Sciences	4

#### LIST B:

##### Select two (2) of the following courses (6 units):

BUS V17 Computer Applications	3
BUS V30 Introduction to Business	3
BUS V45 Business Communications	3

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Major Units	27
CSU General Education or IGETC Pattern	33
Electives (CSU transferrable units to reach 60)	
Double-Counted Units	(10)

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**DEGREE TOTAL 60**

*See a counselor or consult assist.org, especially if you plan to transfer to a UC campus or a college or university other than CSU.*

## 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
BUS V17 Computer Applications	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 and Financial Accounting	3-4
BUS V07A-V07B Business Calculations and Using Excel	2.5-2.5

##### Select one (1) of the following courses:

BUS V07A Business Calculations	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	2-2
*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

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26-30.5

#### \*Course deleted as of Fall 2012. See a counselor for more information

Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: COMM V01; ECON V01A, V01B; PSY V01. Although these supplemental courses may be of value to the student, please note that they do **NOT** satisfy the requirements for this degree.

**Associate in Science Degree  
Certificate of Achievement**

**BUSINESS MANAGEMENT**

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

<b>REQUIRED COURSES:</b>		<b>Units</b>
BUS V03	Introduction to Accounting	3
BUS V30	Introduction to Business	3
BUS V17	Computer Applications	3
BUS V31/SUP V94	Organization and Management	3
BUS V45	Business Communications	3

**REQUIRED ADDITIONAL COURSES:**

**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 V34	Exercise in Management Decision Making	3
BUS V38/CD V38	Organizational Behavior	3
BUS V40/SUP V96	Organizational Behavior	3
BUS V43	Introduction to International Business	3
BUS V44/SUP V81	Business English	3

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Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: BUS V40, V43, V44; ECON V01A; SUP V81, V90, V96. Although these supplemental courses may be of value to the student, please note that they do **NOT** satisfy the requirements for this degree.

*For other course descriptions, see  
Child Development and Supervision*



**Associate in Science Degree  
Certificate of Achievement**

**MEDICAL ASSISTANT**

<b>REQUIRED COURSES:</b>		<b>Units</b>
BUS V27A	Beginning Medical Terminology	3
BUS V27B	Advanced Medical Terminology	3
BUS V29	Medical Insurance	3
BUS V44/SUP V81	Business English	3
<b>REQUIRED ADDITIONAL COURSES:</b>		
<b>Select one (1) of the following courses:</b>		
BUS V06	Business Mathematics	3
BUS V17	Computer Applications	3
<b>Select one (1) of the following courses:</b>		
BUS V12	Intermediate Keyboarding	1
*BIS V44A	Microsoft Word I	2
<b>Select one (1) of the following courses:</b>		
BUS V28A	Medical Office Procedures: Front Office	3
BUS V28B	Medical Office Procedures: Back Office	3

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19-20

**\*Course deleted as of Fall 2012. See a counselor for more information.**

Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: ANAT V01; ANPH V01; BUS V03, V45; MICR V01; PSY V01. Although these supplemental courses may be of value to the student, please note that they do **NOT** satisfy the requirements for this degree.

*For other course descriptions, see  
Supervision*

**Proficiency Award**

**MEDICAL INSURANCE BILLING**

(Awarded by the Department)

<b>REQUIRED COURSE:</b>		<b>Units</b>
BUS V25	Medical Coding	3
BUS V26	Electronic Health Records	3
BUS V27A	Beginning Medical Terminology	3
BUS V27B	Advanced Medical Terminology	3
BUS V29	Medical Insurance	3

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Recommended courses: BUS V44; SUP V81.

**Proficiency Award**  
**RECEPTION SKILLS**  
 (Awarded by the Department)

<b>REQUIRED COURSE:</b>	<b>Units</b>
BUS V94 Professional Reception Skills	4
4	

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the **Accounting** program students will be able to:

- Demonstrate an understanding of basic accounting procedures.
- Analyze, process, and report financial information within established normal and computerized protocols.

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the **Business and Business Management** program students will be able to:

- Identify the fundamental principles of business
- Examine various approaches to decision-making

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the **Medical Assisting** program students will be able to:

- Demonstrate performance of appropriate medical skills
- Demonstrate performance of appropriate medical business skills
- Determine appropriate communication strategies for stakeholders in the medical environment.
- Describe legal and ethical principles that affect the role of a medical assistant.
- Apply appropriate procedures for complying with established risk management and safety practices.

**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: 3 lecture, 3 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.

*Field trips may be required. Formerly Bus 1A. Transfer credit: CSU; UC.*

**BUS V01B - MANAGERIAL ACCOUNTING** **4 Units**

*Prerequisite: BUS V01A with grade of C or better*  
*Hours: 3 lecture, 3 laboratory weekly*

This course provides an examination of how managers use accounting information in decision-making, planning, directing operations, and controlling. The structure of corporate accounting for stockholders' equity and bond transactions are explained. It will also 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.

*Formerly Bus 1B. Transfer credit: CSU; UC.*

**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. Students 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. Students will be able to keep a complete set of books for a one-month period for a small- to medium-sized sole proprietorship.

*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 or MATH V09A-V09C*

*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** **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**

*Recommended preparation: BUS V07A or 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.

*Formerly Bus 7B. Transfer credit: CSU.*

**BUS V08 - COMPUTERIZED ACCOUNTING 3 Units**

*Prerequisite: BUS V01A or BUS V03*

*Hours: 2 lecture, 3 laboratory weekly*

This course is an introduction to the use of computers in the field of accounting, with an emphasis on QuickBooks software. 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 Unit**

*Hours: 2 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.

*BUS V11 & V12 may be taken in any combination for a maximum of 4 times.*

*Formerly Bus 11. Offered on a pass/no pass basis only.*

**BUS V12 - INTERMEDIATE KEYBOARDING 1 Unit**

*Prerequisite: BUS V11 with grade of CR or P*

*Hours: 2 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.

*BUS V11 & V12 may be taken in any combination for a maximum of 4 times.*

*Formerly BUS V12A. Offered on a pass/no pass basis only.*

**BUS V17 - COMPUTER APPLICATIONS 3 Units**

*Hours: 3 lecture weekly*

This course provides an overview of computer concepts, including hardware, software, business information systems, computers and business software with an 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 computer as a tool in business problem solving and decision making.

*Formerly BUS V40. Transfer credit: CSU; UC.*

**BUS V21 - 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 V98.*

**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.

*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 3 Units**

*Recommended preparation: BUS V27A and BUS V29*

*Hours: 3 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 V26 - ELECTRONIC HEALTH RECORDS 3 Units**

*Hours: 3 lecture weekly*

This course is an introduction to the Electronic Health Record (EHR) and its application in the healthcare environment. Topics will include common standards for EHR, workflow in a medical office setting, data entry into an EHR program, and application of HIPAA privacy and security regulations. It will include practical hands-on experience using EHR software.

**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 instruction and drill in completing medical insurance forms for private insurance programs, such as Blue Cross, Blue Shield, Workers' Compensation, Medicare, Tricare, HMOs, PPOs, and Medicaid, and develops basic skills in professional service coding and diagnostic coding. It includes instruction in the overall claims process from claim submission to reimbursement. Collection strategies are also covered. The course will 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.

**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 business law and the legal system. Topics will include: agency, contracts, torts, and crimes as they apply to business. In addition, students will review 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, the focus will be 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.*

**BUS V80A - COMPUTER TRAINING I: BILINGUAL (ENGLISH-SPANISH)** **3 Units**

*Hours: 1.5 lecture, 4.5 laboratory weekly*

This course provides students with an introduction to computers and office software in a bilingual class setting (English/Spanish). Training will include introduction to computers, keyboarding, Windows basics, the Internet, Microsoft Word, and PowerPoint.

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

**BUS V80B - COMPUTER TRAINING II: BILINGUAL (ENGLISH-SPANISH)** **3 Units**

*Hours: 1.5 lecture, 4.5 laboratory weekly*

This course provides computer training in creating and using spreadsheets and databases using Microsoft Excel and Access in a bilingual (English/Spanish) setting. The course will also include an introduction to the Windows operating system.

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

**BUS V88 - BUSINESS WORKSHOPS** **.5-20 Units**

*Prerequisite: varies with topic*

*Hours: lecture and/or laboratory as required by unit formula*

Designed to meet specific needs of the college and community as required and/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.*



## BUSINESS INFORMATION SYSTEMS

The Proficiency Awards in Computerized Office and Microcomputers: Business Applications have been discontinued. The Proficiency Award in Administrative Assistant is offered by the Business department.

## CHEMISTRY

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A comprehensive set of undergraduate courses fulfill the general education and transfer requirements of students through onsite as well as hybrid (online/onsite) offerings. Students may obtain an AA or AS in chemistry; both major requirements optimize preparation for advanced degrees in chemistry at four-year institutions. A background in chemistry is essential for many high-paying, challenging careers. Opportunities await the chemist in such fields as medicine and pharmaceuticals, metals and polymers, petroleum, electrochemistry, nanotechnology, forensics, aerospace, paper, food technology, business, and education.

### COURSE DESCRIPTIONS

#### CHEM V01A - GENERAL CHEMISTRY I 3 Units

*Prerequisite:* CHEM V20-V20L or 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)

*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. C-ID: CHEM 110 [CHEM V01A + CHEM V01AL]; CHEM 120S [CHEM V01A + CHEM V01AL + CHEM V01B + CHEM 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 General Chemistry I lecture. Quantitative experiments that illustrate the fundamental laws of chemistry are emphasized.

*Field trips may be required. Formerly Chem 1AL. Transfer credit:* CSU; UC. C-ID: CHEM 110 [CHEM V01A + CHEM V01AL]; CHEM 120S [CHEM V01A + CHEM V01AL + CHEM V01B + CHEM 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. C-ID: CHEM 120S [CHEM V01A + CHEM V01AL + CHEM V01B + CHEM 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 II 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. C-ID: CHEM 120S [CHEM V01A + CHEM V01AL + CHEM V01B + CHEM V01BL].

#### BUS V97 - MULTI-SKILLED MEDICAL ASSISTANT 16 Units

*Hours:* 13 lecture, 9 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.

#### 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 will be placed on desktop publishing, Web page design, presentation software, and accounting software applications. Students 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

*Hours:* 1.5 lecture, 6 laboratory weekly

This course serves as an introduction to the computerized office or as a refresher to those who desire to update their office skills in a brief course. Emphasis will be placed on computer, Windows, 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.

**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 V12A - GENERAL ORGANIC CHEMISTRY I 3 Units**

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

*Hours: 3 lecture weekly*

This course stresses molecular structure, chemical and physical properties, and the preparation of organic compounds with an emphasis on reaction mechanisms, structure determination, synthesis, and applications.

*Formerly Chem 12A. Transfer credit: CSU; UC; credit limitations - see counselor.*

**CHEM V12AL - GENERAL ORGANIC CHEMISTRY I LABORATORY 2 Units**

*Prerequisite: CHEM V12A with grade of C or better or concurrent enrollment*

*Hours: 6 laboratory weekly*

This course covers the utilization of the techniques of experimental organic chemistry including physical and chemical methods of purification, separation, and structure determination, with an emphasis on synthesis and mechanisms. Infrared spectroscopy and nuclear magnetic resonance are used extensively in this course.

*Field trips may be required. Formerly Chem 12AL. Transfer credit: CSU; UC; credit limitations - see counselor.*

**CHEM V12B - GENERAL ORGANIC CHEMISTRY II 3 Units**

*Prerequisite: CHEM V12A with grade of C or better*

*Hours: 3 lecture weekly*

This course continues the study of functional groups such as carboxylic acids and their derivatives, carbonyls, amines and phenols. The emphasis is again on reaction mechanism, structure determination using nuclear magnetic resonance and infrared spectroscopy, synthesis and applications. A major part of this course is devoted to the study of biochemistry.

*Formerly Chem 12B. Transfer credit: CSU; UC.*

**CHEM V12BL - GENERAL ORGANIC CHEMISTRY II LABORATORY 2 Units**

*Prerequisite: CHEM V12AL with grade of C or better; and CHEM V12B with grade of C or better or concurrent enrollment*

*Hours: 6 laboratory weekly*

This course covers the utilization of the techniques of experimental organic chemistry including chemical and physical separations, purification, chemical syntheses, extraction methods, and structure determinations, with an emphasis on functional group analysis, reactivity and mechanisms. Extensive use of infrared spectroscopy, and analysis of gas chromatography, nuclear magnetic resonance, and mass spectra will be included.

*Field trips may be required. Formerly Chem 12BL. Transfer credit: CSU; UC.*

**CHEM V20 - ELEMENTARY CHEMISTRY 4 Units**

*Prerequisite: MATH V01 or MATH 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.*

**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.*

**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.*

**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.*

**CHEM V30 - CHEMISTRY FOR HEALTH SCIENCES 4 Units**

*Prerequisite: MATH V01 or MATH V01A-V01E or MATH 11B 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.*

**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). Students will analyze prevailing myths and stereotypes and investigate the ways Chicanos have contributed to and participated in social and political change. 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.*

**CHICANO STUDIES**

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Program Description: The United States of America is a racial and cultural pluralistic country. The Chicano(a) Studies program strives to begin meeting the educational obligation to a multi-cultural community. The Chicano(a) Studies Program examines the past and present experiences of Chicano(a) and others of Latin American decent. The Chicano Studies courses are designed to prepare students to serve the Chicano/Latino community, to become aware of the culture and heritage and to develop a critical assessment of the social, political and economic experience of this community. The interdisciplinary nature of our Chicano(a) Studies prepares students for transfer to four-year universities that offer upper division majors in this area. Students from this field of study find employment in areas such as education, community and social services, law, government, counseling, probation, and business. In addition, Chicano Studies provides students with many pathways for graduate work in areas that include education, history, political science, sociology, social work, women's studies, ethnic studies, urban studies, law, and the arts.

**COURSE DESCRIPTIONS**

**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 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.*

# CHILD DEVELOPMENT

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The Child Development Program prepares students for an Associate Degree in Child Development, Certificate of Achievement, and the California Child Development Permit levels of Assistant, Associate Teacher, Teacher, Master teacher, and Site Supervisor. Further, students develop knowledge of the subject matter and skills needed for success in transferring to a college or university.

## Associate in Science Degree Certificate of Achievement

### CHILD DEVELOPMENT

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

<b>REQUIRED COURSES:</b>		<b>Units</b>
CD V01	Introduction to Careers in Child Development	1
CD V02	Child Growth and Development	3
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	Principles and Practices in Early Childhood Education	3
CD V63	Introduction to Curriculum in Early Childhood Education	3
CD V64A	Practicum in Early Childhood Education: Observation and Assessment	3
CD V64B	Practicum in Early Childhood Education: Field Experience	3
<b>REQUIRED ADDITIONAL COURSES:</b>		
<b>Select three (3) units from the following courses:</b>		
CD V11	Language and Literacy in Early Childhood Education	3
CD V14	Creative Arts in Early Childhood Education	3
CD V19	Math and Science in Early Childhood Education	3
CD V28	Programs for Infant and Toddler Care	3
		28

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. Additional general education units are required in English/Language Arts; Math or Science: Social Studies; Humanities and/or Fine Arts for Teacher, Master Teacher, and Site Supervisor permits and specializations. See the Child Development faculty for further information about Title 22 requirements or the Child Development permits.

## Associate in Science Degree

### EARLY CHILDHOOD EDUCATION FOR TRANSFER

The Associate in Science in Early Childhood Education for Transfer Degree (Early Childhood Education AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with Associate in Science in Early Childhood Education for Transfer Degree may transfer to a CSU Campus to complete a Bachelor's Degree in Child Development, Family and Consumer Sciences, Human Communication, Human Services, Liberal Studies.

To earn an Early Childhood Education AS-T degree, students must complete:

Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

1. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
2. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
3. Obtainment of a minimum grade point average of 2.0.
4. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis.

<b>REQUIRED CORE (12 units):</b>		<b>Units</b>
CD V02	Child Growth and Development	3
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	Principles & Practices in Early Childhood Education	3
CD V63	Introduction to Curriculum in Early Childhood Education	3
CD V64A	Practicum in Early Childhood Education: Observation and Assessment	3
CD V64B	Practicum in Early Childhood Education: Field Experience	3

Major Units	24
CSU General Education or IGETC Pattern	36
Electives (CSU transferrable units to reach 60)	
Double-Counted Units	(9)

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**DEGREE TOTAL** **60**

See a counselor or consult assist.org, especially if you plan to transfer to a UC campus or a college or university other than CSU.

## PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Child Development program students will be able to:

- Apply professional and ethical standards of behavior with children, families, and colleagues.
- Examine aspects of early care and education from multiple perspectives and develop strategies that are in the best interests of children's development and in support of families.
- Demonstrate and articulate intentional teaching skills consistent with developmentally appropriate practices.

## COURSE DESCRIPTIONS

### CD V01 - INTRODUCTION TO CAREERS IN CHILD DEVELOPMENT

1 Unit

Hours: 1 lecture weekly

This course focuses on the array of career and education options in the field of child development. Sources of career information, educational support services, the Child Development Permit Matrix, and exploration of careers, including teaching, counseling, and working with children and families, will be covered.

### CD V02 - CHILD GROWTH AND DEVELOPMENT

3 Units

Hours: 3 lecture weekly

This course examines the major developmental milestones of children, both typical and atypical, from conception through adolescence. Physical, psychosocial and cognitive development are studied with an emphasis on the interactions between maturational processes and environmental factors including language, culture, and diversity. Students will observe children, evaluate individual differences, and analyze characteristics of development at various stages while studying developmental theory and investigative research methodologies.

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

### CD V03 - 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 HEC V24. Transfer credit: CSU; UC; credit limitations - see counselor.

### 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

Prerequisite: current negative TB test report

Recommended preparation: 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 from infancy through school age. Students may work with children at the Ventura College Child Development Center or in an approved community setting with a master teacher. 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 AND LITERACY IN EARLY CHILDHOOD EDUCATION

3 Units

Recommended preparation: CD V62 and CD V63

Hours: 3 lecture weekly

This course is an in-depth study of current research and best teaching practices that promote the development of children's literacy skills and language acquisition. It emphasizes developmentally appropriate learning experiences, curriculum materials, and literature for both native English speakers and English language learners.

Field trips may be required. Formerly CD 11.

### CD V14 - CREATIVE ARTS IN EARLY CHILDHOOD EDUCATION

3 Units

Recommended preparation: CD V62 and CD V63

Hours: 3 lecture weekly

This course is an in-depth study of current research and best teaching practices that promote children's development in the visual and performing arts: visual art, music, dance, and drama. It emphasizes application of theory, assessment, developmentally appropriate learning experiences, curriculum materials, and environments for children from birth through age eight.

Field trips may be required. Formerly CD 14.

### CD V19 - MATH AND SCIENCE IN EARLY CHILDHOOD EDUCATION

3 Units

Recommended preparation: CD V62 and CD V63

Hours: 3 lecture weekly

This course is a study of the intentional teaching practices that assist young children's development in the learning foundations of science and mathematics. Emphasis is on application of developmental theory, curriculum design and assessment, and 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

This course is an introduction to the laws, regulations, standards, policies and procedures, and early childhood curriculum related to child health, safety, and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. There is a focus on integrating the concepts into everyday planning and program development for all children.

Formerly CD 24. Transfer credit: CSU.

### CD V28 - PROGRAMS FOR INFANT AND TODDLER CARE

3 Units

Recommended preparation: CD V02 with grade of C or better

Hours: 3 lecture weekly

This course focuses on infant and toddler care based on best practices of culturally responsive and respectful caregiving of typically developing children and children with special needs. The course emphasizes developmentally appropriate adult/child interactions, planning age appropriate experiences, environmental design, and child observation.

Field trips will be required. Formerly CD 28. Transfer credit: CSU.

**CD V29 - ADULT SUPERVISION IN CHILD DEVELOPMENT 2 Units**

*Prerequisite: CD V64B*

*Recommended preparation: current teaching experience in a pre-school setting*

*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 may be required. Formerly CD 29. Transfer credit: CSU.*

**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 V61 - CHILD, FAMILY AND COMMUNITY 3 Units**

*Hours: 3 lecture weekly*

This course is an examination of the developing child in a societal context focusing on the interrelationship of family, school, and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families.

*Formerly CD 61. Transfer credit: CSU.*

**CD V62 - PRINCIPLES AND PRACTICES IN EARLY CHILDHOOD EDUCATION 3 Units**

*Hours: 3 lecture weekly*

This course includes a review of the historical roots of early childhood education 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 will be required. Formerly CD 62. Transfer credit: CSU.*

**CD V63 - INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION 3 Units**

*Recommended preparation: CD V62*

*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 EARLY CHILDHOOD EDUCATION: OBSERVATION AND ASSESSMENT 3 Units**

*Recommended preparation: CD V02*

*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 EARLY CHILDHOOD EDUCATION: FIELD EXPERIENCE 3 Units**

*Prerequisite: CD V64A; CD V63 or concurrent enrollment; 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 EARLY CHILDHOOD EDUCATION PROGRAMS 3 Units**

*Prerequisite: CD V02 and CD V24 and CD V61 and CD V62 each with a grade of C or better*

*Hours: 3 lecture weekly*

This course introduces the principles and practices of administration of early childhood education programs. Topics 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 will 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**

*Cerequisite: 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.*

**COMMUNICATION STUDIES**

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Communication and speech are two of the most fundamental skills any student can acquire. Oral communication competence is the most highly prized and sought after skill in the professional world, and an indispensable requirement for succeeding in all academic disciplines.

**Associate in Arts Degree COMMUNICATION STUDIES FOR TRANSFER**

The Associate in Arts in Communication Studies for Transfer Degree (Communication Studies AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with an Associate in Arts in Communication Studies for Transfer Degree may transfer to a CSU Campus to complete a Bachelor's Degree in Communication Studies or related fields.

To earn a Communication Studies AA-T degree, students must complete:

1. Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.
3. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis.

<b>REQUIRED CORE (9 units):</b>		<b>Units</b>
COMM V01	Introduction to Speech Communication	3
COMM V03	Group Communication	3
COMM V15	Interpersonal Communication	3

**LIST A**  
**Select two (2) of the following courses (6 units):**

COMM V05	Oral Interpretation and Communication Literature	3
COMM V10	Critical Thinking in Oral Communication: Argument and Debate	3
COMM V16	Mass Communication	3

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## LIST B

Select one (1) of the following courses or unused course from List A (3 Units):

ANTH V02	Cultural Anthropology	3
ENGL V01B	Critical Thinking and Composition through Literature	3
PSY V01	Introduction to Psychology	3
SOC V01	Introduction to Sociology	3

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Major Units	18
CSU General Education or IGETC Pattern	42
Electives (CSU transferrable units to reach 60)	
Double-Counted Units	(9)

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**DEGREE TOTAL** **60**

See a counselor or consult [assist.org](http://assist.org), especially if you plan to transfer to a UC campus or a college or university other than CSU.

## PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Communication Studies program, students will be able to:

- Demonstrate effective public speaking and presentation skills
- Demonstrate active listening skills
- Demonstrate effective interpersonal communication

## COURSE DESCRIPTIONS

### COMM 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 V01. Transfer credit: CSU; UC.*

### COMM 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 V03. Transfer credit: CSU; UC.*

### COMM 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 pronunciations of American English for use in general conversation and in expressive reading. This course is recommended for those majoring in speech-communication, speech pathology, theatre arts, linguistics, and early childhood education, as well as ESL students.

*Field trips may be required. Formerly SPCH V04. Transfer credit: CSU; UC.*

### COMM 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 V05. Transfer credit: CSU; UC.*

### COMM 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 V10. Transfer credit: CSU; UC.*

### COMM V13 - FORENSICS

**2 Units**

*Prerequisite: COMM 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, oral interpretation of literature, along with impromptu and extemporaneous speaking. The 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 V13. Transfer credit: CSU.*

### COMM V15 - INTERPERSONAL COMMUNICATION

**3 Units**

*Hours: 3 lecture weekly*

This course examines interpersonal communication theories 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 V15. Transfer credit: CSU; UC.*

### COMM V16 - 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 V01. Transfer credit: CSU; UC; credit limitations - see counselor.*

### COMM V88 - COMMUNICATION 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 SPCH V88.*



## COMM V89 - WORKSHOPS IN COMMUNICATION 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 SPCH V89. Transfer credit: CSU; for UC, determined after admission.*

## COMM V90 - DIRECTED STUDIES IN COMMUNICATION 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 SPCH V90. Transfer credit: CSU; for UC, determined after admission.*

# COMPUTER SCIENCE

The Associate in Science Degree and Certificates of Achievement in Computer Science have been discontinued. Students already enrolled in these programs will be allowed to complete their degree or certificate but they must meet with a counselor to create a plan to do so and they must maintain continuous enrollment. Effective fall 2012, no new students will be able to declare either a Computer Science major. Courses in Computer Science (CS) required for transfer or to complete other majors will continue to be offered.

## 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.*

### 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.*

### 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.*

### CS V17 - DISCRETE STRUCTURES

3 Units

*Prerequisite: MATH V20 or both MATH V04 and MATH V05; or placement as measured by the college assessment process*

*Recommended preparation: CS V11 or equivalent*

*Hours: 3 lecture weekly*

This course introduces the student to discrete mathematics as it is used in computer science. Topics include functions, relations, sets, propositional and predicate logic, simple circuit logic, proof techniques, elementary combinatorics, and discrete probability.

*Field trips may be required. Same as MATH V52. Transfer credit: CSU; UC; credit limitations - see counselor.*

### 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.*

### 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.*

**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.*

**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.*



# CONSTRUCTION TECHNOLOGY

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The CT program has two options; Building Inspection and Construction Management. The Building Inspection option has an emphasis on code interpretation and project design. The Construction Management option has an emphasis on business management and project supervision. Students can enroll into an individual class in order to develop a specific skill set such as a license or industry certification, or complete a one-year Vocational Certificate of Achievement degree, or complete a two-year Associate of Science degree, or prepare for transfer to a university-level Bachelor of Science program. Ventura College CT students are prepared for a wide range of construction-related positions such as self-employed contractors, building inspection, project designers, and various levels of supervision. The CT program provides many different courses to serve diverse student needs.

## 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 V12/ARCH V12 Advanced Blueprint Reading: Commercial/Industrial	3
CT V58/ARCH V58 International Residential Code	3
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 four (4) of the following courses:

CT V20/ARCH V11/ DRFT V02B	Blueprint Reading: Architectural/ Construction	3
CT V43	Electrical Code Certification Preparation	2
CT V60/ARCH V60	Simplified Engineering for Building 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 V70	California Green Building and Energy Code	3

#### May select three (3) units from the following courses as part of the four (4) courses additionally required:

CT V95	Construction Technology Internship I	3
CT V96	Construction Technology Internship II	3

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For other course descriptions, see **Architecture, 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 V50	Construction Contractor License Preparation	3
CT V64/ARCH V64	Building Construction: Materials and Methods	3
CT V75/ARCH V75	Introduction to Electrical, Plumbing and Mechanical Systems	3
CT V77	Construction Business Management	3
CT V79	Construction Estimating	3

#### REQUIRED ADDITIONAL COURSES:

##### Select four (4) of the following courses:

CT V12/ARCH V12	Advanced Blueprint Reading: Commercial/Industrial	3
CT V30	Shop Woodworking	3
CT V37	Landscape Construction	3
CT V52	Property Inspection	3
CT V58/ARCH V58	International Residential Code	3
CT V59/ARCH V59	International Building Code	3
CT V76	Construction Job Site Management	3
<b>May select three (3) units from the following courses as part of the four (4) courses additionally required:</b>		
CT V95	Construction Technology Internship I	3
CT V96	Construction Technology Internship II	3

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For other course descriptions, see **Architecture and Drafting**



**Proficiency Award**  
**CONSTRUCTION TECHNOLOGY**

**Electrician Trainee**  
(Awarded by the Department)

<b>REQUIRED COURSES:</b>	<b>Units</b>
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
12	

For other course descriptions, see  
Architecture, Drafting, and Manufacturing Technology

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Construction Technology program students will be able to:

- Estimate construction costs.
- Interpret blueprints and specifications.
- Understand building code requirements.
- Schedule the proper sequence of construction activities.
- Understand office operations and field operation.
- Estimate construction costs.

**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 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 V44 - GREEN ELECTRICAL SYSTEMS 2 Units**

*Hours: 2 lecture weekly*

This course is an introduction to green electrical system design. Topics will include photovoltaic, low voltage systems, programmable motors, automated devices, and other energy saving installations. This course is intended for homeowners, designers, electricians and inspectors.

**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 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. Transfer credit: CSU.*

**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. Transfer credit: CSU.*

**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 V70 - CALIFORNIA GREEN BUILDING AND ENERGY CODE****3 Units***Hours: 3 lecture weekly*

This course is an introduction to the California Green Building Code (CalGreen). Topics will include the California Building Energy Efficiency Standards, selection of building materials, architectural requirements, compliance inspections, and Leadership in Energy and Environmental Design (LEED's) criteria. Course content will reflect the most recent CALGreen regulations as published by the California Building Commission and the California Energy Commission.

**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

#### ADMINISTRATION OF JUSTICE FOR TRANSFER

The Associate in Science in Administration of Justice for Transfer Degree (Administration of Justice AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with an Associate of Science in Administration of Justice for Transfer Degree may transfer to a CSU campus with the competencies needed to complete a Bachelor's Degree in; Criminology, Administration of Justice, Sociology, Forensic Science.

To earn an Administration of Justice AS-T degree, students must complete:

1. Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.
3. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis.

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<b>REQUIRED CORE (6 units):</b>		<b>Units</b>
CJ V01	Introduction to Criminal Justice	3
CJ V02	Concepts of Criminal Law	3

**LIST A**

**Select two (2) of the following courses (6-7 units):**

CJ V03	Community Relations and Diversity	3
CJ V04	Legal Aspects of Evidence	3
CJ V05	Criminal Procedures	3
CJ V08	Criminal Investigation	3
CJ V14	Juvenile Law and Procedures in California	3
CJ V25	Introduction to Corrections	3
CJ V35/ANTH V35	Introduction to Forensic Science &	3-1
CJ V35L/ANTH V35L	Introduction to Forensic Science Lab	

**LIST B**

**Select two (2) of the following courses (6-7 units):**

SOC V01	Introduction to Sociology	3
PSY V01	Introduction to Psychology	3
PSY V04	Introductory Statistics for the Social and Behavioral Sciences	4

**OR**

MATH V44	Elementary Statistics	4
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Major Units	18 – 20
CSU General Education or IGETC Pattern Electives (CSU transferrable units to reach 60)	42 – 44
Double-Counted Units	(9-13)

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**DEGREE TOTAL** **60**

*See a counselor or consult assist.org, especially if you plan to transfer to a UC campus or a college or university other than CSU.*



**Associate in Science Degrees  
Certificate of Achievement**

**CRIMINAL JUSTICE**

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

<b>REQUIRED COURSES:</b>		<b>Units</b>
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 V17	Criminal Justice Employment Orientation	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

**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

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Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: AES V11; BUS V44, V45; COMM V01; CS V04; CJ V11, V12A, V12B; KIN V50; PHOT V01; PSY V15; SOC V03; SUP V81. Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

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.

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Criminal Justice program students will be able to:

- Demonstrate an understanding of the American Criminal Justice system and the scope of responsibilities of the various local, state, and federal law enforcement agencies beginning with arrest through parole.
- Articulate the system's objectives, the crime problem, and role expectations of criminal justice personnel, and describe the various agencies and each subsystem within the system.

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factors in crime causation, the social implications of crime and communication barriers between the system and the community.

- Articulate the differences between the major criminological theories of the causes of crime and how those theories relate to policies toward crime and criminal behavior.
- Analyze legal concepts and make rational decisions about case processing. Demonstrate knowledge of the rules of evidence, legal definitions, and concepts of evidentiary law. Apply basic investigative proficiencies.
- Demonstrate critical thinking and analytical skills acquired in the social sciences in preparation for continuance of college-level education.

## 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, will be discussed and possible solutions developed. Historical and current theories of crime causation and punishment in America will be explained and discussed.

*Field trips may be required. Formerly CJ 1. Transfer credit: CSU; UC. C-ID: AJ 110.*

### **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.*

### **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.*

### **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.*

### **CJ V11 - AIKIDO** 1.5 Units

*Hours: 3 lecture-laboratory weekly*

Aikido is a powerful martial art developed in Japan by Morihei Veshiba. Through the study of principles and theory of ancient fighting methods, Veshiba was able to develop a method of non-resistive and noncompetitive technique. The practice of Aikido includes warm-up and flexibility exercises, practical combative and defensible techniques combined with an appreciation for formal etiquette. Students will develop a greater understanding of the relationship between mind, body and spirit that will help them deal with both physical and mental conflict in a more positive way.

*Field trips may be required. CJ V11/KIN V50 may be taken in any combination for a maximum of 4 times. Formerly CJ 11. Same as KIN V50. Transfer credit: CSU; UC; credit limitations - see counselor.*

### **CJ V12A - BASIC JU JUTSU** 1.5 Units

*Hours: 3 lecture-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 Jutsu techniques that do not require upper body strength.

*Field trips may be required. CJ V12A & V12B may be taken in any combination for a maximum of 4 times. Formerly CJ 12A. Transfer credit: CSU; UC; credit limitations - see counselor.*



**CJ V12B - ADVANCED JU JUTSU****1.5 Units***Prerequisite: CJ V12A**Hours: 3 lecture-laboratory weekly*

This is a self-defense course for students desiring to develop intermediate-level skills in Ju Jutsu.

*Field trips may be required. CJ V12A & V12B may be taken in any combination for a maximum of 4 times. Formerly CJ 12B. 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 V17 - 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 for rehabilitating and minimizing those areas in the testing process where they may demonstrate substandard performance and those areas of the background process and/or the testing process that can or will disqualify them from service in the criminal justice system.

*Field trips may be required. Formerly CJ V60B.*

**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 pre-sentence 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; and 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***Corequisite: Concurrent enrollment in ANTH V35L or CJ V35L**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 V35L - INTRODUCTION TO FORENSIC SCIENCE LABORATORY**

**1 Unit**

*Prerequisite: ANTH V35 or CJ V35 or concurrent enrollment*

*Hours: 3 laboratory weekly*

This course is an introduction to forensic science lab procedures and crime scene investigation. Students will practice the techniques and methods used by crime scene investigators and forensic scientists to evaluate, document, and collect biological and physical evidence.

*Field trips may be required. Same as ANTH V35L. 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 V45 - 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. Formerly CJ V60E. Offered on a pass/no pass basis only.*

**CJ V46 - 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 V60A. 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 V70 - EXTENDED BASIC/RESERVE PEACE OFFICER TRAINING: LEVELS III AND II**

**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 Police Officer Standards and Training (P.O.S.T.) extended basic course for students and individuals wishing to become full-time or reserve police officers or deputy sheriffs. The course fulfills P.O.S.T. requirements for Level III and 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, baton training, vehicle pullovers, and report writing. Special emphasis and training will include 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. Level III and II requirements of the reserve officer / reserve deputy sheriff requirements.

*Fees will be required. Field trips will be required. Formerly CJ 70.*

**CJ V71 - EXTENDED BASIC/RESERVE PEACE OFFICER TRAINING: LEVEL I**

**12 Units**

*Prerequisite: CJ V 70 or P.O.S.T. certified equivalent or certification of Levels III/II*

*Hours: 13 lecture, 15.5 lecture-laboratory weekly*

This is a Peace Officer Standards and Training (P.O.S.T.) extended basic course for students and individuals wishing to become full-time or reserve police officers or deputy sheriffs. The course fulfills P.O.S.T. requirements for Level I training. Training will include: victimology, crimes against children, sex crimes, juvenile law, controlled substances, ABC laws, investigative report writing, use of force, patrol techniques, vehicle pullovers, domestic violence, missing persons, traffic enforcement firearms, hazardous materials, emergency management, and, physical fitness. Students will be required to pay for E.V.O.C. (Emergency Vehicle Operating Course) at the time of training.

*Fees will be required. Field trips will be required.*

**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.

*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 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**

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Dance program provides students with intellectual and practical experience in multiple genres of dance. We offer courses that both fulfill undergraduate general electives and transferable requirements to obtain a Bachelor Degree in a four-year institution. The Dance program is intended for students who desire a formal course of study in dance and is anchored by a progression of technical, historical and compositional courses in contemporary dance designed to prepare and enhance their abilities in communication, critical thinking and self-expression.

**COURSE DESCRIPTIONS****DANC V01 - DANCE APPRECIATION****3 Units**

*Hours: 3 lecture weekly*

This course is an introduction to the history of dance. Topics will include style as a reflection of the society, culture and era; the various approaches to choreography; and how dance has functioned as part of political power. Students will view film, video and live performances to come to understand the rich lineage of dance.

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

**DANC V10A - MODERN DANCE I****1.5 Units**

*Hours: 3 lecture-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 2 times. Formerly DANC V10. Transfer credit: CSU; UC.*

**DANC V10B - MODERN DANCE II****2 Units**

*Recommended preparation: DANC V10A or equivalent skills*

*Hours: 4 lecture-laboratory weekly*

The course builds on techniques and skills learned in Modern Dance I. Emphasis will be placed on the refinement of technique, the introduction of new movement and the development of heightened technical skills.

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

**DANC V13A - TAP DANCE I****1.5 Units**

*Hours: 3 lecture-laboratory weekly*

This course teaches the basic skills of traditional tap dance steps and sequences. The emphasis is on the mastery of basic steps and rhythmic styles. It includes a brief history of tap dance in American culture and its relation to other dance and art genres.

*Field trips may be required. May be taken for a maximum of 2 times. Formerly DANC V13. Transfer credit: CSU; UC.*



**DANC V13B - TAP DANCE II****2 Units***Recommended preparation: DANC V13A or equivalent skills**Hours: 4 lecture-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. May be taken for a maximum of 2 times. Formerly DANC V18. Transfer credit: CSU; UC.*

**DANC V14 - MOVEMENT FOR THE THEATRE****1.5 Units***Hours: 3 lecture-laboratory weekly*

This course teaches the fundamentals of multiple movement techniques for students in the theatre and related arts. The course focuses on the development of the student's individual movement expression. Through practice of organizing and reorganizing the body in multiple ways the student becomes aware of how to respond to the emotional and physical needs of a character. 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.*

**DANC V15A - BALLET I****1.5 Units***Hours: 3 lecture-laboratory weekly*

This course teaches the fundamental theory and practice of ballet technique and ballet as an art form. The emphasis is on placement, correct body alignment, muscular control, and the development of basic ballet positions, steps and combinations.

*Field trips may be required. May be taken for a maximum of 2 times. Formerly DANC V15. Transfer credit: CSU; UC.*

**DANC V15B - BALLET II****2 Units***Recommended preparation: DANC V15A or equivalent skills**Hours: 4 lecture-laboratory weekly*

The course builds on techniques and skills learned in Ballet I. Emphasis will be placed on the refinement of technique, the introduction of new movement and the development of heightened technical skills.

*Field trips may be required. May be taken for a maximum of 2 times. Formerly DANC V19. Transfer credit: CSU; UC.*

**DANC V23 - BALLROOM DANCE****1.5 Units***Hours: 3 lecture-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****1.5 Units***Hours: 3 lecture-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 V29A - JAZZ DANCE I****1.5 Units***Hours: 3 lecture-laboratory weekly*

This course introduces basic jazz dance techniques from various styles. It includes a brief history and appreciation of jazz dance as a performing art form. *Field trips may be required. May be taken for a maximum of 2 times. Formerly DANC V29. Transfer credit: CSU; UC.*

**DANC V29B - JAZZ DANCE II****2 Units***Recommended preparation: DANC V29A or equivalent skills**Hours: 4 lecture-laboratory weekly*

The course builds on techniques and skills learned in Jazz Dance I. Emphasis will be placed on the refinement of technique, the introduction of new movement, the development of heightened technical skills, and the analysis of jazz dance as an art form, both in cultural and historical contexts.

*Field trips may be required. May be taken for a maximum of 2 times. Formerly DANC V31. Transfer credit: CSU; UC.*

**DANC V30 - DANCE PERFORMANCE****3 Units***Recommended preparation: DANC V10A or V13A or V15A or V29A, or equivalent skills**Hours: 1 lecture, 6 laboratory weekly*

This course supplies students with the opportunity to develop professional performance skills. All students will engage in the rehearsal and choreographic collaborative process to develop their ensemble and performance skills to create new and traditional repertoire. During the semester the students will have the opportunity to perform in multiple venues.

*Field trips may be required. May be taken for a maximum of 4 times. Formerly Dance 30. Transfer credit: CSU; UC.*

**DANC V50A - DANCE COMPOSITION I****2 Units***Recommended preparation: DANC V10A or V13A or V15A or V29A or equivalent skills**Hours: 4 lecture-laboratory weekly*

This course is an introduction to multiple processes and tools that are used in creating choreography. Students will learn basic choreographic structures, the use of improvisation to create movement, clarity of intention, and an understanding of the relationship between music/sound and dance. Students will be asked to create solo and small group work to examine spatial design and explore the manipulation of time.

*Field trips may be required. May be taken for a maximum of 2 times. Formerly DANC V50. Transfer credit: CSU; UC.*

**DANC V50B - DANCE COMPOSITION II****2 Units***Prerequisite: DANC V50A or equivalent skills**Hours: 4 lecture-laboratory weekly*

This course builds on techniques and skills learned in Dance Composition I. Emphasis will be placed on combining a variety of choreographic processes, the refinement of movement development, and the musical and choreographic collaborative process.

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

**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.

**DRAFTING**

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Training in Drafting will prepare one for challenging careers as drafters, designers, engineering assistants, 3-D modelers, estimators, and design/drafting checkers. Students may obtain an AS, Certificate of Achievement or preparation for transfer to a four year university in the fields of industrial design, manufacturing or industrial technology. Specialized application of various software programs are taught using current technology and methods found in the Architectural, manufacturing, and design industries. There is a broad range of career opportunities such as Drafters, Designers, Illustrators, and Model Makers.

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 or consult assist.org*

<b>REQUIRED COURSES:</b>	<b>Units</b>
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

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Recommended Courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into this field of study consider taking one or more of the following courses: ENGL V01A; PHYS V01.

Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

**For other course descriptions, see Architecture and  
Manufacturing Technology**

**Associate in Science Degree  
Certificate of Achievement**

**DRAFTING TECHNOLOGY**

**Industrial Design and Manufacturing Option**

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

<b>REQUIRED COURSES:</b>	<b>Units</b>
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

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Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: DRFT V02B, V51. Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

**For other course descriptions, see Architecture,  
Manufacturing Technology, and Welding**

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Drafting program students will be able to:

- Demonstrate an understanding of drawing methods and graphic composition techniques.
- Prepare technical drawings using computer-aided drafting (CAD) and design software.
- Analyze technical drawings and provide appropriate solution.

## 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.

*Formerly Drft 4. Same as MT V04.*

### **DRFT V05A - INTRODUCTION TO AUTOCAD 2 Units**

*Recommended preparation: 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. 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 prints, technical orders and freehand sketches. Axonometric projection will be covered.

*Fees will be required. Formerly Drft 14A. Transfer credit: CSU.*

### **DRFT V14B - TECHNICAL ILLUSTRATION II 3 Units**

*Prerequisite: DRFT V14A*

*Hours: 6 lecture-laboratory weekly*

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 course introduces the fundamentals of industrial design graphics through lecture and laboratory practice. Focus will be on the basic concepts of graphic presentation, including: design language/symbols; sketching; pictorial drawing; lettering; orthographic projection; working drawings; auxiliary views; dimensioning; geometric developments; duplication, interrelationships to the design process, an introduction to computer aided design (CAD); and, industry trends and applications.

*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 CNC programming. 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**

.....

The courses offered in the Economics discipline at Ventura College provide students with the analytical tools, real world applications and theoretical background to comprehend economic events and understand the role of the various economic institutions within the U.S. economy and the motivations and consequences of the interactions between nations and firms in the global economy. In their study of economic theories and applications, students become more aware of their role in society as economic actors and as a result, develop their own perspective on the causes and solutions to some of the pressing economic topics of society. Students graduating with a major in economics for their Associate of Arts degree generally transfers to a four-year institution to complete a Bachelor's degree. Economics graduates at the Bachelor's level are qualified for a variety of positions with government, industry, and public interest organizations and they are well prepared to enter a graduate program in economics, business, journalism, law, or public policy. Teaching at the two-year college level is an option if a Master's degree is obtained. An economist can obtain the Ph.D. Degree, which may lead to research and/or teaching at the university level, or basic research in government, industry, or public interest organizations. Nearly every four-year college and university offers an economics major. Economics graduates have been considered one of the highest demand employment fields in America for a number of recent years.

**COURSE DESCRIPTIONS**

**ECON V01A - PRINCIPLES OF MACROECONOMICS 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. Macroeconomics 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. Macroeconomics 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.*

**ECON V01B - PRINCIPLES OF MICROECONOMICS 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 microeconomics. Microeconomics is concerned with the small economic units: an individual household, firm, and industry. Microeconomics 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.*

**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. 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 for reform.

*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 3 Units**

*Hours: 3 lecture weekly*

This course introduces student to strategies for 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 for life-long learning. Topics include self-advocacy, learning profiles, study/life skills, relationships/communication, multiculturalism/diversity, and college and career options. Emphasis will be placed on the developing independent critical thinking skills while providing opportunity for construction and implementation of plans for success. Instruction designed to meet the educational needs of students with or without disabilities.

*Transfer credit: CSU; UC.*

**EAC V11 - S.A.V.E.S.: SPECIALIZED ACADEMIC, VOCATIONAL, EMOTIONAL/SOCIAL ASSESSMENT .5 Unit**

*Hours: 1 lecture-laboratory weekly*

This course is designed to support the academic success of students by creating a learning profile of relative strengths and weaknesses. Initial assessment of students will include screening in the following areas: cognitive performance, academic achievement, attentional capacity, cognitive/academic language proficiency, vocational readiness, and technological sophistication. Based on these findings, students will be directed to more in-depth assessment in indicated areas of difficulty. After evaluating test results, through a combination of the interactive classroom environment and individual meetings with their instructor, 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 course with a portfolio of relevant assessments and resources. Students with suspected learning disabilities will be referred to learning skills assessment and courses.

*May be taken for a maximum of 2 times. Offered on a pass/no pass basis only.*



**EAC V13 - HOLISTIC HEALTH AND DISABILITIES 1.5 Units**

Hours: 1.5 lecture weekly

This course introduces students to the benefits of rehabilitation of the whole person 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 rehabilitation of the whole person 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.

Formerly EAC V60H. Offered on a pass/no pass basis only.

**EAC V17 - GRIEF: DEATH, LOSS AND DISABILITY 1.5 Units**

Hours: 1.5 lecture weekly

Students will gain an understanding of the grieving process and the inherent transformative nature within. Discussion topics include: interruptions to the life cycle, types of losses, healthy and unhealthy coping mechanisms, as well as key elements of the recovery process. A holistic perspective on grieving, diverse social customs, and available resources will also be covered.

Formerly EAC V60G. Offered on a pass/no pass basis only.

**EAC V19 - LEARNING STRATEGIES AND TECHNOLOGY 1.5 Units**

Hours: 1.5 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 topics such 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.

Formerly LS V19. Offered on a pass/no pass basis only.

**EAC V21 - WEIGHT TRAINING AND CONDITIONING: ADAPTIVE 1.5 Units**

Hours: 3 lecture-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 1.5 Units**

Hours: 3 lecture-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 1.5 Units**

Hours: 3 lecture-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, equipment, and strategies of individual and team sports, such as basketball, tennis, frisbee golf, softball, baseball, track, volleyball, and soccer. Safety, teamwork and sportsmanship will be emphasized.

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 1.5 Units**

Hours: 3 lecture-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 1.5 Units**

Hours: 3 lecture-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 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

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A community depends on an emergency medical system that responds quickly with well educated and competent EMTs. Successful completion of the EMT program and the National Registry certifying examination presents the EMT with exciting employment opportunities with private ambulance companies, fire departments and hospitals who utilize basic life support skills. They may also find employment with companies providing basic medical care at concerts, sporting events and amusement parks. Completion of the EMT program is a prerequisite for most Paramedic Programs throughout the United States.

## PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Emergency Medical Technology program students will be able to:

- Function within the Emergency Medical Technician scope of practice to apply scientific knowledge as well as the skills necessary in providing emergency medical care.
- Provide competent and safe care in a variety of settings to a group of patient with diverse needs across the life span.
- Seek certification as EMTs and meet the expectations of the Emergency Medical Services community.

## COURSE DESCRIPTIONS

### EMT V01 - EMERGENCY MEDICAL TECHNICIAN 8 Units

*Prerequisite: criminal background clearance; drug and alcohol clearance; 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 examination; no visible tattoos or visible body piercings except single studs in ear lobes; and no acrylic or long nails in clinical settings; students must be present on the first night of class.*

*Recommended preparation: the California State Department of Emergency Medical Services Authority through the Ventura County Emergency Medical Services Agency may deny certification to those with criminal records*

*Hours: 8 lecture, 1 laboratory weekly*

This course covers the techniques of emergency medical care presently considered to be within the scope of practice of ambulance personnel 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 Medical 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 National Registry of Emergency Medical Technicians. This course fulfills the health education requirement for an associate degree.

*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

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Ventura College offers a two-year lower-division engineering program that prepares students for transfer to colleges and universities in California and across the nation. The first two years of the engineering curriculum, at most colleges and universities, are similar with specialization commencing in the junior year. Completion of the lower division core courses listed is essential in facilitating progress as an upper division engineering transfer student. It is important that engineering students meet with an engineering transfer counselor and/or the Engineering Department for specific requirements for transfer.

## PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Engineering program students will be able to:

- Be able to apply fundamental concepts of mathematics (through calculus), science and engineering
- Identify, formulate, and solve basic engineering problems
- Conduct experiments and analyze and interpret data
- Make basic design decisions concerning appropriate-level engineering problems

**Associate in Science Degree  
Certificate of Achievement**

**ENGINEERING**

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

<b>REQUIRED COURSES:</b>		<b>Units</b>
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-V18L	Engineering Materials & Laboratory	3-1

**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

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



**Associate in Science Degree  
Certificate of Achievement**

**PHYSICAL SCIENCE  
Engineering Technology**

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

<b>REQUIRED COURSES:</b>		<b>Units</b>
CHEM V01A-V01AL	General Chemistry I & Laboratory	3-2

**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 V12	Engineering Statics	3
ENGR V16-V16L	Engineering Circuits and Devices & Laboratory	3-1
ENGR V18-V18L	Engineering Materials & Laboratory	3-1

**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
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25-35

Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: ENGL V01A; MATH V21A; PHYS V05-V05L. Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

**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.

### ENGR V12 - ENGINEERING STATICS 3 Units

Prerequisite: MATH V21B or concurrent enrollment; and PHYS V04-V04L

Hours: 3 lecture weekly

This course is the study of rigid bodies in static equilibrium when acted upon by forces and couples in two- and three-dimensions. Topics will 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 will include mathematical modeling, vectors and scalars.

Formerly Engr 12. Transfer credit: CSU; UC.

### ENGR V16 - ELECTRONIC CIRCUITS AND DEVICES 3 Units

Prerequisite: 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.

### 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.

### ENGR V18 - ENGINEERING MATERIALS 3 Units

Prerequisite: CHEM V01A-V01AL and PHYS V04-V04L

Corequisite: ENGR V18L

Hours: 3 lecture 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.

### ENGR V18L - ENGINEERING MATERIALS LABORATORY 1 Unit

Corequisite: ENGR V18

Hours: 3 laboratory weekly

This is an introductory laboratory course on engineering materials and their properties. Concepts of material science and engineering will be applied in testing materials using laboratory equipment.

Field trips may be required. Transfer credit: CSU.

### 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

The study of English offers a basic understanding of reading and writing skills and an appreciation of literature. The more practical skills offered by the study of English—effective reading, writing and thinking—are applicable to all education careers and civil responsibilities.

## COURSE DESCRIPTIONS

### 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 Engl 1A. Transfer credit: CSU; UC.

### ENGL V01B - CRITICAL THINKING AND COMPOSITION THROUGH LITERATURE 3 Units

Prerequisite: ENGL V01A with grade of C or better

Hours: 3 lecture weekly

This course is designed to reinforce the critical thinking and writing skills taught in English composition. 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 that synthesize material from various sources, demonstrate critical reasoning skills, and utilize research strategies.

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

**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 V54*

*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 V53A*

*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 V53A*

*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 that is 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 V54 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 V54 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 V53A or ESL V53B or placement as measure by the college assessment process*

*Hours: 3 lecture, 1.5 laboratory weekly*

This is an intermediate-level reading course that 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 V54. 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 V53A. 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 V53B. 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.

*May be taken for a maximum of 4 times. Formerly READ V10. 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.*

**ENGL V11A - INTERMEDIATE CREATIVE WRITING I 3 Units**

*Prerequisite: 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**

*Prerequisite: 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*

This course is a study of poetry with an emphasis on critical reading, analysis, and interpretation. The student will study the different forms and elements of poetry.

*Field trips may be required. Formerly ENGL 15. Transfer credit: CSU; UC.*

**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.*

**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.

*Formerly ENGL 21A. Transfer credit: CSU; UC.*

**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.*

**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.*

**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.*

**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.*

**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 will be 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*

This course is 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 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*

This course examines 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

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Students who participate in the ESL program will be able to communicate effectively by speaking clearly and coherently in both formal and informal settings. They will be able to collaborate to solve problems and share ideas, demonstrating critical thinking and problem solving skills.

### COURSE DESCRIPTIONS

**ENSL V10A - ENGLISH INTERACTIVE COMPUTER ASSISTED LANGUAGE LEARNING I**
**1 Unit***Hours: 1 lecture weekly*

This computer course is software driven and is the first of a four-course sequence. Under the guidance of the instructor, students will complete self-paced competency-based interactive grammar assignments using multimedia. Grammar reinforcement activities include reading, listening and pronunciation exercises. Topics include simple present continuous, future and simple past tenses, imperatives, parts of speech, possessive forms, and count/non-count nouns. More than one course in the sequence may be completed within the term.

*Offered on a pass/no pass basis only. Not applicable for degree credit.*

**ENSL V10B - ENGLISH INTERACTIVE COMPUTER ASSISTED LANGUAGE LEARNING II**
**1 Unit***Recommended preparation: ESL V10A or equivalent skills**Hours: 1 lecture weekly*

This computer course is software driven and is the second of a four-course sequence. Under the guidance of the instructor, students will complete self-paced competency-based interactive grammar assignments using multimedia. Grammar reinforcement activities include reading, listening and pronunciation exercises. Topics include past tense sequences, the past continuous tense, gerunds and infinitives, comparatives and superlatives, definite and indefinite articles, an introduction to the present perfect tense, and subjunctive clauses. More than one course in the sequence may be completed within the term.

*Offered on a pass/no pass basis only. Not applicable for degree credit.*

**ENSL V10C - ENGLISH INTERACTIVE COMPUTER ASSISTED LANGUAGE LEARNING III**
**1 Unit***Recommended preparation: ESL V10B or equivalent skills**Hours: 3 lecture weekly*

This computer course is software driven and is the third of a four-course sequence. Under the guidance of the instructor, students will complete self-paced competency-based interactive grammar assignments using multimedia. Grammar reinforcement activities include reading, listening and pronunciation exercises. Topics include the past continuous tense; the present perfect and present perfect continuous tenses; modals of advice, ability, request, possibility, preference, permission and necessity; and future time clauses. More than one course in the sequence may be completed within the term.

*Offered on a pass/no pass basis only. Not applicable for degree credit.*

**ESL V10D - ENGLISH INTERACTIVE COMPUTER ASSISTED LANGUAGE LEARNING IV**
**1 Unit***Recommended preparation: ESL V10C or equivalent skills**Hours: 3 lecture weekly*

This computer course is software driven and is the fourth of a four-course sequence. Under the guidance of the instructor, students will complete self-paced competency-based interactive grammar assignments using multimedia. Grammar reinforcement activities include reading, listening and pronunciation exercises. Topics include the passive voice, the conditional, past perfect, reported imperatives and statements, and adjectives clauses. More than one course in the sequence may be completed within the term.

*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.*



**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 V20A - BEGINNING ORAL COMMUNICATION I 4 Units**

Recommended preparation: concurrent enrollment in ESL Reading and Vocabulary and ESL Writing and Grammar courses

Hours: 4 lecture weekly

This oral communication course is designed for beginning multilingual students. The focus will be on developing basic oral communication skills with attention to listening comprehension and vocabulary building.

Field trips may be required. Formerly ESL V01A. Offered on a pass/no pass basis only. Not applicable for degree credit.

**ESL V20B - BEGINNING ORAL COMMUNICATION II 4 Units**

Recommended preparation: concurrent enrollment in ESL Reading and Vocabulary and ESL Writing and Grammar courses

Hours: 4 lecture weekly

This oral communication course is designed for beginning multilingual students. The focus will be on developing basic oral communication skills with attention to grammar and fluency.

Field trips may be required. Formerly ESL V02A. Offered on a pass/no pass basis only. Not applicable for degree credit.

**ESL V21 - INTERMEDIATE ORAL COMMUNICATION 4 Units**

Recommended preparation: ESL V20A or ESL V20B or the equivalent; and concurrent enrollment in ESL Reading and Vocabulary and ESL Writing and Grammar courses

Hours: 4 lecture weekly

This oral communication course is designed for intermediate multilingual students. The focus will be on developing conversational fluency and improving pronunciation and grammatical accuracy.

Field trips may be required. Formerly ESL V03A. Offered on a pass/no pass basis only. Not applicable for degree credit.

**ESL V22 - ADVANCED ORAL COMMUNICATION 4 Units**

Recommended preparation: ESL V21 or the equivalent; and concurrent enrollment in ESL Reading and Vocabulary and ESL Writing and Grammar courses

Hours: 4 lecture weekly

This oral communication course is designed for advanced multilingual students. The focus will be on improving oral fluency, with attention to grammatical accuracy.

Field trips may be required. Formerly ESL V05A. Offered on a pass/no pass basis only. Not applicable for degree credit.

**ESL V30A - BEGINNING READING AND VOCABULARY I 4 Units**

Recommended preparation: concurrent enrollment in ESL Oral Communication and ESL Writing and Grammar courses

Hours: 4 lecture weekly

This course is designed for beginning multilingual students. The focus will be on extensive vocabulary building through reading.

Field trips may be required. Formerly ESL V01B. Offered on a pass/no pass basis only. Not applicable for degree credit.

**ESL V30B - BEGINNING READING AND VOCABULARY II 4 Units**

Recommended preparation: concurrent enrollment in ESL Oral Communication and ESL Writing and Grammar courses

Hours: 4 lecture weekly

This reading and vocabulary course is designed for beginning multilingual students. The focus will be on developing reading comprehension skills.

Field trips may be required. Formerly ESL V02B. Offered on a pass/no pass basis only. Not applicable for degree credit.

**ESL V31 - INTERMEDIATE READING AND VOCABULARY 4 Units**

Recommended preparation: ESL V30A or ESL V30B or the equivalent; and concurrent enrollment in ESL Oral Communication and ESL Writing and Grammar courses

Hours: 4 lecture weekly

This course is designed for intermediate multilingual students. The focus will be on developing reading comprehension strategies and vocabulary skills.

Field trips may be required. Formerly ESL V03B. Offered on a pass/no pass basis only. Not applicable for degree credit.

**ESL V32 - ADVANCED READING AND VOCABULARY 4 Units**

Recommended preparation: ESL V31 or the equivalent; and concurrent enrollment in ESL Oral Communication and ESL Writing and Grammar courses

Hours: 4 lecture weekly

This reading and vocabulary course is designed for advanced multilingual students. The focus will be on reading and vocabulary building strategies.

Field trips may be required. Formerly ESL V05B. Offered on a pass/no pass basis only. Not applicable for degree credit.

**ESL V40A - BEGINNING WRITING AND GRAMMAR I 4 Units**

Recommended preparation: concurrent enrollment in ESL Oral Communication and ESL Reading and Vocabulary courses

Hours: 4 lecture weekly

This writing and grammar course is designed for beginning multilingual students. The focus will be on developing basic writing skills. Students will be introduced to spelling, punctuation, vocabulary development, and basic sentence structure.

Field trips may be required. Formerly ESL V01C. Offered on a pass/no pass basis only. Not applicable for degree credit.

**ESL V40B - BEGINNING WRITING AND GRAMMAR II 4 Units**

Recommended preparation: concurrent enrollment in ESL Oral Communication and ESL Reading and Vocabulary courses

Hours: 4 lecture weekly

This writing and grammar course is designed for beginning multilingual students. The focus will be on developing basic grammar and sentence skills with attention to simple sentence patterns and punctuation.

Field trips may be required. Formerly ESL V02C. Offered on a pass/no pass basis only. Not applicable for degree credit.

**ESL V41 - INTERMEDIATE WRITING AND GRAMMAR 4 Units**

Recommended preparation: ESL V40A or ESL V40B or the equivalent; and concurrent enrollment in ESL Oral Communication and ESL Reading and Vocabulary courses

Hours: 4 lecture weekly

This intermediate writing and grammar course is designed for intermediate multilingual students. The focus will be on improving grammar usage and refining sentence structure.

Field trips may be required. Formerly ESL V03C. Offered on a pass/no pass basis only. Not applicable for degree credit.

# ENGLISH FOR MULTILINGUAL STUDENTS

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English for Multilingual Students (ENGM) was designed to assist students who speak more than one language and use English for academic purposes, yet continue to be challenged or have weaknesses in academic writing and reading comprehension. These courses facilitate independent learning and prepare students for transfer-level courses. Students who participate in the ENGM courses will collaborate to solve problems and demonstrate critical thinking skills.

## COURSE DESCRIPTIONS

### ENGM V50A - VOCATIONAL READING AND WRITING I 3 Units

*Recommended preparation: ESL V42 or the equivalent; and concurrent enrollment in ENGL V08A or V08B or ESL V53A or V53B*

*Hours: 2 lecture, 3 laboratory weekly*

This vocational reading and writing course is designed for advanced multilingual students preparing for various vocational and academic programs. The focus will be on developing reading, writing, and study skills needed for success in college. This course is a bridge to mainstream classes. *Field trips may be required. Formerly ESL V50A. Offered on a pass/no pass basis only. Not applicable for degree credit.*

### ENGM V50B - VOCATIONAL READING AND WRITING II 3 Units

*Recommended preparation: ESL V42 or the equivalent; and concurrent enrollment in ENGL V08A or V08B or ESL V53A or V53B*

*Hours: 2 lecture, 3 laboratory weekly*

This vocational reading and writing course is designed for advanced multilingual students preparing for mainstream vocational and academic courses. The focus will be on refining reading, writing, and study skills needed for success in college. This course is a bridge to mainstream courses. *Field trips may be required. Formerly ESL V50B. Offered on a pass/no pass basis only. Not applicable for degree credit.*

### ENGM V51A - ACADEMIC WRITING AND GRAMMAR I 3 Units

*Recommended preparation: ESL V42 or the equivalent; and concurrent enrollment in ENGL V08A or V08B or ESL V53A or V53B*

*Hours: 2 lecture, 3 laboratory weekly*

This academic writing and grammar course is designed for advanced multilingual students preparing for academic courses. The focus will be on improving grammar usage while writing paragraphs and short essays. Attention will be given to study skills needed for success in college. *Field trips may be required. Formerly ESL V51A. Offered on a pass/no pass basis only. Not applicable for degree credit.*

### ENGM V51B - ACADEMIC WRITING AND GRAMMAR II 3 Units

*Recommended preparation: ESL V42 or the equivalent; and concurrent enrollment in ENGL V08A or V08B or ESL V53A or V53B*

*Hours: 2 lecture, 3 laboratory weekly*

This academic writing and grammar course is for advanced multilingual students who need to develop their skills in English grammar and usage. Students will acquire the word study skills necessary to write cohesive paragraphs and short essays in preparation for academic courses. *Field trips may be required. Formerly ESL V51B. Offered on a pass/no pass basis only. Not applicable for degree credit.*

### ESL V42 - ADVANCED WRITING AND GRAMMAR 4 Units

*Recommended preparation: ESL V41 or the equivalent; and concurrent enrollment in ESL Oral Communication and ESL Reading and Vocabulary courses*  
*Hours: 4 lecture weekly*

This advanced writing and grammar course is designed for advanced multilingual students. The focus will be on refining sentence structure and developing unified paragraphs.

*Field trips may be required. Formerly ESL V05C. Offered on a pass/no pass basis only. Not applicable for degree credit.*

### ESL V53A - 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 V34A. Same as ENGL V08A. Not applicable for degree credit.*

### ESL V53B - 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.

*Formerly ESL V34B. Same as ENGL V08B. Not applicable for degree credit.*

### ESL V54 - INTERMEDIATE READING COMPREHENSION AND LANGUAGE ACQUISITION 3.5 Units

*Recommended preparation: ENGL V08A or ENGL V08B or ESL V53A or ESL V53B or placement as measured by the college assessment process*

*Hours: 3 lecture, 1.5 laboratory weekly*

This is an intermediate-level reading course that 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 ESL V33. Same as ENGL V07. 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.*

# ENVIRONMENTAL SCIENCE AND RESOURCE MANAGEMENT

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Environmental Science is a multidisciplinary field integrating topics from the geosciences, physical sciences, biological sciences, and public policy (including economic, legal, and social aspects) as they pertain to understanding working of the earth's ecosystems and the interplay of humans within those systems.

## Proficiency Award

### ENVIRONMENTAL STUDIES

(Awarded by the Department)

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

<b>REQUIRED COURSE:</b>	<b>Units</b>
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:**

BIOL V01	Principles of Biology 3
BIOL V29	Marine Biology 3
CHEM V01A	General Chemistry I 3
ESRM V14	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	Plant Biology 4
BIOL V03	Introduction to Organismal and Environmental Biology 5
BIOL V14	Field Biology 4
ECON V01A	Principles of Macroeconomics 3
ECON V01B	Principles of Microeconomics 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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**For other course descriptions, see 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 V10 - ENVIRONMENTAL ECOLOGY 3 Units

*Hours: 3 lecture weekly*

This course examines key processes regulating terrestrial ecosystems productivity and function. Specific focus is placed on plant-soil interactions above and below ground. This course includes study of the functional relationships between soil, plant, and atmospheric influences on the development and sustainability of terrestrial biomes.

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

### ESRM V11 - SOIL AND WATER SCIENCE 3 Units

*Hours: 2 lecture, 3 laboratory weekly*

This course is an introduction to soil and water science. The physical, chemical, and biological aspects of soil are explored as a natural resource. Topics include erosion control, nutrient analysis & management, chemical transfer, and plant relationships. Soil morphology, mapping, and soil ecology are explored throughout the course.

*Field trips may be required. Formerly AG V04. Transfer credit: CSU.*

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

## ESRM V21 - INTEGRATED PEST MANAGEMENT

3 Units

Hours: 3 lecture weekly

This course includes methods for integrating biological, cultural, physical, horticultural and chemical strategies into an effective and sustainable pest management program. Current laws, regulations and IPM certification/licensing principles are discussed with emphasis on ecologically sound practices. Emphasis is on safety, environmental issues, pest identification, chemicals, eradication and control methods, equipment use, and preparation for state licensing and certification examinations.

Field trips may be required. Formerly AG V21. Transfer credit: CSU.

## ESRM V22 - INSECTS AND DISEASES OF PLANTS

3 Units

Hours: 2 lecture, 3 laboratory weekly

This course is a comprehensive study of the causes and effects of insects and diseases in plants. It investigates the environment, cultural, mechanical and chemical mechanisms leading to plant disease. Students will learn how to diagnose and remedy plant disease, and how to manage the plant habitat to minimize the impact of pathogenic agents.

Field trips may be required. Formerly AG V22. Transfer credit: CSU.

## ESRM V23 - INTRODUCTION TO PLANT TAXONOMY

3 Units

Hours: 2 lecture, 3 laboratory weekly

This course covers the identification, growth habits, cultural requirements, and use native and non-native plants adapted to the climates of Southern California.

Field trips may be required. Formerly AG V42A. Transfer credit: CSU; UC; credit limitations - see counselor.

# FOREIGN LANGUAGE PROGRAM

The foreign language courses prepare students with communication skills in a second language and provide an understanding of the respective cultures of the target language. All of the foreign language courses provide instruction to develop proficiency skills in aural comprehension, speaking, reading, and writing. The beginning level courses introduce basic grammar, vocabulary, communicative functions, and culture. The intermediate level courses continue development of proficiency skills through discussion of films, periodicals, and literary works to increase vocabulary, cultural awareness, and knowledge of linguistic variations.



# FRENCH

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The French courses prepare students with communication skills and provide an understanding of the Francophone cultures. The French courses provide instruction to develop proficiency skills in aural comprehension, speaking, reading, and writing. The beginning level courses introduce basic grammar, vocabulary, communicative functions, and culture. The intermediate level courses continue development of proficiency skills through discussion of films, periodicals, and literary works to increase vocabulary, cultural awareness, and knowledge of linguistic variations.

## COURSE DESCRIPTIONS

### Intermediate French (FREN V03, V04) not offered 2011-2012

#### FREN V01 - ELEMENTARY FRENCH I

5 Units

Hours: 5 lecture weekly

This course provides training in communication, comprehension, pronunciation, elementary principles of grammar, reading of prose, and simple composition. Progress in oral-aural skills will be 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.

#### FREN V02 - ELEMENTARY FRENCH II

5 Units

Prerequisite: FREN V01 or 2 years of high school French or equivalent

Hours: 5 lecture weekly

This course provides continued training in communication, comprehension, pronunciation, principles of grammar, reading of prose, and simple composition. Progress in oral-aural skills will be 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.

#### FREN V03 - INTERMEDIATE FRENCH I

5 Units

Prerequisite: FREN V02 or 3 years of high school French or equivalent

Hours: 5 lecture weekly

This course provides a review of French grammar. Students will be 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.

#### FREN V04 - INTERMEDIATE FRENCH II

5 Units

Prerequisite: FREN V03 or equivalent

Hours: 5 lecture weekly

This course provides further study of grammatical principles with special emphasis on building communicative skills in French. Students will read and discuss essays, periodicals, short stories, drama and poetry to increase vocabulary, fluency and cultural understanding.

Field trips may be required. Formerly Fr 4. Transfer credit: CSU; UC.

#### 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.*

# GERMAN

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The German courses prepare students with communication skills and provide an understanding of the German culture. The German courses provide instruction to develop proficiency skills in aural comprehension, speaking, reading, and writing. The beginning level courses introduce basic grammar, vocabulary, communicative functions, and culture. The intermediate level courses continue development of proficiency skills through discussion of films, periodicals, and literary works to increase vocabulary, cultural awareness, and knowledge of linguistic variations.

## COURSE DESCRIPTIONS

### **Intermediate German (GERM V03, V04) not offered 2011-2012**

#### **GERM V01 - ELEMENTARY GERMAN I**

**5 Units**

*Hours: 5 lecture weekly*

This course introduces German language skills in communication, comprehension, pronunciation, elementary principles of grammar, reading of prose, and simple composition. The development of oral-aural skills is emphasized throughout the course and supplemented by outside use of the language laboratory. Introductory cultural material is given to stimulate interest in and to develop an understanding and appreciation of the German-speaking peoples and countries.

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

#### **GERM V02 - ELEMENTARY GERMAN II**

**5 Units**

*Prerequisite: GERM V01 or 2 years of high school German or equivalent*

*Hours: 5 lecture weekly*

This course provides continued training in developing communication, comprehension, pronunciation skills in German language through the study of elementary principles of grammar. Reading of prose, and simple composition are further developed. Progress in developing oral-aural skills is emphasized throughout the course and supplemented by outside use of the language laboratory. Cultural material is provided 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.*

#### **GERM V03 - INTERMEDIATE GERMAN I**

**5 Units**

*Prerequisite: GERM V02 or 3 years of high school German or equivalent*

*Hours: 5 lecture weekly*

This course provides an intensive review of grammar and an 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.*

#### **GERM V04 - INTERMEDIATE GERMAN II**

**5 Units**

*Prerequisite: GERM V03 or equivalent*

*Hours: 5 lecture weekly*

This course provides 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 will be used to increase vocabulary, fluency and cultural understanding.

*Field trips may be required. Formerly Ger 4. Transfer credit: CSU, UC.*

**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.*

**ITALIAN**

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The Italian courses prepare students with communication skills and provide an understanding of the Italian culture. The Italian courses provide instruction to develop proficiency skills in aural comprehension, speaking, reading, and writing. The beginning level courses introduce basic grammar, vocabulary, communicative functions, and culture. The intermediate level courses continue development of proficiency skills through discussion of films, periodicals, and literary works to increase vocabulary, cultural awareness, and knowledge of linguistic variations

**COURSE DESCRIPTIONS**

**Intermediate Italian (ITAL V03, V04) not offered 2011-2012**

**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 will be on listening, speaking, reading, and writing Italian. Basic grammatical principles and proper Italian pronunciation will be covered. 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.*

**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.*

**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.

## **JAPANESE**

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The Japanese courses prepare students with communication skills and provide an understanding of the Japanese culture. The Japanese courses provide instruction to develop proficiency skills in aural comprehension, speaking, reading, and writing using Japanese characters. The beginning level courses introduce basic grammar, vocabulary, communicative functions, and culture. The intermediate level courses continue development of proficiency skills through discussion of films, periodicals, and literary works to increase vocabulary, cultural awareness, and knowledge of linguistic variations.

### **COURSE DESCRIPTIONS**

#### **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.*

#### **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.*

#### **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.



# SIGN LANGUAGE

These courses prepare students to comprehend and communicate using sign language and provide an understanding of deaf culture. All of the courses provide instruction in receptive and expressive sign vocabulary, appropriate grammatical and affective facial expressions, syntax, and body modifiers.

## COURSE DESCRIPTIONS

### 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.

# SPANISH

The Spanish courses prepare students with communication skills and provide an understanding of the Spanish-speaking cultures. The Spanish courses provide instruction to develop proficiency skills in aural comprehension, speaking, reading, and writing. The beginning level courses introduce basic grammar, vocabulary, communicative functions, and culture. The intermediate level courses continue development of proficiency skills through discussion of films, periodicals, and literary works to increase vocabulary, cultural awareness, and knowledge of linguistic variations. Intermediate courses provide a track for heritage language speakers of Spanish.

## COURSE DESCRIPTIONS

### 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.

### 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.

### 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.

### SPAN V03S - SPANISH HERITAGE LANGUAGE I 5 Units

Prerequisite: SPAN V02 or 3 years of high school Spanish or equivalent

Hours: 5 lecture weekly

This course is the first in the intermediate sequence for native speakers of Spanish. It is designed to introduce formal Spanish language skills in pronunciation, comprehension, written communication, word usage and vocabulary. Grammatical concepts are introduced and practiced. Special emphasis is given to the development of literacy skills (reading and writing) by reading and discussing introductory level Spanish prose and poetry through basic critical and creative writing activities. The language laboratory is used to expand the students' formal comprehension and productions skills in Spanish language. Cultural materials and activities are provided to develop an understanding and appreciation for the linguistic and cultural variations of the Spanish speakers. Students 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.*

**SPAN V04S - SPANISH HERITAGE LANGUAGE II****5 Units***Prerequisite: SPAN V03S or equivalent**Hours: 5 lecture weekly*

This course is the second in the intermediate sequence for native speakers of Spanish. The development of advanced formal Spanish language skills and structures is provided. Special attention is given to the refinement and integration of the essential principles of grammar and usage through reading, discussion and analysis of Spanish prose, drama, essays, and poetry. Integration of the essential principles of grammar and usage is provided through required critical and creative written activities. Comparative linguistic and cultural materials are provided in order to further develop understanding and knowledge of the linguistic and cultural diversity of the Spanish-speaking world. Students 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 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.*

**FRENCH**

**See Foreign Language Program**

**GEOGRAPHIC INFORMATION SYSTEMS**

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Geographic Information Systems (GIS) is an integrating technology of various geospatial technologies (including digital mapping, spatial database management, remote sensing imagery, global positioning systems and route finding) that utilize cartographic, geographic, and discipline specific techniques and knowledge to support decision making and analysis in a wide array of career fields. These areas of study and employment include land surveying, crime fighting, market analysis, retail site selection, biological resource management, public works infrastructure mapping and maintenance, geological surveys, landscape architectural design, transportation planning, and any field where knowing where your assets or features are located is involved.

**Proficiency Award**

**GEOGRAPHIC INFORMATION SYSTEMS (GIS)  
Basic Competency**

(Awarded by the Department)

**REQUIRED COURSES: Units**

GIS V22/GEORG V22	Fundamentals of Mapping and Geographic Information Systems	3
GIS V26/GEORG V26	Introduction to Geographic Information Systems Software	2
GIS V28/GEORG 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/GEORG V24	Introduction to Global Positioning Systems (GPS)	.5
GIS V28/GEORG V28	Geographic Information Systems (GIS) Applications: Project Development	1.5
GEORG V90	Directed Studies in Geography (with GIS Topic)	.5-6

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**For other course descriptions, see Geography**

**Proficiency Award**

**GEOGRAPHIC INFORMATION SYSTEMS (GIS)  
Agricultural Applications**

(Awarded by the Department)

**REQUIRED COURSES: Units**

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

**REQUIRED ADDITIONAL COURSES:**

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

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

GEORG V90	Directed Studies in Geography (in GIS/GPS Field Data Collection)	.5-6
GEORG 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 GEORG 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 GEORG 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**

*Recommended preparation: GIS V26 or GEOG V26 or equivalent skills*

*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**

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Geography is a dynamic discipline that it is concerned with where things are located on the surface of the Earth, why they are located where they are, and how places are similar and/or different. Geographers further examine our interactions with the environment and how physical and cultural landscapes change through time. There are two main branches of geography: physical geography, which focuses on the processes that drive Earth's climate, create landforms, and govern the distribution of plants and animals; and human geography, which focuses on cultural phenomenon such as population, development, agriculture, language and religion. Geography students are trained to examine the spatial organization of physical features and human activities at a variety of spatial scales from local to global. A background in geography is a necessity for careers involving business, economics, planning, education, history, international relations, cartography, conservation, GIS, demography, transportation, tourism and others.

## **COURSE DESCRIPTIONS**

### **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.*

### **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 physical geography 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.*

### **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.*

### **GEOG V05 - INTRODUCTION TO WEATHER AND CLIMATE**

**3 Units**

*Hours: 3 lecture weekly*

This course is a nontechnical study of the earth's atmospheric phenomena; the basic weather elements - temperature, pressure, and moisture conditions and the recording of data; investigation into the causes of weather and the world climate pattern.

*Field trips may be required (may be scheduled on Saturday). Formerly Geog 5.*

*Transfer credit: CSU; UC.*

### **GEOG V06 - GEOGRAPHY OF CALIFORNIA**

**3 Units**

*Hours: 3 lecture weekly*

This course is an introduction to the geography of California - its natural setting of mountains, valleys, deserts and coastline, and how people have adapted to this unique environment. Topics to be examined include weather and climate, agricultural activities, settlement patterns, use of natural resources, industry and manufacturing, and the problems facing California today.

*Field trips may be required (may be scheduled on Saturday). Formerly Geog 6.*

*Transfer credit: CSU; UC.*

### **GEOG 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**

Recommended preparation: GIS V26 or GEOG V26 or equivalent skills

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** **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 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**

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This program presents a study of the earth and its physical, chemical and biological forces at work.

**COURSE DESCRIPTIONS**

**GEOG 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.

**GEOG V02L - PHYSICAL GEOLOGY LABORATORY** **1 Unit**

Prerequisite: GEOG 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.

**GEOG 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 systems (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.

**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****3 Units***Hours: 3 lecture weekly*

This course deals with natural disasters that have occurred, possible mitigation of hazards and identification of potential future disasters related to geologic hazards (geohazards). Subjects covered will include natural events such as volcanoes, earthquakes, landslides, floods, fire, hurricanes, tornadoes, coastal erosion, short-term climate changes, mass extinctions, earth impacts, and their effects on humans. Fundamental geologic and atmospheric principles will be presented to support the understanding of each of these processes as well as numerous case histories of historic natural disasters.

*Field trips may 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****See Foreign Language Program****GUIDANCE WORKSHOPS****GW V01A - DISCOVERING THE RIGHT CAREER****1 Unit***Hours: 1 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.

*Formerly GW 1A. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.*

**GW V01G - DYNAMIC JOB SEARCH SKILLS****1 Unit***Hours: 1 lecture weekly*

This course is a comprehensive study of effective job search techniques. 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 mock interviews.

*Formerly GW 1G. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.*

**GW V02A - COLLEGE ORIENTATION****2 Units***Hours: 2 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.)****1 Unit***Hours: 1 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****1.5 Units***Hours: 1.5 lecture weekly*

This course 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 aid, 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****2 Units***Hours: 2 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.

*Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.*

**GW V02X - ORIENTATION WORKSHOP: EOPS****1 Unit***Hours: 1 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, 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 V02Y - EOPS SUCCESS ACADEMY****.5 Unit***Hours: 1 lecture-laboratory weekly*

This course is designed to assist EOPS students who have been determined to require additional academic support. These students will be guided through various activities to help them build their skill, planning and motivational levels ultimately leading to higher academic achievement. Students will learn various strategies that will develop their course/personal planning, time management, study, organization, goal setting, networking and self-concept skills.

*Field trips may be required. May be taken for a maximum of 4 times. Formerly IDS V60B. 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****1-6 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. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.*

**HEALTH EDUCATION**

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The objective of the Health Education Program is to enrich the students' education, career, and life by learning integrated wellness strategies. This helps promote a healthy lifestyle as well as to prepare students for higher education and professional careers in the health industry. With a foundation based in liberal arts and the natural and behavioral sciences, the curriculum is directed to prepare students for the multitude of activities in the health profession. Transfer students interested in specializing in Health Education who wish to qualify for an Associates Degree could explore Nursing Science or Holistic Health Studies as a possible major.

**COURSE DESCRIPTIONS****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 meditation.

*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****3 Units***Hours: 3 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, music therapy, mental imagery, physical activity, autogenics, mindfulness, progressive muscle relaxation, the relaxation response, and meditation will be explored.

*Transfer credit: CSU.*

**HED V82 - HEALTH AND FITNESS****3 Unit***Hours: 2.5 lecture, 1.5 laboratory weekly*

This course is designed to explore health and physical fitness issues, such as nutrition, cancer, STI's, stress, and addictive substances. In addition, students will have the opportunity to apply their understanding of health and physical fitness through fitness assessment, activities, and applied exercise physiology in a lab setting. Students will also develop individualized exercise prescriptions to attain better health.

*Field trips may be required. Transfer credit: CSU.*

**HED V84 - CPR FOR PROFESSIONAL RESCUERS****.5 Unit***Hours: .5 lecture weekly*

This course provides the professional rescuer with the knowledge and skills 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. Transfer credit: CSU.*

**HED V87 - NUTRITION****3 Units***Hours: 3 lecture weekly*

Human nutrition will be studied through a critical examination of the principles of nutrition science as they relate to health. Topics will include: health and food choices, nutrient needs and dietary analysis, energy nutrients and energy balance, vitamins, minerals, sports nutrition, supplements, food safety, diet and disease, genetically modified foods, and global nutrition.

*Formerly HEC V10. Transfer credit: CSU; UC.*

**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 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 - INTRODUCTION TO ATHLETIC TRAINING****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.*

**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****3 Units***Hours: 3 lecture weekly*

This course is a study of the human body's adaptation to exercise and the role of nutrition in health, athletic performance, and disease prevention. Topics will include: current principles and concepts related to body composition; cardiovascular adaptations to exercise; theory of flexibility, muscle strength and endurance training; nutrition for health and athletic performance, diet analysis, weight management; eating disorders; stress; and, prevention of diabetes and cardiovascular disease.

*Formerly HEd 97. Transfer credit: CSU; UC.*

## HEALTH SCIENCES

### HS V10 - CERTIFIED NURSE ASSISTANT

6 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*

*Recommended preparation: the California Department of Public Health may deny certification to those with criminal records*

*Hours: 3.5 lecture, 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. 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 with a grade of C or better, the student will be eligible to take the certification exam from the California Department of Health Services. This course fulfills the health education requirement for an associate degree.

*Field trips will be required. Formerly HS 10.*

### 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.

*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.

*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

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Through the critical evaluation of the causes and significance of events in the past, students of history learn about the individuals, ideas, actions, and events that have shaped our present. History teaches students to find and interpret relevant information and to evaluate the authority and bias of information. It promotes an understanding of cultures and societies from the past while it helps students consider their own identities in the world of today. A student graduating with an Associate of Arts degree in History will usually transfers to a four-year institution to complete a Bachelor's Degree. History is an excellent preparation for careers in teaching, law, business, communications, journalism, librarianship, archival and research work, public administration and a wide variety of public service and government careers. Professional schools in these and related fields are looking for students who can weigh conflicting evidence, evaluate alternative courses of action or divergent points of view, and express conclusions logically and clearly. For students that are not majoring in History, this subject area meets important transfer requirements and promotes a basic understanding of the world.

### COURSE DESCRIPTIONS

#### 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.*

#### 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.*

#### 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/indigenous American peoples. The 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 Native American Indian peoples. The course emphasizes basic American 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 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.*

**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.*

**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 V10A - THE HERITAGE OF MEXICO I** **3 Units**

*Hours: 3 lecture weekly*

This course presents major historical developments and personalities that 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 that 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*

This course is 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.*

**HIST V18B - WORLD HISTORY II**

**3 Units**

*Hours: 3 lecture weekly*

This course is 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.*

**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 V30 - HISTORY OF THE AMERICAN WEST**

**3 Units**

*Hours: 3 lecture weekly*

This course examines the American West from Pre-Columbian to modern times. Emphasis is placed upon the westward movement, the role of women and minorities in shaping the West, and the interaction of Native Americans, Hispanic Americans, Anglo Americans, and other groups who settled the region of the West (west of the 100th Meridian). The course also examines the pivotal role of resources and economic development in shaping the West.

*Field trips may be required. Formerly HIST V60B. Transfer credit: CSU; UC.*

**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.

# HOLISTIC STUDIES

The Holistic Studies emphasis assists students in developing a knowledge base of holistic principles through an interdisciplinary examination of the ways in which humanity reflects upon the essential nature of the human spirit. Students may explore the principles and beliefs of major religious and spiritual traditions that assist in the comprehension of foundational human experiences. Death, dying and grieving, ethical and moral dilemmas, finding happiness and meaning in life, and other such root experiences may be explored from varying cultural and historical perspectives. Students may also examine the effects of the healing arts, lifestyle choices, stress reduction, and alternative and integrative medicines on graceful aging, disease prevention as well as on the creation and maintenance of optimum health and wellness.



## Proficiency Award

### HOLISTIC STUDIES

#### Holistic Health

(Awarded by the Health Education Department)

### REQUIRED COURSE:

*HED V92	First Aid, Safety and CPR current American Red Cross First Aid and Safety and CPR Certification	2
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### Units

### REQUIRED ADDITIONAL COURSES:

#### Select one (1) of the following courses:

KIN V70	Physiology and Fundamentals of Yoga	1.5
KIN V73	Holistic Movement, Flexibility and Balance	1.5
KIN V74	Balance and Beyond	1.5
KIN V76	Tai Chi for Balance and Holistic Health	1.5

#### Select four (4) of the following courses:

EAC V13	Holistic Health and Disabilities	1.5
HED V70	Spiritual Health	3
HED V73	Introduction to Holistic Health and Healing	3
HED V76	Understanding and Managing Stress	3
HED V91	Survey of Alternative and Integrative Medicine	3

#### May select one (1) of the following courses as part of the four (4) courses additionally required:

HED V82	Health and Fitness	3
HED V87	Nutrition	3
HED V93	Health and Wellness	3
HED V95	Health and Wellness: Designed for Women	3

12-15.5

\*Course deleted as of Fall 2012. See a counselor for more information.

**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 Raeann Koerner at 654-6394 or at rkoerner@vcccd.edu.

*For course descriptions, see Educational Assistance Center, Health Education, and Kinesiology*

## PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Holistic Studies program students will be able to:

- Identify, assess, and implement personal wellness behaviors and individual health promotion strategies.
- Identify the primary factors influencing the multi-dimensional aspects of health.
- Explore transfer and career opportunities in various health-related professions.
- Analyze and discuss the interconnectedness of the mind, body and spirit and its application for living a life of balance and inner peace leading to wellness.

# 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.*

# HUMAN SERVICES

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Program Description: Human Services is a course of study for those interested in employment in such diverse settings as group homes and halfway houses; correctional, develop-mental disability agencies, and community mental health centers; family, child, and youth service agencies and programs concerned with alcoholism, drug abuse, family violence, homelessness, aging or other social issues. The primary focus of the human service worker is to assist individual and communities to function as effectively as possible in the major domains of living as case managers, advocates, grant writers, youth workers, volunteer coordinators, human resource specialists, fundraisers, trainers, para-educators or advocacy. The Human Services AA and certificate programs are structured around interrelated components including: theoretical foundations/intervention strategies; client population/cultural diversity; research/evaluation; and skill development/field experience. Successful completion of appropriate coursework will enable students to either further their education, seek employment in a variety of social service organizations or both.



## 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 Macroeconomics	3
ECON V01B	Principles of Microeconomics	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 I	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: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into this field of study consider taking one or more of the following courses: AES V11; COMM V15;. POLS V08; PSY V05, V15; SOC V03, V07. Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

**For other course descriptions, see Biology,  
Economics, Mathematics, Psychology, and Sociology**



**Proficiency Award**  
**HUMAN SERVICES**  
**Social Services Affiliate**  
(Awarded by the Department)

<b>REQUIRED COURSES:</b>	<b>Units</b>
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
<b>REQUIRED ADDITIONAL COURSE:</b>	
<b>Select one (1) of the following courses:</b>	
CD V03 Human Development	3
PSY V05 Introduction to Development Psychology	3

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For other course descriptions, see  
Child Development, Psychology, and Sociology

**Proficiency Award**  
**HUMAN SERVICES**  
**Social Welfare Specialist**  
(Awarded by the Department)

<b>REQUIRED COURSES:</b>	<b>Units</b>
HMSV V51-V52 Basic Skills in Social Work Methods I & II	3-3
<b>REQUIRED ADDITIONAL COURSES:</b>	
<b>Select one (1) of the following courses:</b>	
BUS V40/SUP V96 Organizational Behavior	3
COMM V15 Interpersonal Communication	3
POLS V08 Public Administration	3
SOC V01 Introduction to Sociology	3
SOC V03/AES V11 Race and Ethnic Group Relations	3
<b>Select three (3) units from the following courses:</b>	
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, Communication Studies,  
Political Science, Sociology, and Supervision

**Proficiency Award**  
**HUMAN SERVICES**  
**Mental Health Rehabilitation Practitioner**  
(Awarded by the Department)

<b>REQUIRED COURSES:</b>	<b>Units</b>
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
<b>REQUIRED ADDITIONAL COURSES:</b>	
<b>Select two (2) units from the following courses:</b>	
HMSV V95 Human Services Volunteer Internship	1-4
HMSV V96 Human Services Work Experience Internship	1-4

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For other course descriptions, see Psychology

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Human Services program students will be able to:

- Assist students in their conceptual understanding of system concepts theories and techniques that are foundational to the practice of human/social service.
- Provide an understanding of assessment methods, treatment planning and case management
- Demonstrate recovery oriented behavior health services

**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 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.*

### **HMSV V96 - HUMAN SERVICES 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.*

## **INTERCOLLEGIATE ATHLETICS**

### **COURSE DESCRIPTIONS**

#### **ICA V02 - INTERCOLLEGIATE BASEBALL**

**4 Units**

*Hours: 1 lecture, 9 laboratory weekly*

This course covers the theory and practice of baseball at an advanced level. 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 V76. Transfer credit: CSU; UC; credit limitations - see counselor.*

#### **ICA V03 - INTERCOLLEGIATE BASKETBALL: MEN**

**4 Units**

*Hours: 1 lecture, 9 laboratory weekly*

This course develops athletic skills and techniques in basketball for advanced players. Emphasis is placed on team development, basketball skill improvement, and teamwork through intercollegiate competition.

*Field trips may be required. May be taken for a maximum of 4 times. Formerly PE V78. Transfer credit: CSU; UC; credit limitations - see counselor.*

#### **ICA V04 - INTERCOLLEGIATE BASKETBALL: WOMEN**

**4 Units**

*Hours: 1 lecture, 9 laboratory weekly*

This course develops athletic skills and techniques in basketball for advanced women players. Emphasis is placed on team development, basketball skill improvement, and teamwork through intercollegiate competition.

*Field trips may be required. May be taken for a maximum of 4 times. Formerly PE V79. Transfer credit: CSU; UC; credit limitations - see counselor.*

#### **ICA V05 - INTERCOLLEGIATE CROSS-COUNTRY: MEN**

**4 Units**

*Hours: 1 lecture, 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 V80. Transfer credit: CSU; UC; credit limitations - see counselor.*

**ICA V06 - INTERCOLLEGIATE CROSS-COUNTRY: WOMEN 4 Units**

Hours: 1 lecture, 9 laboratory weekly

This course introduces the theory and practice of cross-country running. It 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 V81. Transfer credit: CSU; UC; credit limitations - see counselor.

**ICA V07 - INTERCOLLEGIATE FOOTBALL 4 Units**

Hours: 1 lecture, 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 V82. Transfer credit: CSU; UC; credit limitations - see counselor.

**ICA V08 - INTERCOLLEGIATE GOLF 4 Units**

Hours: 1 lecture, 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 V84. Transfer credit: CSU; UC; credit limitations - see counselor.

**ICA V13 - INTERCOLLEGIATE SOCCER: WOMEN 4 Units**

Hours: 1 lecture, 9 laboratory weekly

This course introduces the 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 V85. Transfer credit: CSU; UC; credit limitations - see counselor.

**ICA V14 - INTERCOLLEGIATE SOFTBALL: WOMEN 4 Units**

Hours: 1 lecture, 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 V87. Transfer credit: CSU; UC; credit limitations - see counselor.

**ICA V15 - INTERCOLLEGIATE SWIMMING AND DIVING: MEN 4 Units**

Hours: 1 lecture, 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 V83. Transfer credit: CSU; UC; credit limitations - see counselor.

**ICA V16 - INTERCOLLEGIATE SWIMMING AND DIVING: WOMEN 4 Units**

Hours: 1 lecture, 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 V91. Transfer credit: CSU; UC; credit limitations - see counselor.

**ICA V17 - INTERCOLLEGIATE TENNIS: MEN 4 Units**

Hours: 1 lecture, 9 laboratory weekly

This course introduces the theory and practice of 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 V92. Transfer credit: CSU; UC; credit limitations - see counselor.

**ICA V18 - INTERCOLLEGIATE TENNIS: WOMEN 4 Units**

Hours: 1 lecture, 9 laboratory weekly

This course introduces the theory and practice of 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 V93. Transfer credit: CSU; UC; credit limitations - see counselor.

**ICA V19 - INTERCOLLEGIATE TRACK AND FIELD: MEN 4 Units**

Hours: 1 lecture, 9 laboratory weekly

This course introduces the 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 V94. Transfer credit: CSU; UC; credit limitations - see counselor.

**ICA V20 - INTERCOLLEGIATE TRACK AND FIELD: WOMEN 4 Units**

Hours: 1 lecture, 9 laboratory weekly

This course introduces the theory and practice of track and field. It is designed to provide training for competition in women's intercollegiate track and field.

Field trips may be required. May be taken for a maximum of 4 times. Formerly PE V86. Transfer credit: CSU; UC; credit limitations - see counselor.

**ICA V22 - INTERCOLLEGIATE VOLLEYBALL: WOMEN 4 Units**

Hours: 1 lecture, 9 laboratory weekly

This course introduces the 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 V97. Transfer credit: CSU; UC; credit limitations - see counselor.

**ICA V23 - INTERCOLLEGIATE WATER POLO: MEN 4 Units**

Hours: 1 lecture, 9 laboratory weekly

This course introduces the 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 V98. Transfer credit: CSU; UC; credit limitations - see counselor.

**ICA V24 - INTERCOLLEGIATE WATER POLO: WOMEN 4 Units**

Hours: 1 lecture, 9 laboratory weekly

This course introduces the theory and practice of 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 V99. Transfer credit: CSU; UC; 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 V02 - INTRODUCTION TO STEM DISCIPLINES 1 Unit**

Hours: 3 laboratory weekly

This course is designed to encourage students to consider majoring in a science, technology, engineering, or mathematics (STEM) discipline. The course introduces students to STEM disciplines while engaging them in relevant technical activities supervised by Ventura College faculty. The primary emphasis of these activities is to allow students to use technologies commonly encountered in STEM fields. The secondary emphasis of these activities is to use these technologies in conjunction with the scientific method for sample analysis and data collection.

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 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 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.

**IDS N100 - INDIVIDUALIZED STUDY**

Corequisite: current enrollment in Ventura College

Hours: 1 - 10 laboratory weekly

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.

**INTERNATIONAL STUDIES**

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Problems of security, development, ethnic conflict, human rights, health, and the environment are increasingly confronted at a global rather than a national level. Political events, economic, and military events throughout the world impact our lives with the rapidity of our high speed modern communication. As the global exchange of awareness increases there is an equally increasing demand for International Studies graduates. This program offers a diverse and interdisciplinary curriculum allowing students to choose one of the following areas of emphasis: African Studies, Asian Studies, Business and Economics, Communication/Literature/Arts, European/Western World, Global Environment, International Politics and Diplomacy, and Latin American/American Studies. Students graduating with an International Studies Associate in Arts degree are seeing an increasing demand. Universities have been increasing their offerings of International Studies majors to meet the growing demand for students that are educated with a global perspective. This major prepares students for transferring to International Studies programs at four-year colleges and universities. For those students not choosing to major in International Studies this program offers a strong foundation in basic global knowledge which today is a prerequisite for conducting business in most successful enterprises, and helps those students prepare for related occupational and vocational opportunities which are rapidly growing in this area.

**Associate in Arts Degree**

**INTERNATIONAL STUDIES**

Transfer requirements may differ  
See counselor or consult assist.org

<b>REQUIRED COURSES:</b>		<b>Units</b>
POLS V02	Comparative Government	3
POLS V05	Introduction to International Relations	3
<b>REQUIRED ADDITIONAL COURSE:</b>		
<b>Select one (1) of the following courses:</b>		
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

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**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:**

**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 Macroeconomics	3

**Select one (1) of the following courses:**

ECON V01B	Principles of Microeconomics	3
GEOG V01	Elements of Physical Geography	3
GEOL 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
COMM V16	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
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**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	History of Western Philosophy I: Ancient Through Medieval	3
PHIL V06B	History of Western Philosophy II: Modern Through Contemporary	3
POLS V04	Introduction to Political Theory	3

**GLOBAL ENVIRONMENT AREA:**

**REQUIRED COURSES:**

ESRM V01/ BIOL V10	Introduction to Environmental Issues	3
ESRM V03/ POLS 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	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
POLS 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
POLS V10	The United Nations and World Affairs	4
POLS V15	Revolution in the Third World	3

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**LATIN AMERICAN/AMERICAN STUDIES AREA:  
REQUIRED COURSES:**

HIST V04A-V04B History of the Americas I & II 3-3

**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
POLS V09	United States - Mexico Relations	3
POLS V11	Government and Politics of Mexico	3

18-29

\*Course deleted as of Fall 2012. See a counselor for more information.

For course descriptions, see American Ethnic Studies, Anthropology, Art, Asian American Studies, Biology, Business, Economics, English, Environmental Science and Resource Management, Geography, Geology, History, Music, Philosophy, Political Science, Psychology, Sociology, and Spanish

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the International Studies program students will be able to:

- Understand the historical background necessary to analyze events taking place in our world
- Comprehend some of the theories needed to make sense of these events
- Appraise the potential future consequences of our current global actions

**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**

**See Foreign Language Program**

**JAPANESE**

**See Foreign Language Program**



# KINESIOLOGY

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Kinesiology classes offer students an opportunity to enrich their education with emphasis on improved individual physical well-being as well as to prepare students for transfer to bachelor's degree programs in Kinesiology, Exercise Science, Physical Education, Physical Therapy, Athletic Training, Coaching and Fitness Management. Students may obtain an AS in Kinesiology and optimize preparation for advanced degrees in Kinesiology at four-year institutions. Typical employment opportunities in the field are in the areas of teaching, coaching, personal or group training, fitness instruction, fitness specialists, physical therapy assistants, recreation, as well as managerial positions in athletics and recreation centers.

## Proficiency Award

### FITNESS SPECIALIST

(Awarded by the Physical Education Department)

#### REQUIRED COURSES:

	<b>Units</b>
*HED V92	2
HED V97	3
KIN V10	1-1.5
KIN V35	3
KIN V36	2

#### REQUIRED ADDITIONAL COURSES:

##### Select one (1) of the following courses:

HED V73	3
HED V94	3

##### Select one (1) of the following courses:

EAC V21	1.5
KIN V06	1.5
KIN V12	1.5
KIN V14	1.5
KIN V16	1.5
KIN V22	1.5
KIN V26	1.5
KIN V28	1.5
KIN V32	1.5

15 – 16

\*Course deleted as of Fall 2012. See a counselor for more information.

For other course descriptions, see  
Educational Assistance Center and Health Education

## COURSE DESCRIPTIONS

### KIN V02 - SWIMMING: BEGINNING

**1.5 Units**

*Recommended preparation: 20 yards continuous swim on stomach and 20 yards continuous swim on back*

*Hours: 3 lecture-laboratory weekly*

This course is designed to instruct the student in four basic strokes; to develop the ability to survive in deep water; and to develop cardiovascular endurance.

*KIN V02, V03 & V04 may be taken in any combination for a maximum of 4 times.*

*Formerly PE V02. Transfer credit: CSU; UC; credit limitations - see counselor.*

### KIN V03 - SWIMMING: INTERMEDIATE

**1.5 Units**

*Recommended preparation: KIN V02 or equivalent skills*

*Hours: 3 lecture-laboratory weekly*

This course is designed to perfect the five basic strokes in swimming, to expand the knowledge and use of survival techniques and safety, and to develop cardiovascular endurance.

*KIN V02, V03 & V04 may be taken in any combination for a maximum of 4 times.*

*Formerly PE V03. Transfer credit: CSU; UC; credit limitations - see counselor.*

### KIN V04 - SWIMMING: ADVANCED

**1.5 Units**

*Recommended preparation: KIN V03 or equivalent skills*

*Hours: 3 lecture-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.

*KIN V02, V03 & V04 may be taken in any combination for a maximum of 4 times.*

*Formerly PE V04. Transfer credit: CSU; UC; credit limitations - see counselor.*

### KIN V06 - SWIMMING FOR CONDITIONING

**1.5 Units**

*Recommended preparation: KIN V03 or demonstrated swimming proficiency*

*Hours: 3 lecture-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 V06. Transfer credit: CSU;*

*UC; credit limitations - see counselor.*

### KIN V08 - WATER AEROBICS

**1.5 Units**

*Hours: 3 lecture-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.

*May be taken for a maximum of 4 times. Formerly PE V12. Transfer credit: CSU;*

*UC; credit limitations - see counselor.*

### KIN V09 - WATER POLO

**1.5 Units**

*Recommended preparation: KIN V02 or equivalent swimming skills*

*Hours: 3 lecture-laboratory weekly*

This course is designed to instruct students in the philosophy and techniques of water polo, beginning with the fundamentals of the game and progressing to offensive and defensive game strategy.

*May be taken for a maximum of 4 times. Formerly PE V09. Transfer credit: CSU;*

*UC; credit limitations - see counselor.*

**KIN V10 - AEROBIC AND STRENGTH TRAINING:  
CROSS-TRAINING FOR FITNESS 1.5 Units**

*Hours: 3 lecture-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 weights and free weights of moderate to high intensity is used to develop muscular strength in all major muscle groups. Flexibility training is also emphasized to enhance skeletal range of motion. Information on exercise methods and principles, the physiology of the human body, fitness evaluation methodologies, and nutrition education are included in lecture.

*May be taken for a maximum of 4 times. Formerly PE V43. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V12 - BICYCLE CONDITIONING: SPINNING 1.5 Units**

*Hours: 3 lecture-laboratory weekly*

This course is designed to meet the needs for cardio-respiratory 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. Formerly PE V45. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V14 - STEP AEROBICS 1.5 Units**

*Hours: 3 lecture-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 V48. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V16 - FUNCTIONAL FITNESS AND SELF DEFENSE 1.5 Units**

*Hours: 3 lecture-laboratory weekly*

This course provides instruction in self defense skills within a fitness modality. Students will learn kicks, strikes, punches, blocks, self defense strategies, and improve their fitness level by increasing flexibility, muscle strength, coordination and cardiovascular endurance.

*May be taken for a maximum of 4 times. Formerly PE V49. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V18 - CARDIOVASCULAR FITNESS:  
MACHINE TRAINING 1.5 Units**

*Hours: 3 lecture-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, and flexibility.

*May be taken for a maximum of 4 times. Formerly PE V50. Transfer credit: CSU; credit limitations - see counselor; under review for UC.*

**KIN V20 - RESTORATIVE CARDIOVASCULAR FITNESS 1.5 Units**

*Hours: 3 lecture-laboratory weekly*

This course will provide students with fitness training starting with 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, muscular endurance tone, and weight management.

*KIN V20 & V22 may be taken in any combination for a maximum of 4 times. Formerly PE V36. Transfer credit: CSU; UC; credit limitations - see counselor*

**KIN V22 - RUNNING FOR FITNESS 1.5 Units**

*Hours: 3 lecture-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.

*KIN V20 & V22 may be taken in any combination for a maximum of 4 times. Formerly PE V37. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V24 - LIFE FITNESS 1.5 Units**

*Hours: 3 lecture-laboratory weekly*

This course is designed for students who want to design, implement, and monitor an individual 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 ability. Students will participate in a pre- and post-fitness evaluation.

*Field trips may be required. May be taken for a maximum of 4 times. Formerly PE V55. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V26 - WEIGHT TRAINING AND CONDITIONING 1.5 Units**

*Hours: 3 lecture-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.

*May be taken for a maximum of 4 times. Formerly PE V41. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V28 - CONDITIONING: DESIGNED FOR WOMEN 1.5 Units**

*Hours: 3 lecture-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 V46. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V30 - OFF-SEASON CONDITIONING FOR ATHLETICS 1.5 Units**

*Hours: 3 lecture-laboratory weekly*

This course is designed for student-athletes to improve their physical conditioning and skill level for a specific sport. Athletes who participate will receive off-season training to ensure optimal opportunity to perform to the best of their ability.

*May be taken for a maximum of 4 times. Formerly PE V46. Transfer credit: CSU; credit limitations - see counselor.*

**KIN V32 - POWER BODY BUILDING FOR ATHLETES 1.5 Units**

*Recommended preparation: participation in the Ventura College Intercollegiate athletic program*

*Hours: 3 lecture-laboratory weekly*

This is a power body building and conditioning course designed to build strength, speed, power and flexibility 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 focus on 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 V74. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V34 - CIRCUIT TRAINING FOR ATHLETES 1.5 Units**

*Recommended preparation: participation in the Ventura College Intercollegiate athletic program*

*Hours: 3 lecture-laboratory weekly*

This circuit training course is designed for students who are members of the Ventura College Intercollegiate athletic program. 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 V75. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V36 - BASKETBALL: ADVANCED THEORY AND STRATEGIES 3 Units**

*Hours: 1 lecture, 6 laboratory weekly*

This course introduces the advanced theories, strategies, rules, and skills of basketball. Focus will be on the analysis of basketball theories and strategies through observation and video review. Students will learn to develop effective team strategies for a variety of competitive situations.

*May be taken for a maximum of 4 times. Transfer credit: CSU; credit limitations - see counselor.*

**KIN V40 - BASKETBALL 1.5 Units**

*Hours: 3 lecture-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 V70. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V42 - GOLF 1.5 Units**

*Hours: 3 lecture-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 V53. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V44 - TENNIS 1.5 Units**

*Hours: 3 lecture-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. KIN V44 & V58 may be taken in any combination for a maximum of 4 times. Formerly PE V56. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V47 - VOLLEYBALL 1.5 Units**

*Hours: 3 lecture-laboratory weekly*

This course introduces the basic skills of volleyball including strategy, rules, individual skills, and techniques of playing volleyball.

*KIN V47 & V62 may be taken in any combination for a maximum of 4 times. Formerly PE V61. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V48 - SOCCER 1.5 Units**

*Hours: 3 lecture-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 V67. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V50 - AIKIDO 1.5 Units**

*Hours: 3 lecture-laboratory weekly*

Aikido is a powerful martial art developed in Japan. The practice of Aikido includes warm up and flexibility exercises, practical combative and defensible technique combined with an appreciation for formal etiquette. Students will develop a greater understanding of the relationship between mind, body and spirit, which will help them deal with both physical and mental conflict in a more positive way.

*Field trips may be required. KIN V50/CJ V11 may be taken in any combination for a maximum of 4 times. Formerly PE V32. Same as CJ V11. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V52 - SELF-DEFENSE AND ASSAULT PREVENTION 1.5 Units**

*Hours: 3 lecture-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 V31. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V58 - TENNIS: ADVANCED 1.5 Units**

*Recommended preparation: KIN V44 or equivalent skills*

*Hours: 3 lecture-laboratory weekly*

This course introduces the advanced techniques and theory of playing tennis including strategy of tournament playing.

*Field trips may be required. KIN V44 & V58 may be taken in any combination for a maximum of 4 times. Formerly PE V58. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V59 - TRACK AND FIELD 1.5 Units**

*Hours: 3 lecture-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.*

**KIN V62 - VOLLEYBALL: ADVANCED 1.5 Units**

*Recommended preparation: KIN 47 or equivalent skills*

*Hours: 3 lecture-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.

*KIN V47 & V62 may be taken in any combination for a maximum of 4 times. Formerly PE V62. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V64 - SOFTBALL 1.5 Units**

*Hours: 3 lecture-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 V64. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V66 - BASEBALL 1.5 Units**

*Hours: 3 lecture-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 V71. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V69 - FOOTBALL****1.5 Units***Hours: 3 lecture-laboratory weekly*

This course introduces the theory and practice of football. Emphasis will be 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 V69. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V70 - PHYSIOLOGY AND FUNDAMENTALS OF YOGA 1.5 Units***Hours: 3 lecture-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 physiological 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. Formerly PE V60. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V73 - HOLISTIC MOVEMENT, FLEXIBILITY AND BALANCE****1.5 Units***Hours: 3 lecture-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 breath awareness, increased flexibility, mind-body awareness, balance, and an improvement in overall wellness.

*May be taken for a maximum of 4 times. Formerly PE V73. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V74 - CORE APPLICATIONS OF FUNCTIONAL KINESIOLOGY****1.5 Units***Hours: 3 lecture-laboratory weekly*

This course introduces the biomechanics of functional fitness within a mind/body approach. Fitness concepts introduced are: core strength, flexibility, muscular strength and endurance, and balance training with hand weights. A variety of fitness modalities will be introduced and discussed such as: Pilates, ball techniques, hand weight and band resistance training, corrective training, Hatha Yoga, and breathing techniques.

*May be taken for a maximum of 4 times. Formerly PE V54. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V76 - TAI CHI FOR BALANCE AND HOLISTIC HEALTH****1.5 Units***Hours: 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. Formerly PE V66. Transfer credit: CSU; UC; credit limitations - see counselor.*

**KIN V80 - FIRST AID, SAFETY, AED AND CPR FOR THE PROFESSIONAL****3 Units***Hours: 3 lecture weekly*

This course covers prevention of accidents, procedures for treating wounds, shock, poisoning, fractures, injuries, and burns; provides instruction in CPR, AED (Automated External Defibrillation); and discusses the role of the professional rescuer in the EMS (Emergency Medical System). Students may qualify for Standard American First Aid Certificate, CPR/AED for the Professional Rescuer Certificate.

*Transfer credit: CSU.*

**KIN V81 - FUNDAMENTALS OF KINESIOLOGY****3 Units***Hours: 3 lecture weekly*

This course introduces the student to the discipline of kinesiology. Topics include: historical overview, theory, scope and scientific principles of kinesiology, human movement, and the relationship between kinesiology and the complementary fields of fitness training, athletic training, physical and adaptive physical education, and sports medicine.

*Transfer credit: CSU.*

**KIN V85 - PERSONAL FITNESS TRAINING FOR CERTIFICATION****3 Units***Hours: 2 lecture, 3 laboratory weekly*

This course is designed to furnish the student with the knowledge, skills, and abilities to prepare to become a Certified Personal Trainer. Students will study how the muscular, skeletal, and cardiorespiratory systems function. Topics include anatomy and physiology, principles and methods of cardiovascular training, strength training, safety, nutrition, and weight management.

*Field trips may be required. Formerly PE V100. Transfer credit: CSU; credit limitations - see counselor.*

**KIN V86 - EXERCISE PRESCRIPTION FOR THE PERSONAL TRAINER****2 Units***Hours: 2 lecture weekly*

This course is designed to increase the understanding and application of exercise prescription as a mode of disease prevention and treatment, and as a means of achieving high levels of physical fitness. Topics will include: risk stratification, advanced principles of conditioning, exercise prescription for healthy populations and special populations, behavior modification, leadership, and starting a fitness business.

*Field trips may be required. Formerly PE V101. Transfer credit: CSU; credit limitations - see counselor.*

**KIN V88 - KINESIOLOGY 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 PE V88.*

**KIN V89 - WORKSHOPS IN KINESIOLOGY****.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 V89.*

*Transfer credit: CSU; for UC, determined after admission.*

**KIN V90 - DIRECTED STUDIES IN KINESIOLOGY 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 V90. Transfer credit: CSU; for UC, determined after admission.*

**KIN V95 - KINESIOLOGY 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 PE V95. Offered on a pass/no pass basis only. Transfer credit: for CSU, credit limitations - see counselor; for UC, determined after admission.*

**KIN V96 - KINESIOLOGY 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.*

## 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 kinesiology internship offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.

*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. This study skills course focuses on test taking and proofreading skills, and prepares students for mainstream courses. 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 study skills course will focus on organizational skills and writing a research paper, and prepares students for mainstream courses. It is designed for 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 in order 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****3 Units***Hours: 3 lecture weekly*

This course is designed for students who have serious short- and long-term memory problems for 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. May be taken for a maximum of 4 times not to exceed 6 units.*

**MANUFACTURING TECHNOLOGY**

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The Manufacturing Technology Department offers the opportunity for students to excel by providing the latest information and technology in both the lecture and laboratory settings. The Manufacturing Technology program has included the most modern software and hardware to provide a good environment for learning. The inclusion of new computer controlled laser technology and continuing the use of general manufacturing process technology gives the students access to industrial tools and technologies found in industry. A comprehensive set of undergraduate courses are offered for students interested in working toward the completion of proficiency awards in CNC Operation and Manufacturing Applications, transfer classes for university credit and general interest courses for the returning student looking for skill improvement and employment in local industry.

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**Proficiency Award****CNC MACHINE OPERATOR***(Awarded by the Department)*

<b>REQUIRED COURSES:</b>	<b>Units</b>
DRFT V02A/ WEL V02	Blueprint Reading: Manufacturing 3
DRFT V50	Flexible Manufacturing Applications Computer Assisted Drafting (CAD)/ Computer Assisted Machining (CAM) 3
MT V05-V06 MT V08	CNC Machining I & II 2-2 Computer Numerical Control (CNC) Programming 3
MT V35	Production Machining and Tooling Design Techniques 3

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**For other course descriptions, see Drafting and Welding****Proficiency Award****MANUFACTURING APPLICATIONS***(Awarded by the Department)*

<b>REQUIRED COURSES:</b>	<b>Units</b>
ARCH V23/ DRFT V05A	Introduction to AutoCAD 2
DRFT V02A/ WEL V02	Blueprint Reading: Manufacturing 3
MT V02-V03	Applied Machining I & II 2-2
MT V04/DRFT V04	Measurements and Computations 3
MT V05	CNC Machining I 2
MT V15	Manufacturing Processes 3

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**For other course descriptions, see  
Architecture, Drafting, and Welding**



## COURSE DESCRIPTIONS

### MT V01 - MANUFACTURING SUPPORT

2 Units

Hours: 2 lecture weekly

This entry-level course is designed for limited-English-speaking students seeking training and/or employment within the manufacturing industry. Emphasis will be 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: DRFT V02A or WEL V02

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.

Formerly MT 4. Same as DRFT V04.

### MT V05 - CNC MACHINING I

2 Units

Hours: 1 lecture, 3 laboratory weekly

This course is an introduction to the general principles of Computer Numerical Control (CNC) machining as applied to machining and turning centers in the manufacturing environment. The focus of the course will be on OJT (On-the-Job-Training) principles as applied to CNC machine operator training. Topics will also include: fundamentals of measurement, current industry-standard blueprint reading, CNC tooling and accessories nomenclature, and machine tool set-ups, and operation.

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.

### 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.

### 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. Offered 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**

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The mathematics program provides strong emphasis on fundamental concepts and problem solving skills useful in a myriad of career paths. The study of both pure mathematics and applied mathematics provide skills useful in Actuarial Science, Astronomy, Biology, Chemistry, Computer Science, Digital Arts, Earth Sciences, Economics, Education, Engineering, Physical Sciences, Physics, Research, and the Social Sciences.

**COURSE DESCRIPTIONS**

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**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 MATH V10A-V10C; or 1 year of high school prealgebra with grade of C or better; or placement as measured by the college assessment process*

*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 MATH V10A-V01C; or 1 year of high school prealgebra with grade of C or better; or placement as measured by the college assessment process*

*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 (Algebra I) with grade of C or better; or placement as measured by the college assessment process*

*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-E or MATH V11B or MATH V88A-V88E or 1 year of high school beginning algebra (Algebra I) with grade of C or better; or placement as measured by the college assessment process*

*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 or MATH V35.

*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 (Algebra I) with grade of C or better; or placement as measured by the college assessment process*

*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 or MATH V35.

*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 or MATH V35.

*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 or MATH V35.

*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 or MATH V35.

*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 or MATH V35.

*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; or placement as measured by the college assessment process*

*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.*

**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 C or better; or placement as measured by the college assessment process*

*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.*

**MATH V06 - MATH SUMMER BRIDGE 1 Unit**

*Recommended preparation: MATH V09 or MATH 09A-V09C or high school basic math with grade of C or better; or MATH V10 or MATH V10A-V10C or 1 year of high school prealgebra with grade of C or better; or MATH V01 or MATH V01A-V01E or MATH V11B or 1 year of high school beginning algebra with grade of C or better*

*Hours: 2 lecture-laboratory weekly*

This course introduces the skills necessary to succeed in college math and a short "refresher" of the prerequisites to algebra courses. It is designed for students taking their first community college math course or having difficulty passing algebra. Based on math placement at the first class, students will be divided into three groups (pre-algebra, elementary algebra and intermediate algebra). The course will include short lectures given by the instructor and group work organized by tutors. Students will participate in math games, applications and skill-building exercises.

*Offered on a pass/no pass basis only.*

**MATH V09 - BEGINNING MATHEMATICS 3 Units**

*Recommended preparation: LS V07 or placement as measured by the college assessment process*

*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. Students receiving credit in MATH V09 will not receive credit in MATH V09A-V09C.

*Formerly Math 9. Not applicable for degree credit.*

**MATH V09A - BEGINNING MATHEMATICS: MODULE I 1 Unit**

*Recommended preparation: LS V07 or placement as measured by the college assessment process*

*Hours: 1 lecture weekly*

This course is the first of a three-course sequence (MATH V09A-V09C). Completion of all three courses is equivalent to MATH V09. This first course in the sequence is a review of the basic mathematical skills and fundamental operations as applied to whole numbers. It provides an introduction to the metric system and use of formulas. 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 V09A-V09C will not receive credit in MATH V09.

*Offered on a pass/no pass basis only. Not applicable for degree credit.*

**MATH V09B - BEGINNING MATHEMATICS: MODULE II 1 Unit**

*Prerequisite: MATH V09A*

*Hours: 1 lecture weekly*

This course is the second of a three-course sequence (MATH V09A-V09C). Completion of all three courses is equivalent to MATH V09. This second course in the sequence is a review of the basic mathematical skills and fundamental operations as applied to fractions and percentage as well as applications. 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 V09A-V09C will not receive credit in MATH V09.

*Offered on a pass/no pass basis only. Not applicable for degree credit.*

**MATH V09C - BEGINNING MATHEMATICS: MODULE III 1 Unit**

*Prerequisite: MATH V09B*

*Hours: 1 lecture weekly*

This course is the third of a three-course sequence (MATH V09A-V09C). Completion of all three courses is equivalent to MATH V09. This third course in the sequence provides an introduction to algebra, simple geometric figures, and use of formulas. 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 V09A-V09C will not receive credit in MATH V09.

*Offered on a pass/no pass basis only. Not applicable for degree credit.*

**MATH V10 - PREALGEBRA 3 Units**

*Recommended preparation: MATH V09 or MATH V09A-V09C or placement as measured by the college assessment process*

*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. Students receiving credit in MATH V10 will not receive credit in MATH V10A-V10C.

*Formerly Math 10. Not applicable for degree credit.*

**MATH V10A - PREALGEBRA: MODULE I** **1 Unit**

*Recommended preparation: MATH V09 or MATH V09A-V09C or placement as measured by the college assessment process*

*Hours: 1 lecture weekly*

This course is the first of a three-course sequence (MATH V10A-V10C). Completion of all three courses is equivalent to MATH V10. This sequence of courses bridges the gap between arithmetic and elementary algebra. This first course in the sequence reviews fundamental operations using a formalized approach and includes an introduction to the algebraic topics of number systems, properties of real numbers and application problems. 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 V10A-V10C will not receive credit in MATH V10.

*Offered on a pass/no pass basis only. Not applicable for degree credit.*

**MATH V10B - PREALGEBRA: MODULE II** **1 Unit**

*Prerequisite: MATH V10A*

*Hours: 1 lecture weekly*

This course is the second of a three-course sequence (MATH V10A-V10C). Completion of all three courses is equivalent to MATH V10. This sequence of courses bridges the gap between arithmetic and elementary algebra. This second course in the sequence reviews fundamental operations using a formalized approach and includes an introduction to the algebraic topics of number systems, properties of real numbers, exponents, algebraic expressions, and application problems. 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 V10A-V10C will not receive credit in MATH V10.

*Offered on a pass/no pass basis only. Not applicable for degree credit.*

**MATH V10C - PREALGEBRA: MODULE III** **1 Unit**

*Prerequisite: MATH V10B*

*Hours: 1 lecture weekly*

This course is the third of a three-course sequence (MATH V10A-V10C). Completion of all three courses is equivalent to MATH V10. This sequence of courses bridges the gap between arithmetic and elementary algebra. This third course in the sequence includes an introduction to the algebraic topics of linear equations, linear inequalities, application problems, and graphing. 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 V10A-V10C will not receive credit in MATH V10.

*Offered on a pass/no pass basis only. Not applicable for degree credit.*

**MATH V11A - ELEMENTARY ALGEBRA: FIRST HALF** **3 Units**

*Prerequisite: MATH V10 or MATH V10A-V10C; or 1 year of high school prealgebra with grade of C or better; or placement as measured by the college assessment process*

*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; or placement as measured by the college assessment process*

*Hours: 5 lecture weekly*

This course covers 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.*

**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; or placement as measured by the college assessment process*

*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.*

*C-ID: MATH 900S [MATH V21A + MATH V21B].*

**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 in this course will include: review of 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.*

*C-ID: MATH 900S [MATH V21A + MATH V21B].*

**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. C-ID: MATH 230.*

**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.*

**MATH V35 - INTERMEDIATE ALGEBRA AND APPLICATIONS FOR HEALTH CARE PERSONNEL** **5 Units**

*Prerequisite: MATH V01 or MATH V01A-V01E or MATH V11B or or MATH V88A-V88E; or 1 year of high school beginning algebra (Algebra I) with grade of C or better; or placement as measured by the college assessment process*  
*Hours: 5 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. Students receiving credit in MATH V35 will not receive credit in MATH V03 or MATH V03A-V03E.

**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; or placement as measured by the college assessment process*  
*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.*

**MATH V40 - MATHEMATICAL TOPICS FOR COLLEGE STUDENTS** **3 Units**

*Prerequisite: MATH V03 or MATH V03A-V03E; or or 1 year of high school intermediate algebra (Algebra II) with grade of C or better; or placement as measured by the college assessment process*  
*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.*

**MATH V44 - ELEMENTARY STATISTICS** **4 Units**

*Prerequisite: MATH V03 or MATH V03A-V03E or MATH V35; or 1 year of high school intermediate algebra (Algebra II) with grade of C or better; or placement as measured by the college assessment process*  
*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.*

**MATH V46 - APPLIED CALCULUS** **4 Units**

*Prerequisite: MATH V04 or MATH V20 or the fourth year of high school mathematics (advanced mathematics) with grade of C or better; or placement as measured by the college assessment process*  
*Hours: 4 lecture weekly*

This is a 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 V46A. Transfer credit: CSU; UC; credit limitations - see counselor.*

**MATH V52 - DISCRETE STRUCTURES** **3 Units**

*Prerequisite: MATH V20 or both MATH V04 and MATH V05; or placement as measured by the college assessment process*  
*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.*

**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: BIOL V04 or PHSO V01 or equivalent with grades of C or better; and CHEM V01A-V01AL 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 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 287.1 safety glasses.

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

# MUSIC

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The Music Program offers a diverse curriculum, designed for both music-majors as well as non-majors. The overall program provides students with the knowledge and experience for a broad understanding of the musical arts. The program is divided into four core subsections, "Music Theory, Music History and Literature, Instrumental Performance, and Vocal Performance. Students wanting to major in music are required to enroll in the core courses designed around their individual selected emphasis of study. Majors are expected to have a breadth of knowledge of Tonal Harmony based on the common practice period, Western History and Literature from the Middle Ages to current practice, Intermediate skills in piano proficiency, Individual lessons with students selected instrument of major, and performance experience with ensembles. Upon completion of the core courses, students are encouraged to enroll in the advance course of Music Theory, Ethnomusicology, Jazz studies, Music Technology, or Performance. In all course students are expected to develop critical think skills, evaluate through the Musical Arts their own beliefs and assumptions, as well as broadening their creative capabilities. To assist students to accomplish and develop their skills, the department has several performing ensembles, including, three levels of Vocal Ensembles, a Symphony Orchestra, Chamber Music Ensembles, Jazz Band, Opera and Musical Theater. The Ventura College Department of Music has been the catalyst in developing, The Ventura Music Festival, New West Symphony, Ventura Master Chorale and continues to be the center of the musical arts in Ventura county. Students graduating with an Associate of Arts in Music degree may transfer to a four-year institution to complete a Bachelor's Degree. Career opportunities for music majors includes, performing artists with Symphony Orchestra, Opera and Musical Theater, studio musician, solo artist, composer, film and television composer, recording engineer, teacher in music, arts management, music librarian, orchestration and producer and executive director of musical events and organizations.



## 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
<b>REQUIRED ADDITIONAL COURSES:</b>		
<b>Select three (3) units from the following courses:</b>		
MUS V09A-V09B	Music History and Literature I & II	3-3
<b>Select four (4) units from the following courses:</b>		
MUS V24A-V24B-		
V24C-V24D	Keyboards I & II & III & IV	2-2-2-2
<b>Select six (6) units from the following courses:</b>		
MUS V10	College Chorus	1.5
MUS V11	College Singers	1.5
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

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Recommended Courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into this field of study consider taking one or more of the following courses: MUS V01, V04A, V04B, V13, V277. Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

## PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Music program students will be able to:

- Apply lessons of assigned course work and or knowledge and skills attained throughout the course work to new and varied subjects.
- Generate new ideas, express their selves creatively, or solve complex problems in an original way.
- Use course work and information taught throughout the course to draw conclusions or create new sources of information that can be shared with others

## COURSE DESCRIPTIONS

### MUS V01 - FUNDAMENTALS OF MUSIC

**3 Units**

*Hours: 3 lecture weekly*

This course introduces the entry-level student to the basics of reading and writing music, including notes, the staff, clefs, scales, intervals, key and time signatures, and chords. The student will write music exercises of increasing complexity each week. Group exercises will include singing of selected melodies and learning to perform various rhythmic patterns.

*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.*

### 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.*

### 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.*

### 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.*

### 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.*

### 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.*

### 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, ricercare. 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.*

### 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.*



**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: modality, parallelism, pan-diatonicism, polytonality, dissonant counterpoint, the twelve-tone method, serialism, aleatory techniques, minimalism, alternate forms of analysis, new instruments and notation, microtonality, and the rise of electronic music. Course requirements include written exercises, keyboard exercises, analysis, composition, and the study of representative masterworks by composers such as Bartok, Stravinsky, Schoenberg, Debussy, Gershwin, Copland, Cage, Stockhausen, and Reich.

*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 in 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 the study of representative masterworks by composers from the 18th through 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 the concepts of harmony used in American vernacular music as represented in gospel, the blues, jazz, pop, and rock. Topics will include: typical music groups; review of basic triads, 7th chords and chord symbols; reading and creating performance charts; chord alterations; chord extensions; chord substitutions; modulation; and basic arranging. Course requirements include written exercises, keyboard exercises, performance, analysis, basic arranging, and the study of performance practices utilized in American vernacular music.

*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 is a 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. 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 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**

*Recommended preparation: MUS V01 or equivalent skills  
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. Formerly Mus 5. Transfer credit: CSU; UC.*

**MUS V06 - HISTORY OF ROCK AND ROLL**

**3 Units**

*Hours: 3 lecture weekly*

This course is a survey of rock music from the late 1940's to the present--its musical, socio-cultural and historical development. Emphasis will be 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*

This course surveys jazz history, and examines both 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 analyses 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*

This course 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.

**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.

**MUS V10 - COLLEGE CHORUS 1.5 Units**

Hours: 3 lecture-laboratory weekly

This course is 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 1.5 Units**

Recommended preparation: MUS V10 or singing ability

Hours: 3 lecture-laboratory weekly

This singing group provides an opportunity to learn choral music from all ages. College Singers appear in public concerts, inter-school festivals, and workshops. Some additional time is needed for special concerts and rehearsals.

Field trips will be required. May be taken for a maximum of 4 times. Formerly Mus 11. Transfer credit: CSU; UC.

**MUS V12 - 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 rehearsal and performance of large ensemble jazz music. Students will learn about various jazz styles and performance techniques within the context of a larger ensemble, as well as the elements of tuning, phrasing, and the analysis of rhythmic notation. The course will also explore advanced improvisation techniques.

Field trips may 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

The course will focus on the practical application of performance practices found in American vernacular music: including, without limitation to Jazz, Blues, Rhythm and Blues, and Hip-hop. Topics covered will be tuning, scale execution, sight-reading, ensemble playing, phrasing, articulation, chord recognition, lead sheet negotiation, basic improvisation, and the building of repertoire.

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*

This course introduces the fundamentals of keyboard playing, music reading, technique, scales, transposition, simple keyboard harmonization, and simple keyboard literature. It is designed for the student with little or no prior keyboard experience.

*Field trips may be required. Formerly Mus 24A. Transfer credit: CSU; UC.*

**MUS V24B - KEYBOARDS II 2 Units**

*Prerequisite: MUS V24A or equivalent*

*Hours: 4 lecture-laboratory weekly*

This course continues the study of the fundamentals of keyboard playing, including music reading, technique, scales, transposition, keyboard harmonization, and simple keyboard literature.

*Field trips may be required. Formerly Mus 24B. Transfer credit: CSU; UC.*

**MUS V24C - KEYBOARDS III 2 Units**

*Prerequisite: MUS V24B or equivalent*

*Hours: 4 lecture-laboratory weekly*

This intermediate-level keyboard course focuses on music reading, technique, major and minor scales, transposition, more advanced keyboard harmonization, and intermediate-level 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*

This is an advanced course in keyboard playing, focusing on 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*

This course provides instruction in conducting singing groups, using simpler choral works suitable for civic, school, and church choirs. Focus will be on basic conducting techniques, and 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: 2 lecture-laboratory weekly*

This course provides an opportunity for the preparation and the presentation in class of solo literature. Students will be critiqued by the other students, as well as the instructor.

*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, V17, 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*

This course includes a private one-hour lesson per week on a specified instrument, plus six hours of practice on campus weekly. The student will 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, V17, 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*

This course includes a private one-hour lesson per week on a specified instrument, plus six hours of practice on campus weekly. The student will 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, V17, 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*

This course includes a private one-hour lesson per week on a specified instrument, plus six hours of practice on campus weekly. The student will 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, V17, 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*

This course includes a private one-hour lesson per week on a specified instrument, plus six hours of practice on campus weekly. The student will 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, V17, 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*

This course includes a private one-hour lesson per week on the guitar, plus six hours of practice on campus weekly. The student will 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, V17, 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*

This course includes a private one-hour lesson per week on a specified instrument, plus six hours of practice on campus weekly. The student will 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, V17, V19, V21A, V21B, V21C, V22A, V22B, V22C, V34, V35, V43, V44, V45, V46 OR V47; and MUS V30*

*Hours: 1 lecture, 6 laboratory weekly*

This course includes a private one-hour lesson per week in music composition, plus six hours of practice on campus in the electronic/theory lab weekly. The student will 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, V17, 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*

This course includes a private one-hour lesson per week, plus six hours of practice on campus weekly. The student will 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 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*

This is an in-depth study of the skills necessary for the performer in a live opera/musical theatre production. Emphasis will be on the script/score analysis, role preparation, theatre and rehearsal etiquette and technique, and 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*

This is an in-depth study of the skills necessary, at the intermediate level, for the performer in a live opera/musical theatre production. Emphasis will be on the script/score analysis, role preparation, theatre and rehearsal etiquette and technique, and 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*

This is an in-depth study of the skills necessary, at the advanced level, for the performer in a live opera/musical theatre production. Emphasis will be on the script/score analysis, role preparation, theatre and rehearsal etiquette and technique, and 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 V57A - 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 V60D. Transfer credit: CSU; UC.*

**MUS V57B - ADVANCED EARLY MUSIC ENSEMBLE 1.5 Units**

*Recommended preparation: MUS V57A  
Hours: 3 lecture-laboratory weekly*

This course provides advanced experience in early music performance ensemble. Music will include advanced level repertoire from the Renaissance and Baroque periods as performed on early music instruments. Emphasis will be 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 V60F. 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**

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The nursing program is approved by the California Board of Registered Nursing. Upon completion of the Associate Degree program in Nursing, students will 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 be advised that not all states recognize registered nurses who choose this option. Please contact the ADN program director for additional information.

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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 a nursing course constitutes an F in the course.

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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. Although a "C" is acceptable in one of the biological science courses, the overall science GPA must be 2.5 or higher with no more than one withdrawal, D or F in either anatomy, physiology or microbiology. In addition, the student must maintain an overall GPA of 2.5 to be admitted. If the student has a GPA of < 2.5 or more than one W, D or F in a science course, he / she must see a nursing counselor to develop a remediation plan. The student must maintain an overall GPA of 2.0 to continue in the nursing program.

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Courses are taken on campus concurrent with supervised clinical laboratory experience in selected hospitals and agencies that 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.

## 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:

CD V03	Human Development	3
PSY V05	Introduction to Developmental Psychology	3

##### Select one (1) of the following courses:

COMM V01	Introduction to Speech Communication	3
COMM V10	Critical Thinking in Oral Communication: Argumentation and Debate	3

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♦ 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 to enhance your chances of successful completion of the ADN program: MATH V35; NS V07, V75.

**For other course descriptions, see American Ethnic Studies, Anatomy, Anthropology, Child Development, Communication Studies, English, Microbiology, Physiology, Psychology, and Sociology**

## PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Nursing Science program students will be able to:

- Function as a member within the discipline of nursing by demonstrating and fostering high standards of nursing practice.
- Function as a provider of care by providing competent and safe care in a variety of settings to an individual, family, group, or community of clients with diverse self-care needs across the life span by utilizing the nursing process for knowledgeable decision-making and judgment based on critical thinking, clinical competence, collaboration and accountability.
- Function as a manager of care by demonstrating management skills in providing care to individuals, families, groups or communities/ aggregates of clients with diverse needs.

## NURSING PROGRAM REQUIREMENTS

### Procedures for Applying

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

Application deadlines: September 15 and March 15. All applicants must submit: 1) Application to the ADN program Part I; 2) All required official transcripts; and 3) Application to the College (new students only).

All applicants must submit application Part 2 to the School of Nursing by October 30 or April 30. TEAS test results (version V) must be submitted by October 30 or April 30.

Accepted candidates will be notified within two weeks of October 30 or April 30.

To be included in the September applicant pool

- Part 1 application must be submitted by September 15
- Part 2 application must be submitted by October 30
- TEAS V results must be submitted or on file by October 30

To be included in the March applicant pool

- Part 1 application must be submitted by March 15
- Part 2 application must be submitted by April 30
- TEAS V results must be submitted or on file by April 30

### 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 September 15 or March 15 to be considered.
  - b. Application to the Associate Degree Nursing (ADN) program must be on file with the counseling office at Ventura College by September 15 or March 15 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 - completion of an intermediate algebra 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 or R014A-R014B–OC). Math requirements for the associate degree have changed. Please see nursing counselor for details.
  - 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 R101–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: CD V03 or PSY V05 (PSY M07–MC; 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 M02 or M08–MC; ANTH R102 or SOC R101 or R102 or R103–OC);
- b. PSY V01 (PSY M01–MC; PSY R101–OC);
- c. ENGL V01A (ENGL V02 or V03 not acceptable) (ENGL M01A or M01AH–MC; ENGL R101–OC);
- d. COMM V01 or V10 (COMM M01 or M02 or M07–MC; COMM R101–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: GPA in science courses and repeats in science courses (anatomy, physiology, and microbiology); 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) in each of the science courses (the first passing grade is the one used to calculate the science GPA, even if

the course was repeated and a higher grade earned). The Ventura College nursing program gives admission preference to veterans and eligible spouses who have met the criteria for admission into the program as long as there is WIA funding (see nursing counselor for additional information).

## Admission Process

The School of Nursing will admit a minimum of 75% of students based on enhanced admission criteria.

1. All students will be added to an existing wait list.
2. The School of Nursing will screen and rank order all students on the wait list based on a multi-criteria screening.
3. 75% of the students with the highest scores from the multi-criteria screening will be admitted FIRST to the nursing program.
4. 25% of the entering class will be admitted based on their position on the wait list.

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 the random draw) on a waiting list. These applicants will be included in the next semester admission process as described above. Students who choose not to enter when selected or after 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. Current tetanus, diphtheria and pertussis vaccinations (TDAP) are also required. Costs for immunization tracking service must be borne by student.

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 \$60.00 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 and are approximately \$50.00

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.

### 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.

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; CD V03 or PSY V05 or concurrent enrollment; criminal background clearance ; drug and alcohol clearance ; 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

10 Units

*Prerequisite: NS V10 with a grade of C or better ; criminal background clearance; drug and alcohol clearance; 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 lecture, 15 laboratory weekly*

This course offers structured remediation in nursing theory and skills. Emphasis is on progression in utilization of principles and skills that are necessary to develop and implement a plan of nursing care. Orem's Self-Care Deficit Theory of Nursing and the nursing process comprise the unifying framework. Use of critical thinking skills in health assessment, identification of and intervention for universal self-care requisites, basic and intermediate skills, and pharmacology are stressed.

*Fees will be required. Field trips will be required. Formerly NS 15. Offered on a pass/no pass basis only.*

### NS V16 - NURSING SCIENCE BRIEF REVIEW

5 Units

*Prerequisite: NS V10; criminal background clearance; drug and alcohol clearance; satisfy health requirements; 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: 2.5 lecture, 7.5 laboratory weekly*

This course offers a brief structured remediation in nursing theory and skills. Emphasis is on progression in utilization of principles and skills that are necessary to develop and implement a plan of nursing care. Prioritization, organization and critical thinking are stressed. Basic and intermediate clinical skills are practiced in a clinical setting.

*Fees will be required. Field trips will be required. 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; criminal background clearance; drug and alcohol clearance ; 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; criminal background clearance ; drug and alcohol clearance; 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 excepts single studs in ear lobes; and, no acrylic or long fingernails 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; criminal background clearance; drug and alcohol clearance; 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. *Field trips will be required. Formerly NS V30C. Transfer credit: CSU.*

**NS V40 - THE NURSING PROCESS APPLIED TO THE CLIENT WITH HEALTH CARE DEVIATIONS III** **10.5 Units**

*Prerequisite: NS V30 ; criminal background clearance; drug and alcohol clearance, 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 the 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 ; criminal background clearance; drug and alcohol clearance, 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 (LVNs) 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; criminal background clearance; and, drug and alcohol clearance*

*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 will 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 will be required. Formerly NS 75. Offered on a pass/no pass basis only.*

**NS V84A - SUCCESS STRATEGIES FOR NS V10 2 Units**

*Corequisite: NS V10*

*Hours: 2 lecture weekly*

This course introduces strategies that promote success in NS V10. 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. This course emphasizes fundamentals of professional nursing practice.

*Offered on a pass/no pass basis only. Not applicable for degree credit.*

**NS V84B - SUCCESS STRATEGIES FOR NS V20 2 Units**

*Corequisite: NS V20*

*Hours: 2 lecture weekly*

This course introduces strategies that promote success in NS V20. 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. Emphasis is on care of the client with health deviations related to water, food, elimination and hazards, along with care of the perinatal client and newborn.

*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 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; criminal background clearance; and, drug and alcohol clearance*

*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 will 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.*



# PARAMEDIC

The Ventura College Paramedic Studies Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

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Successful completion of the program will allow students to sit for the National Registry licensing examination and then gain employment in the wide range of public and private agencies who incorporate the advanced life support skills of a paramedic into their needs.

## Associate in Science Degree Certificate of Achievement

### EMERGENCY MEDICAL SERVICES Paramedic Studies

<b>REQUIRED COURSES:</b>		<b>Units</b>
EMT V01	Emergency Medical Technician	8
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:**

<b>GROUP A</b>		
ANAT V01	General Human Anatomy	4
PHSO V01	Introduction to Human Physiology	4
<b>GROUP B</b>		
ANPH V01	Introduction to Human Anatomy and Physiology	5

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Recommended Courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into this field of study consider taking one or more of the following courses: BUS V27A; CS V04; ENGL V05; LS; MATH V35; PSY V15, V30; SL V10A; SPAN V70. Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

**For other course descriptions, see Anatomy, Anatomy/Physiology, Emergency Medical Technology, and Physiology**

## PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Paramedic program students will be able to:

- Function within the paramedic scope of practice to provide professional, competent and safe care while applying scientific knowledge and demonstrating mastery of skills, management and leadership to a group of patients with complex and diverse needs.
- Utilize effective communication and interpersonal skills with patients, the health care team and while providing education to individuals and groups.
- Understand and observe the concept of lifelong learning, including the pursuit of advanced degrees and practice in the health field.
- Seek licensure as a paramedic and that meet the expectations of the Emergency Medical Services community.

## 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:

1. One of the following must be completed before applying to the program:
  - a. High school graduation and GPA of 2.5; or,
  - b. General Education Development (GED) with a score of 45 and a minimum of 12 semester units of completed college coursework with a 2.25 GPA; or,
  - c. High school graduate with less than a 2.5 GPA and a minimum of 12 semester units of completed college coursework with a GPA of 2.25.
2. All of the following must be completed:
  - a. All official high school and college transcripts must be on file at Ventura College.
  - b. Application must be made to the health sciences department with a choice of options to enroll in the associate degree paramedic program or the paramedic certificate program.
  - c. An application to the College must be filed for the appropriate semester.
  - d. It is the applicant's responsibility to check with the transcript clerk in the Office of Admissions and Records to see that his/her official transcripts are on file at Ventura College.
3. All of the following must be completed before applying to the program. Ventura College courses, listed with the comparable courses from Moorpark (MC) and Oxnard (OC) colleges are:
  - a. 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 R101-OC).

- b. 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.
  - 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 V01 or MATH V01A–V01E or MATH V11B (MATH M01 or M01B or M04A–MC; MATH R011 or R011B–OC). These courses do not satisfy graduation competence in mathematics.
  - d. 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. 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, varicella, and Hepatitis B. Clinical agencies used may mandate current seasonal flu and H1N1 vaccination. Diphtheria-tetanus vaccine within the past ten years 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 emergency medical services program (paramedic) and/or the emergency medical technology courses (EMT) will be required to demonstrate criminal background clearance, along with drug and alcohol clearance by undergoing 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 national 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 ANAT V01 and PHSO V01 ; criminal background clearance; drug and alcohol clearance; 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 ; criminal background clearance; drug and alcohol clearance; 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 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 INTERNSHIP1-4 Units**

*Prerequisite: current CPR certification for health care provider or professional rescuer; 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**

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Philosophy is the foundation of higher education since Plato's Academy (the first college in Western civilization). The goal of the philosophy program is to introduce students to a broad range of philosophical topics and issues. The methods of careful reasoning, philosophical analysis and constructive dialogue are applied to questions that concern all who seek to understand themselves, the reality of the world, the meaning and purpose of life and the way to make wise and moral choices. The subject is taught primarily as a contribution to students' overall liberal arts education. Students majoring in Philosophy generally transfer to four-year institutions to pursue a bachelor degree and continue their education into Masters or Doctoral degrees. The Philosophy Department additionally provides an Introduction to Philosophy course which surveys most of the standard fields of philosophy —metaphysics, Epistemology and axiology (which includes ethics, aesthetics, and political philosophy). The other courses offered (Ethics, Logic, Survey of World Religions-East, Survey of World Religions-West, Introduction to Zen Buddhism, History of Western Philosophy I & II: Ancient-Medieval, Modern-Contemporary) are more specific and detailed accounts of these standard fields. These philosophy courses may be transferred to four-year institutions. (Check for specifics with your counselor).

**COURSE DESCRIPTIONS**

**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.*

**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.*

**PHIL V03A - SURVEY OF WORLD RELIGIONS: EAST 3 Units**

*Hours: 3 lecture weekly*  
This course surveys the religions that have dominated the East, including Hinduism, Buddhism, Taoism, Confucianism, Za Zen, and Shinto. It examines the origin and development of each religion, identifying it's major themes, values, and way of life.  
*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 that 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, while 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*

This course presents an introduction to the nature and problems of traditional logical methods. Students will ask questions, weigh evidence, and draw valid inferences from various kinds of sources. Focus will be 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.***PHIL V05 - CRITICAL THINKING AND ANALYTIC WRITING****3 Units***Prerequisite: ENGL V01A**Hours: 3 lecture weekly*

This course is a survey of and practice in reasoning, including analysis, critical reasoning, synthesis, induction and deduction, and identification of assumptions and perspectives. Emphasis will be 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

*Formerly Phil 5. Transfer credit: CSU; UC.***PHIL V06A - HISTORY OF WESTERN PHILOSOPHY I: ANCIENT THROUGH MEDIEVAL****3 Units***Hours: 3 lecture weekly*

This course presents an introduction to philosophy from a historical perspective. Focus is placed on the ideas that 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.***PHIL V06B - HISTORY OF WESTERN PHILOSOPHY II: MODERN THROUGH CONTEMPORARY****3 Units***Hours: 3 lecture weekly*

This course presents an introduction to philosophy from a historical perspective. Focus is placed on the ideas that 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.***PHIL V09 - ZEN BUDDHISM****3 Units***Hours: 3 lecture weekly*

This course will cover the philosophical principles and practices of Zen Buddhism, including a survey of the historical development and cultural background of Zen, from its roots in India through China, Japan and the West. Students will examine the essential principles and practices of Zen as a philosophy and a way of life through the study of its two major schools, Rinzaï and Soto, and an introduction to fundamental Zen practices, such as zazen, koans, shikantaza, sesshin and dokusan.

*Transfer credit: CSU***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.***PHOTOGRAPHY****See also: Art****Associate in Arts Degree  
Certificate of Achievement****PHOTOGRAPHY****Transfer requirements may differ  
See counselor or consult assist.org****REQUIRED COURSES:**

	<b>Units</b>
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

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Recommended Courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into this field of study consider taking one or more of the following courses: ART V11B, V12B, V43A, V49; PHOT V02, V07, V09B, V30. Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

**For other course descriptions, see Art**



## PROGRAM STUDENT LEARNING OUTCOMES

Upon Successful completion of the Photography program, students will be able to:

- Analyze works of art in terms of their historical, social, and cultural contexts
- Employ critical thinking skills to one's own work and the work of others
- Demonstrate an understanding of the camera and of the basic techniques of analog and digital photography in selected areas of emphasis

## 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 they 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.*

### 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 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 will be 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*

This course provides continuing instruction and experience in color photography and color laboratory techniques. Emphasis will be placed on the artistic merit of color photography and portfolio development.

*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

**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 V73 - DIGITAL IMAGING

3 Units

*Prerequisite: ART V11A and ART V12A*

*Recommended preparation: 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 PHOTOGRAPHY1

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 SCIENCE

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Such professions include teaching science at the secondary level, serving as a technical administrator in government and industry, or completing legal work with patents, scientific librarianship, and scientific journalism.

### COURSE DESCRIPTION

#### 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 PhysSci 1. Transfer credit: CSU; UC; credit limitations - see counselor.*

## PHYSICS

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The strong emphasis in physics on fundamental concepts and problem solving makes it one of the most versatile majors available. The Physics major provides the basis for careers in applied physics and in interdisciplinary areas such as astronomy, biophysics, environmental science, oceanography, and scientific instrumentation.

### COURSE DESCRIPTIONS

#### PHYS V01 - ELEMENTARY PHYSICS

5 Units

*Prerequisite: MATH V01 or MATH V01A-V01E or MATH V11B or 1 year of high school beginning algebra with grades of C or better; 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.*

**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.

**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.

**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.

**PHYS V03A - GENERAL PHYSICS I: CALCULUS-BASED 4 Units**

Prerequisite: MATH V21A or MATH V46 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 algebraic and, where applicable, calculus-based 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: MATH V21A with grade of C or better; and PHYS V01 or high school physics 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.

**PHYS V04L - MECHANICS LABORATORY 1 Unit**

Corequisite: PHYS V04

Hours: 3 laboratory weekly

This is 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.

**PHYS V05 - ELECTRICITY AND MAGNETISM 4 Units**

Prerequisite: MATH V21B with grade of C or better; and PHYS V04-V04L with grades 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.

**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.

**PHYS V06 - OPTICS, HEAT AND MODERN PHYSICS 4 Units**

Prerequisite: MATH V21C with grade of C or better or concurrent enrollment; and PHYS V04-V04L with grades of C or better

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.

**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.

**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 PHYSICS1

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 287.1 safety glasses and gloves are required.

Formerly Physio 1. Transfer credit: CSU; UC; credit limitations - see counselor.

# POLITICAL SCIENCE

Political Science is the systematic study of politics, political institutions and governmental processes by the application of scientific methods of analysis and critical examination. This discipline analyzes key political ideas, institutions, and issues both domestically and globally. Graduates of this subject area are exposed to understanding how political and governmental institutions make and implement decisions and the effects those decisions have on individual, group, and societal behavior. The analytical tools learned in these major increases critical thinking and citizenship skills. The political science program at Ventura College has a special emphasis on globalization, service learning, and environmental issues. The discipline also incorporates the International Studies major. Students graduating with an Associate of Arts degree in Political Science may transfer to four-year universities. Graduates are qualified for a variety of positions in government and non-governmental institutions; graduates are prepared to enter further studies in various disciplines, including political science, law, journalism and business.

## COURSE DESCRIPTIONS

### 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.

### 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.

*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***Hours: 3 lecture weekly*

This course introduces the student to the principles and trends in public administration. It 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 international organizations and their role in world affairs. Focusing on 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 law, 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 a 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. This course will also promote the idea that the student must try to become an active participant in the globalization process.

*Transfer credit: CSU; UC.***POLS V15 - REVOLUTION IN THE THIRD WORLD 3 Units***Recommended preparation: POLS V05**Hours: 3 lecture weekly*

This course will explore the special characteristics of the Third World countries and assess why they are more prone to revolutionary movements than other countries. Emphasis will be on the most important theories of revolution and social movements, and how they can be applied to analyze major revolutions of the past. In addition, the course will explore the possibility of predicting revolutions.

*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 V30 - 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.

*Formerly POLS V60C. 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**

Psychology is the study of behavior, mental processes, and our relationship to others within our society. Psychology is a science used to understand the diverse cultural, economic, ethnic, social, and historical viewpoints that exist in a multicultural world. This discipline seeks to understand how these viewpoints interact with individual and group behavior. An awareness of these viewpoints helps students to understand themselves, the behavior of people in their environment, and how to actively participate within a society. A student graduating with an Associate in Arts in Psychology may transfer to a four year institution to complete a Bachelor's Degree. Psychology is excellent preparation for a wide range of career paths in business, mental health, teaching, law enforcement, social services, and community relations.

## **Associate in Arts Degree**

### **PSYCHOLOGY FOR TRANSFER**

The Associate in Arts in Psychology for Transfer Degree (Psychology AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with an Associate in Arts in Psychology for Transfer (Psychology AA-T) may transfer to the CSU system to complete a Bachelor's Degree in Psychology or related fields.

To earn a Psychology AA-T Degree, students must complete:

1. Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.
3. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis.

#### **REQUIRED CORE: 12 Units**

		<b>Units</b>
PSY V01	Introduction to Psychology	3
PSY V04	Introductory Statistics for the Social and Behavioral Sciences	4
PSY V07-V07L	Introduction to Research Methods in Social and Behavioral Sciences & Laboratory	3-1

#### **LIST A**

##### **Select one (1) of the following courses (3-4 units):**

BIOL V01-V01L	Principles of Biology & Laboratory	3-1
BIOL V12	Principles of Human Biology	3
PSY V03	Introduction to Biological Psychology	3

#### **LIST B**

##### **Select one (1) of the following courses (3 units):**

PSY V05	Introduction to Developmental Psychology	3
PSY V29	Introduction to Personality Psychology	3
PSY V31/SOC V31	Introduction to Social Psychology	3
SOC V01	Introduction to Sociology	3

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### LIST C

Select one (1) of the following courses (3 units):

PSY V02	Personal Growth and Social Awareness	3
PSY V15	Introduction to Abnormal Psychology	3
PSY V25	Psychology of Human Sexuality	3
PSY V30	Multicultural Psychology	3

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Major Units	20-21
CSU General Education or IGETC Pattern	39-40
Electives (CSU transferrable units to reach 60)	
Double-Counted Units	(15-16)

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**DEGREE TOTAL** **60**

**See a counselor or consult [assist.org](http://assist.org), especially if you plan to transfer to a UC campus or a college or university other than CSU.**

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Psychology program students will be able to:

- Demonstrate comprehension of major concepts and theoretical perspectives of psychology.
- Discuss applied aspects of historical and contemporary trends in psychology.
- Contrast scientific and non-scientific research methods.
- Demonstrate application of statistical analyses appropriate for a variety of research problems.
- Discuss application of social interaction and other individual life skills.
- Demonstrate proficiency in information literacy.

### COURSE DESCRIPTIONS

#### 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. C-ID: PSY 110.*

#### 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. C-ID: PSY 115.*

#### 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 BIOLOGICAL PSYCHOLOGY **3 Units**

*Hours: 3 lecture weekly*

This course introduces the scientific study of the biological bases of behavior and its fundamental role in the neurosciences. 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.*

#### 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.*

**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 RESEARCH METHODS IN SOCIAL AND BEHAVIORAL SCIENCES 3 Units**

*Prerequisite: PSY V01 and PSY V04 or MATH V44  
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 the social and behavioral sciences will also be discussed. Students will design and conduct an experiment using appropriate research methodology, with emphasis on the scientific method, in addition to correlational and observational studies. Experimental data will be analyzed using statistical software and computer application related to statistics and research. Appropriate parametric or nonparametric statistical tests will 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. C-ID: PSY 205B [PSY V07 + PSY V07L].*

**PSY V07L - INTRODUCTION TO RESEARCH METHODS IN SOCIAL AND BEHAVIORAL SCIENCES 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 statistical software and computer application, 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. C-ID: PSY 205B [PSY V07 + PSY V07L].*

**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. C-ID: PSY 130.*

**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 will be examined. Emphasis will be 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**

The **Proficiency Award** in Real Estate has been discontinued.

**SIGN LANGUAGE**

**See Foreign Language Program**

**SOCIOLOGY**

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Sociology is the scientific study of human behavior in groups and the social forces that influence that behavior. The Sociology program offers a diverse curriculum in an effort to provide students with the tools necessary to comprehend their social world, using sociological theory and methodology to focus on the building blocks of the social structure and culture. The program includes courses that explore how social institutions play integral roles in our society, how class, race, ethnicity, and gender interact with these fundamental social institutions, the inequalities that exist in society, the importance of norms and values, the deviations therein, and the origins of social problems, their potential solutions, and the challenge to the status quo. Upon completion of a sociology course, the student will have a greater understanding of her/his part in the social world, enhancing interpersonal relationships and relationships to the social structure.

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Sociology program students will be able to:

- Demonstrate comprehension of the major sociological theories and relevant concepts.
- Demonstrate comprehension of the scientific method, the variety and appropriateness of research designs and the application and interpretation of the findings.
- Critically evaluate and apply theoretical concepts to specific cultural phenomenon past and present.

**Associate in Arts Degree  
 SOCIOLOGY FOR TRANSFER**

The Associate in Arts in Sociology for Transfer Degree (Sociology AA-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with an Associate in Arts in Sociology for Transfer (Sociology AA-T) may transfer to the CSU system to complete a Bachelor’s Degree in Sociology or related fields.

To earn a Sociology AA-T degree, students must complete:

1. Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.
3. Obtainment of a “C or P” grade or better in all courses required for the major or area of emphasis.

**REQUIRED CORE (3 units):  
 Units**

SOC V01	Introduction to Sociology	3
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**LIST A**

**Select two (2) of the following courses (6 -7 units):**

SOC V02	Social Problems	3
SOC V07	Sociological Analysis	3
PSY V04	Introductory Statistics for the Social & Behavioral Sciences	4

OR

MATH V44	Elementary Statistics	4
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**LIST B**

**Select two (2) of the following courses (6 units):**

SOC V03/AES V11	Racial and Ethnic Group Relations	3
SOC V04	Sociology of Gender Roles	3
SOC V05	Sociology of Relationships	3
SOC V13	Sociology of Deviance, Crime and Society	3
SOC V31/PSY V31	Introduction to Social Psychology	3

**LIST C**

**Select one (1) course (3-4 units):**

Any course from List A or B not selected above	3-4	
SOC V07	Sociological Analysis	3
SOC V05	Sociology of Relationships	3
SOC V04	Sociology of Gender Roles	3
SOC V03/AES V31	Racial and Ethnic Group Relations	3
SOC V31/PSY V31	Introduction to Social Psychology	3

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Major Units	18 – 20
CSU General Education or IGETC Pattern	42 – 40
Electives (CSU transferrable units to reach 60)	
Double-Counted Units	(13-14)

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**DEGREE TOTAL 60**

***See a counselor or consult assist.org, especially if you plan to transfer to a UC campus or a college or university other than CSU.***

## COURSE DESCRIPTIONS

### **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. C-ID: SOCI 110.*

### **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. C-ID: SOCI 115.*

### **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 that focus on current social issues.

*Formerly Soc 7. Transfer credit: CSU; UC.*

### **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; 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). Students will analyze prevailing myths and stereotypes and investigate the ways Chicanos have contributed to and participated in social and political change. 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 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 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 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 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.*

**STUDY SKILLS****SS V01 - STUDY SKILLS: APPLICATIONS TO COLLEGE-LEVEL COURSEWORK****3 Units***Recommended preparation: SS V02 or placement as measured by the college assessment process**Hours: 3 lecture weekly*

This course is an advanced study skills course designed for students who are currently taking academic or vocational classes (such as students in the nursing program) 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. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.*

**SS V02 - STUDY SKILLS: PREPARATION FOR ACADEMIC AND VOCATIONAL COURSES****3 Units***Recommended preparation: ENGL V08A or ENGL V08B or ESL V53A or ESL V53B or placement as measured by the college assessment process**Hours: 3 lecture weekly*

This course is designed for students who are currently taking, or are preparing to take, academic or vocational classes. 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. Not applicable for degree credit.*

**SS V03 - EXPERT LEARNER I****2 Units***Hours: 2 lecture weekly*

This course is a bridge for students who are attending college for the first time or returning after an absence from an educational setting. It covers learning styles, cultural and linguistic challenges and strategies, using technology to enhance learning, utilizing campus resources, developing effective student/instructor relationships and time management. Students will learn through lectures, collaborative group work, group discussions, campus tours, videos and assignments.

*Offered on a pass/no pass basis only. Not applicable for degree credit.*

**SS V04 - EXPERT LEARNER II****2 Units***Hours: 2 lecture weekly*

This is a study skills course for students who are attending college for the first time or returning to college after an absence from an educational setting. It is intended for students who need preparation for academic and/or vocational courses. It includes topics such as reading, test-taking strategies, note-taking and memory skills.

*Offered on a pass/no pass basis only. 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.*

**SPANISH****See Foreign Language Program**

# SUPERVISION

This program provides knowledge and skills in order to improve students' approaches to supervision. This program also prepares students for advancement in their chosen career areas as a supervisor in both public and private sector settings.

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	
	3
BUS V45 Business Communications	3
SUP V81/BUS V44 Business English	3
SUP V96/BUS V40 Organizational Behavior	3

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**\*Course deleted as of Fall 2012.  
 See a counselor for more information.  
 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.*

# THEATRE ARTS

Program Description: The Theatre Arts Department provides both academic and production experience in all aspects of theatre. A comprehensive set of undergraduate courses fulfill general education and transfer requirements, and students may obtain an AA in Theatre Arts or work toward Proficiency Awards in acting, directing, technical theatre production, costume, and make-up. Students majoring in theatre may transfer to four-year universities to further their education at the Bachelor level. The study of Theatre Arts encourages all students to enrich their appreciation of varying forms of art, and enhances their abilities in communication, critical analysis and self-expression.

## Associate in Art Degree

### THEATRE ARTS FOR TRANSFER

The Associate in Art in Theatre Arts for Transfer Degree (Theatre Arts AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with an Associate in Art in Theatre Arts for Transfer Degree may transfer to a CSU Campus to complete a Bachelor's Degree in Theatre Arts or related fields.

To earn a Theatre Arts AA-T degree, students must complete:

1. Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.
3. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis.

<b>REQUIRED CORE (12 units):</b>		<b>Units</b>
THA V01	Theatre Arts Appreciation	3
THA V02A	Fundamentals of Actin	3
Any combination of THA V10A, V10B, or V10C for up to 3 units		
THA V10A	Production and Performance	1
		1
OR		
THA V10B	Production and Performance II	2
OR		
THA V10C	Production and Performance III	3
LIST A		
Select three (3) of the following courses (9 units):		
THA V05	Stagecraft	3
THA V06	Stage Make-up	3
THA V20	Costume Design and History	3
THA V22	Fundamentals of Stage Costuming	3
THA V02B	Advanced Acting	3
OR		
THA V31	Acting for Film and Television	3

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Major Units	18
CSU General Education or IGETC Pattern	42
Electives (CSU transferrable units to reach 60)	
Double-Counted Units	(6)

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*See a counselor or consult assist.org, especially if you plan to transfer to a UC campus or a college or university other than CSU.*

### **Proficiency Award**

#### **ACTING**

(Awarded by the Department)

<b>REQUIRED COURSES:</b>	<b>Units</b>	
THA V02A	Fundamentals of Acting	3
THA V14/DANC V14	Movement for the Theatre	1.5
THA V31	Acting for Film and Television	3

**REQUIRED ADDITIONAL COURSES:**

**Select one (1) of the following courses:**

COMM V04	Voice and Diction	3
MUS V10	College Chorus	1.5
MUS V11	College Singers	1.5
MUS V12	Community Choir	1.5
MUS V13	Voice	1.5
MUS V45	Beginning Opera/Musical Theatre Workshop	1.5

**Select six (6) units from the following courses with an emphasis on acting:**

THA V02B	Advanced Acting	3
THA V10A	Production and Performance I	1
THA V10B	Production and Performance II	2
THA V10C	Production and Performance III	3
THA V12	Student One-Act Play Festival	2

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### **Proficiency Award**

#### **COSTUME**

(Awarded by the Department)

<b>REQUIRED COURSES:</b>	<b>Units</b>	
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 V10A	Production and Performance I	1
THA V10B	Production and Performance II	2
THA V10C	Production and Performance III	3
THA V12	Student One-Act Play Festival	2

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**For other course descriptions, see  
Communication Studies, Dance and Music**

### **Proficiency Award**

#### **DIRECTING**

(Awarded by the Department)

<b>REQUIRED COURSES:</b>	<b>Units</b>	
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 V10A	Production and Performance I	1
THA V10B	Production and Performance II	2
THA V10C	Production and Performance III	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

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### Proficiency Award

#### MAKE-UP

(Awarded by the Department)

<b>REQUIRED COURSE:</b>		<b>Units</b>
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 V10A	Production and Performance I	1
THA V10B	Production and Performance II	2
THA V10C	Production and Performance III	3
THA V12	Student One-Act Play Festival	2

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### Proficiency Award

#### TECHNICAL THEATRE PRODUCTION

(Awarded by the Department)

<b>REQUIRED COURSE:</b>		<b>Units</b>
<b>Complete six (6) units from the following course:</b>		
THA V05	Stagecraft	3/3

#### REQUIRED ADDITIONAL COURSES:

**Select three(3) units from the following courses with an emphasis on technical crew:**

THA V10A	Production and Performance I	1
THA V10B	Production and Performance II	2
THA V10C	Production and Performance III	3
THA V12	Student One-Act Play Festival	2

**Select three (3) units from the following courses with an emphasis on stage management:**

THA V10A	Production and Performance I	1
THA V10B	Production and Performance II	2
THA V10C	Production and Performance III	3
THA V12	Student One-Act Play Festival	2

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### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Theater Arts program students will be able to:

- Express themselves creatively through application of the theatrical skills of acting, directing, design, technical production, stagecraft, costume craft, or make-up.
- Collaborate as an effective member of a team to perform the work of others or to create original work.
- Apply learned knowledge and skills to new and varied situations.
- Apply feedback to improve performance.
- Apply time management skills to complete a task.
- Recognize a problem, devise and implement a plan of action.

### COURSE DESCRIPTIONS

#### THA V01 - THEATRE ARTS APPRECIATION **3 Units**

*Hours: 3 lecture weekly*

This course provides an appreciation and understanding of the art of the theatre. It 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 will be required. Formerly ThA 1. Transfer credit: CSU; UC.*

#### 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.*

#### 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.*

#### 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.*

#### 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.*

#### THA V10A - PRODUCTION AND PERFORMANCE I **1 Unit**

*Hours: 2 lecture-laboratory weekly*

This course provides supervised practical experience in a Ventura College theatre production in a minor role as an actor or house manager.

*Field trips may be required. THA V10A & V10B & V10C may be taken in any combination for a maximum of 4 times. Transfer credit: CSU; UC.*

#### THA V10B - PRODUCTION AND PERFORMANCE II **2 Units**

*Hours: 4 lecture-laboratory weekly*

This course provides supervised practical experience in a supporting acting role or as a crew member in the preparation and performance of theatre productions.

*Field trips may be required. THA V10A & V10B & V10C may be taken in any combination for a maximum of 4 times. Transfer credit: CSU; UC.*

**THA V10C - PRODUCTION AND PERFORMANCE III 3 Units**

Hours: 6 lecture-laboratory weekly

This course provides supervised practical experience in a leading acting role, as a stage manager, designer, director or production assistant in the preparation and performance of the theatre productions.

Field trips may be required. THA V10A & V10B & V10C may be taken in any combination for a maximum of 4 times. Formerly THA V10. Transfer credit: CSU; UC.

**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 1.5 Units**

Hours: 3 lecture-laboratory weekly

This course teaches the fundamentals of multiple movement techniques for students in the theatre and related arts. The course focuses on the development of the student's individual movement expression. Through practice of organizing and reorganizing the body in multiple ways the student becomes aware of how to respond to the emotional and physical needs of a character. 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.

**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 Units**

Hours: 4.5 laboratory weekly

This course provides 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.

**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

This course 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

This course examines the craft and business of screenwriting from all perspectives, including the creative process, structure, proper formatting, pitching, marketing, business and legal aspects. The focus will be on advanced analysis and application 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.

Field 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**

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The WS program provides students with the technical training they need to pursue a career in the municipal potable water and wastewater industries. Waterworks operators protect public health by ensuring that plant operations comply with state and federally mandated drinking water and wastewater disposal standards. Students seeking an Associate's Degree in Water Science may choose the Water option to prepare them for a career in potable water treatment or the Wastewater option to prepare them for a career in wastewater sanitation. Regardless of the option chosen, both paths lead to rewarding careers protecting the health of both the community and the environment at local, state, and federal levels.

**Associate in Science Degree  
Certificate of Achievement**

**WATER SCIENCE**

Transfer requirements may differ

See counselor or consult assist.org

<b>REQUIRED COURSES:</b>		<b>Units</b>
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
WS V25	Water and Wastewater Management	3

**REQUIRED ADDITIONAL COURSES FOR OPTION:  
Select one (1) of the following options and complete all courses listed:**

<b>WASTEWATER OPTION:</b>		
WS V10	Basic Water and Wastewater Systems	3
WS V12	Wastewater Treatment	3
WS V13	Wastewater Collection	3
<b>WATER OPTION:</b>		
WS V11	Water Treatment	3
WS V14	Water Distribution	3
WS V19	Advanced Water Treatment	3
		<b>28</b>

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Recommended Courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into this field of study consider taking one or more of the following courses: ARCH V11; CHEM V20; CT V20; DRFT V02A, V02B; ENGL V01A; MATH V03, V03A-V03E; PHYS V01; WEL V02. Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Water Science program students will be able to:

- Analyze the fundamentals of chemistry, biology and hydraulics, as they relate to the water industry.
- Evaluate water quality management, water source, and the prevention of contamination.
- Analyze the principles involved in the treatment, processing and distribution of potable water.
- Evaluate the collection and treatment of waste water.
- Understand the state licensing requirements for employment in the water industry.



## 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 V19 - ADVANCED WATER TREATMENT**

**3 Units**

*Recommended preparation: WS V11*

*Hours: 3 lecture weekly*

This course is a study in advanced potable water treatment processes. Subjects to be covered will include conventional water treatment, fluoridation, corrosion and scaling stabilization, iron and manganese control, lime and ion exchange softening, adsorption, aeration, and membrane processes.

### **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**

.....

The WEL program offers numerous training options. Students can enroll into process- specific courses such as shielded metal arc-welding, flux-core arc-welding, gas metal arc-welding, or gas tungsten arc-welding to acquire skill sets on ferrous and non-ferrous metals. Students can complete a one-year vocational Certificate of Achievement degree, or a two-year Associate of Science degree which commonly leads to supervisor and shop management opportunities. Ventura College WEL students are prepared for a wide range of manufacturing metal fabrication-related positions such as certified welder, quality-control inspection, project designers, and various levels of supervision and business ownership.

**Associate in Science Degree  
Certificate of Achievement**

**WELDING TECHNOLOGY**

<b>REQUIRED COURSES:</b>		<b>Units</b>
WEL V01	Introduction to Welding	2
WEL V02/ DRFT V02A	Blueprint Reading: Manufacturing	3

<b>REQUIRED ADDITIONAL COURSES:</b>		
<b>Select six (6) units from the following courses:</b>		
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:**

<b>GROUP A</b>		
WEL V03	Arc and MIG Welding	8

<b>GROUP B</b>		
WEL V13A-V13B	Arc and MIG Welding I & II	4-4

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

<b>GROUP A</b>		
WEL V04	TIG and Flux Core Welding	8

<b>GROUP B</b>		
WEL V14A-V14B	TIG and Flux Core Welding I & II	4-4

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Recommended Courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into this field of study consider taking one or more of the following courses: ARCH V11; CT V20; DRFT V02B; ENGL V01A; PHYS V01. Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

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

## PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Welding program students will be able to:

- Set up equipment and perform basic welding processes.
- Read and interpret blueprint drawings commonly used in welding fabrication.
- Understand basic metallurgy and material selection used in welding.

## 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 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.*

## **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.*

## **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.*





# **GLOSSARY OF COLLEGE TERMS**

Glossary of College terms..... 236-237

# 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.

**A.A.-T: Associate in Arts** – Transfer degree. Designed to provide the most direct transition from community college to a Cal State campus or possibly to a UC campus.

**A.S.-T: Associate in Science** – Transfer 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.

**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, vocational 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:** Listing of college courses offered in a particular term. Includes the course ID, title, units, hours, time, instructor and location of classes. In addition, the Schedule lists other course information (e.g., prerequisites, fees, transfer credit) plus the registration and deadline calendars. Available online only.

**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.

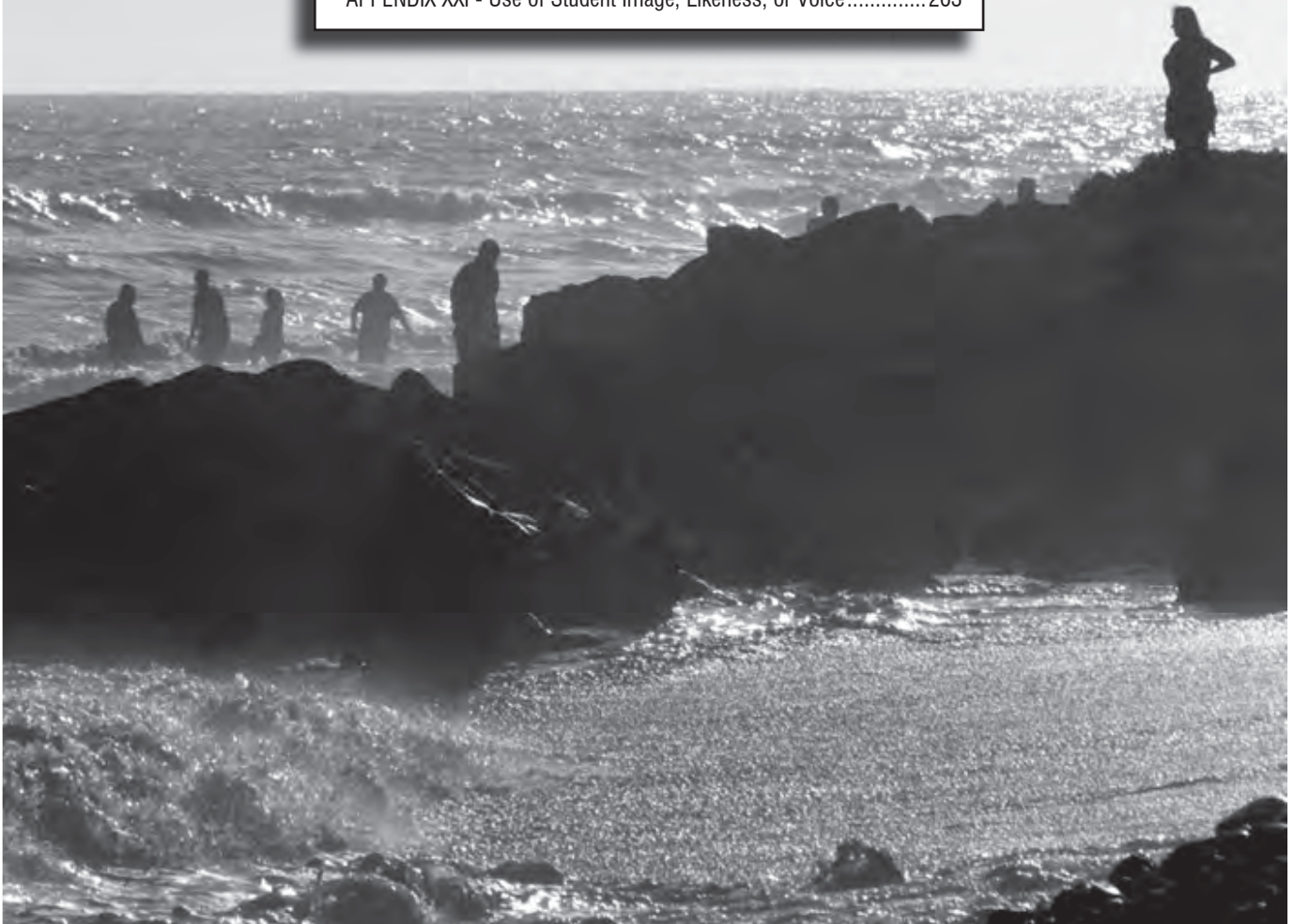
**Units Completed:** Total number of units in the courses for which a student has received a grade of A, B, C, D, F, P, or NP.

**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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# APPENDICES

**The general terms "college" and "colleges" are used interchangeably throughout the Appendices to reference procedures that apply to all three colleges of the Ventura County Community College District (VCCCD), Moorpark College, Oxnard College, and Ventura College.**

## **Appendix I**

### **Privacy Rights**

#### **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, student records are maintained in manner to ensure privacy of such records. The colleges of this district shall not, except as authorized, permit any access to or release of any information therein.

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, extracurricular 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 Executive Vice President or designee.

The College is not authorized to permit access to student records to any person without the written consent of the student or under judicial order except to college officials and employees with legitimate educational interest, except in cases of requests for directory information or noted exceptions to law requiring response to subpoenas and court orders.

For purposes of this article and for use in the enforcement of FERPA procedures, a student is defined as an individual who is or has been in attendance at one of the colleges of the Ventura County Community College District. "In attendance" is defined as an individual whose application has been accepted and entered into the district student database.

#### **Directory Information**

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; 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 Executive Vice President or designee.

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 his/her own education record. Any currently enrolled or former student has a right to access to any or all student records relating to the student which are maintained by this District. The editing or withholding of such records is prohibited except as provided by law. Requests for access shall be in writing, addressed to the Executive Vice President or designee at the college of attendance, and shall clearly identify the records requested for inspection and review. Requests by students to inspect and review records shall be granted no later than 15 days following the date of request. The inspections and review shall occur during regular school hours. The Executive Vice President or designee shall notify the student of the location of all official records which have been requested and provide personnel to interpret records where appropriate.

Access to student records may be permitted to any person for whom the student has executed written consent specifying the records to be released and identifying the party to whom the records may be released. Information concerning a student shall be furnished in compliance with a court order. The college shall make a reasonable effort to notify the student in advance of such compliance if lawfully possible within the requirements of the judicial order.

Students, for a fee determined by the Board, may request copies of their records.

Students may request copies of records for review. A fee of one dollar (\$1) will be charged per page per copy.

In accordance with the Family Education Rights and Privacy Act of 1974, all other student information, excluding that designated as Directory Information, cannot be released to a third party without written permission submitted to the college by the student. This law applies to all students attending the colleges of the Ventura County Community College District, regardless of the student's age.

- (2) The right to request the amendment of the student's education records that the student believes is inaccurate. Any student may file a written request with the President of the college or the designee to remove student records which the student alleges to be: (1) inaccurate, (2) an unsubstantiated conclusion or inference, (3) a conclusion or inference outside the observers' areas of competence, (4) not based on personal observations of the named person with the time and place of the observation noted. Allegations which are sustained shall be expunged and the record removed and destroyed.

Students filing a written request shall be provided a hearing and receive, in writing, a decision either sustaining or denying the allegations.

## Appendix II

Allegations which have been denied by the college may be further appealed to the Chancellor of the Ventura County Community College District and his or her designee. Allegations which have been denied by the Chancellor may be further appealed to the Governing Board of the Ventura County Community College District who shall meet with the student, within 30 days of receipt of such appeal, to determine whether to sustain or deny the allegations. All decisions of the Governing Board shall be final.

- (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 student 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 20202-5920

### Statement of Nondiscrimination

The Ventura County Community College District and its three colleges -- Moorpark College, Oxnard College, and Ventura College -- are committed to providing an equal opportunity for admissions, student financing, student support facilities and activities, and employment regardless of race, color, religion, sex, national origin, disability, age, sexual orientation, marital status or Vietnam veteran status, in accordance with the requirements of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972), sections 503 and 504 of the Rehabilitation Act of 1973 and the Rehabilitation Act Amendments of 1974, Executive Order 11246 (as amended by Executive Order 11375), and the Federal Age Discrimination Employment Act of 1967 and the Age Discrimination Employment Act Amendments of 1978 and the Americans with Disabilities Act of 1992. The Title IX Facilitator and the ADA/504 Coordinator can be reached at (805) 654-6348.

### Maintaining an Environment of Civility and Mutual Respect

Ventura College takes all steps necessary to provide a positive educational and employment environment that encourages the full range of equal educational opportunities noted above without limiting any citizens right to free speech. The College actively seeks to educate staff members and students on the deleterious effects of expressions of hatred or contempt based on race, color, national or ethnic origin, age, gender, religion, sexual orientation or physical or mental ability. A more detailed review of expected respectful behavior is provided in the Student Conduct Code.

To better ensure appropriate, respectful behavior across campus, the College will take immediate, appropriate steps to investigate complaints of discrimination in order to eliminate current discrimination and to prevent further discrimination. The College prohibits retaliation against any individual who files a complaint or who participates in a discrimination or discriminatory harassment inquiry. If you feel you have experienced discrimination at Ventura College, initiate the Complaint Procedure outlined in the Sexual Harassment Policy later in this section. If you have any questions on how to proceed with your concerns or complaints, contact the Office of Student Learning at (805) 654-6464.

### Equal Opportunity Act

The Ventura County Community College District subscribes to and promotes the principles and implementation of Equal Opportunity and Diversity.

Inquiries regarding related laws and regulations, and the corresponding Board policies may be directed to the:

District Diversity Facilitator  
c/o District Office  
255 W. Stanley Avenue, Suite 150  
Ventura, California 93001  
phone: (805) 652-5500

## Appendix III

### Sexual Harassment Complaint Procedures

#### A. Introduction

It is the policy of the Ventura County Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications (including voice and e-mail telecommunications, fax machines, etc.) constituting sexual harassment as defined and otherwise prohibited by state and federal statutes.

It shall be a violation of this policy for anyone (employee, student, or contractor) to engage in sexual harassment. Within the Ventura County Community College District, sexual harassment is prohibited regardless of the status and/or relationship of the affected individuals.

Disciplinary action, up to and including termination or expulsion, may be instituted for behavior described in the definition of harassment set forth in this policy.

Any retaliation against a student or employee for filing a harassment charge, making a harassment complaint or otherwise being involved in a harassment investigation is prohibited. Any persons found to be retaliating against another employee or student shall be subject to disciplinary action up to and including termination or expulsion.

Any employee who receives a harassment complaint, observes, or otherwise learns of harassing behavior in the educational/business environment or workplace, must direct the concerns to the appropriate Sexual Harassment Intake Facilitator or to the Vice Chancellor of Human Resources at the District Office. Students are encouraged to follow the same procedure.

#### B. Complaint Procedure

Any student, employee, job applicant, or contractor who believes he/she have been harassed should direct his/her concerns to either of the following:

1. David Bransky, (805 654-6400, X3138.
2. Associate Vice Chancellor of Human Resources, Ventura County Community College District: (805) 652-5513.

Anyone who receives a harassment complaint, observes, or otherwise learns of harassing behavior in the work place must direct the complaint or complainant to either Sexual Harassment Intake Facilitators at Ventura College or to the Associate Vice Chancellor of Human Resources at the District Office.

#### C. Investigative Procedure

The Sexual Harassment Intake Facilitator or Associate Vice Chancellor of Human Resources will initiate a sexual harassment investigation that shall include, but may not be limited to:

1. Interviews with the complainant, the alleged harasser; and any other persons the investigator has reason to believe have relevant knowledge concerning the complaint.;
2. Review of the factual information gathered during the investigation to determine whether the alleged conduct occurred and whether such conduct constitutes harassment under this policy, based on the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incident(s) occurred;

3. Using the District Reporting Form as a guide, the Intake Facilitator will prepare a written report setting forth the results of the investigation. The findings shall be reported to the Associate Vice Chancellor of Human Resources;
4. Final disposition shall be reported back to the complainant and the alleged harasser in a timely manner and will also be filed with the State Chancellor's office in Sacramento.

#### D. Remedial Action

1. If it has been determined that a violation of this policy has occurred, prompt and effective corrective action shall be taken.
2. Reasonable steps shall be taken to protect the complainant from further harassment and/or retaliation.

#### E. The Definition of Sexual Harassment

Sexual Harassment has been defined by the Equal Employment Opportunity Commission Guidelines (29 C.F.R. 1604.11) and the California Education Code (212.5), and includes unwelcome sexual advances, requests for sexual favors, or any other visual, telecommunications, verbal or physical conduct of a sexual nature made by someone from or in a work or education setting, under any of the following conditions:

1. submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress;
2. submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual;
3. the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment;
4. submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the District.

Examples of behavior which could constitute sexual harassment include but are not limited to:

1. verbal: repeated sexual innuendoes or sexual epithets, derogatory slurs, off-color jokes, propositions, threats, or suggestive or insulting sounds;
2. visual/non-verbal: derogatory posters, cartoons or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
3. physical: unwanted physical contact including touching, interference with an individual's normal work movement, such as blocking or assault.

## F. Additional State and Federal Procedures

In addition to the District's procedure for reporting sexual or other prohibited types of harassment, both the State of California and the federal government have established processes by which student and employee claims of sexual harassment may be reported.

- Department of Fair Employment and Housing  
1-800-884-1684
- Equal Employment Opportunity Commission  
(213) 894-1000
- Chancellor's Office of the California Community Colleges  
(916) 445-8752
- California Department of Education  
(916) 319-0800
- Department of Education  
(800) 421-3481

If you feel you are a victim of sexual harassment, please report the incident immediately. Keep records to track dates, places, times, witnesses, and the nature of the harassment.

## G. A Final Precaution

Consensual sexual relationships between faculty and student, or between supervisor and employee, while not expressly forbidden, are generally deemed unwise. Although such relationships may be appropriate in other settings, they are not appropriate when they occur between members of the teaching staff and students or between a supervisor and an employee.

# Appendix IV

## Rights and Responsibilities

### A. Associated Students

The Governing Board of the Ventura County Community College District recognizes the need for and authorizes the operations of the Associated Students in accordance with Education Code sections 10701 to 10705, inclusive.

### B. Privileges of Student Organizations

1. To use the name of one of the colleges or to use college facilities for regular meetings or special events, student organizations must be chartered by the Associated Students.
2. Recognized student organizations shall not use District facilities for the purpose of planning or implementing off-campus political or social events, nor use the name of the colleges in conducting such off campus events, unless authorized by the Associated Students.
3. A chartered student organization shall have a faculty advisor who shall be chosen by the members of that organization and approved by the Executive Vice President of Student Learning or designee. Institutional recognition shall not be withheld or withdrawn solely because of the inability of a student organization to secure an advisor.
4. Chartered student organizations shall be open to all students without respect to race, creed or national origin.

## C. Off-Campus Affiliations

Any organization (whether official or unofficial) of students on the college campuses which, in its constitution or method of operation, vests control of its policies in an off campus organization, shall not be recognized as an official college organization and shall not be allowed to use the facilities of the District.

## D. Advocacy and Free Expression

1. **Purpose** - The primary purpose of a college is the advancement and dissemination of knowledge. Free inquiry and expression are indispensable to the attainment of this purpose. The colleges of the Ventura County Community College District have the responsibility to establish and maintain general conditions conducive to an orderly and open examination of ideas and issues relevant to the primary purpose referred to above.
2. **Registered Students** - Students of the Ventura County Community College District have the right of free expression and advocacy and may exercise this right within the framework outlined below:
  - a) that the cause or issue being advocated is legal.
  - b) that the District's outside speaker policy is observed.
  - c) that the college rules regulating time, place, and manner, developed by a student/faculty/administrator committee at each college and approved by the college President or designated representative are respected.
  - d) that if, in the judgment of the President of the college or designated representative, an activity or event is disruptive or incompatible with the educational objective of the college, s/he may order individual students or chartered student organizations to discontinue the activity or event pending due process by either college and/or civil agencies. Due process is defined by a student/faculty/administrator committee at each college and approved by the college President.

3. **Non-Students** - The colleges of the Ventura County Community College District are provided for the purposes commonly ascribed to higher education. Non-students who wish to pursue these purposes at one of the colleges of the District are encouraged to enroll as registered students; however, in regard to any event or activity that takes place on one of the college campuses of the Ventura County Community College District, non-students are governed by the same rules that apply to registered students.
4. **Maintenance of Order** - It shall be the policy of the Governing Board of the Ventura County Community College District to cooperate with all established governmental agencies in the maintenance of order on and about its properties. This cooperation shall in no way infringe upon or limit the use of these properties for the purposes historically and legally reserved for them. The President of the Board, as appropriate, shall convene a special meeting for the purpose of taking proper action to support the District and college administrations in carrying out the policy referred to in this section.

## E. Dress Code

The dress of persons appearing on the campuses of the Ventura County Community College District shall comply with generally accepted standards of hygiene and good taste. Clothing that is worn shall be such as to avoid interference with the educational responsibilities of the District, or with any other approved activities taking place within the District's jurisdiction.

## F. Solicitation

The solicitation, selling, exposing for sale, offering to sell, or endorsing any goods, articles, wares, services or merchandise of any nature whatsoever for the purpose of influencing lease, rental or sale at a college is prohibited except by written permission of the District Chancellor, President of the college or the President's designee. This policy applies to all students, staff and community members.

Nothing in this policy shall be construed to revoke the rights and privileges of students and staff as specifically granted by Education Code sections and board policy with regard to fund raising activities (EC 76062), examination of instruction materials (EC 78904, 78905), or other activities sanctioned by federal, state and local regulations.

## G. Notices and Posters

Student and other college developed posters and flyers may be distributed or displayed as follows:

Any posters, flyers or other materials which advertise instructional programs, student activities or any other events that can be clearly identified as having Ventura College sponsorship may be circulated and posted without bearing the "approved for posting" stamp.

All other notices or posters must have an "approved for posting" stamp obtained from the Student Business Office in the Administration Building. Posters should be placed in a designated area. Blue painter's tape must be used for posting. Posters should be removed when no longer applicable. Any postings not in compliance with these guidelines will be removed.

## H. Use of College Facilities

1. The purpose of these policies is to assure the full effective use and enjoyment of the facilities of the college campus as an educational institution. Orderly procedures are necessary to promote the use of facilities by students and college personnel, to conserve and protect facilities for educational use and to prevent interference with college functions.
2. Available college facilities may be used and shall be reserved in advance for meetings and other events related to their purpose by:
  - a) chartered student organizations;
  - b) certificated personnel;
  - c) organizations of college employees;
  - d) the associated students;
  - e) groups of ten or more students;
  - f) community organizations and groups under the Civic Center Act. (Education Code, 16551-16556).
3. Reservation of college facilities shall be made through the College Business Services office in advance of the event. Reservations will be granted in the order of application, unless considerations of format, room size or equitable distribution of special facilities will require adjustments. Student groups should also seek approval from the Advisor to Student Activities.
4. The college may make reasonable charges for the use of college facilities by community groups in accordance with the civic center charges as published by the Ventura County Community College District.

5. Outdoor meetings and events.
  - a) Students and college personnel may gather at reasonable places and times on the campus consistent with the orderly conduct of college affairs and the free flow of traffic. Interference with entrances to buildings and college functions or activities, disturbance of offices, classes and study facilities and harm to property are prohibited.
  - b) The Executive Vice President of Student Learning or designee may approve other areas if unusual circumstances require.
  - c) Voice amplification will be permitted in the above areas between 11:30 a.m. and 12:30 p.m. on Fridays. Voice amplification equipment will be provided by the college upon request and without charge. No other voice amplification equipment may be used. The Executive Vice President of Student Learning or designee may arrange for voice amplification at other times or places on the campus if unusual circumstances require it to implement the purposes of these regulations. The volume and direction of voice amplification will be adjusted to reach no farther than the audience present. Specific stipulations have been established by the Ventura College Academic Senate.
6. Tables
  - a) Student organization and groups cited may maintain a table in the quad areas.
  - b) Tables shall be staffed at all times. The name of the sponsoring organization shall be displayed at each table.
  - c) Tables shall be furnished by the Associated Students. Posters shall be attached to the tables.
  - d) Tables may be used to distribute and exhibit, free of charge, non-commercial announcements, statements and materials and for fund raising. Distributing or soliciting by means of shouting or accosting individuals is prohibited.

## Appendix V

### Grievance

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes the college decision or action has adversely affected his or her status, rights, or privileges as a student.

A grievance is an allegation of a violation of any of the following:

- A. sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972.
- B. course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors.
- C. the exercise of rights of free expression protected by the state and federal constitutions, Education Code Sections 66301 and 76120, and District Board Policy and Administrative Procedures concerning the right of free expression.

D. violation of published District rules, Board Policies, and Administrative Procedures, except as set forth below. This procedure does not apply to:

E. challenges to the process for determining satisfaction of prerequisites, corequisites, advisories, and limitations on enrollment. Information on challenges to prerequisites is available from the Office of Academic Affairs.

F. allegations of harassment or discrimination on the basis of any protected characteristic as set forth in Board Policies 3410 and 3430 and 5 California Code of Regulations Section 53900 et seq. Such complaints may be initiated under the procedures described in the college catalogs.

G. appeals for residency determination. Residency appeals should be filed with the Admissions and Records Office.

H. student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.

I. police citations (i.e. "tickets"); complaints about citations must be directed to the Campus Police.

J. evaluation of the professional competence, qualifications, or job performance of a District employee.

K. claims for money or damages against the District.

Information about other procedures is listed in the college catalogs or may be obtained from the Office of Student Learning.

The alleged wrong must involve an unjust action or denial of a student's rights as defined above. A grievance exists only when such an error or offense has resulted in an injury or harm that may be corrected through this grievance procedure. As noted above there may be other procedures applicable to various other alleged injuries or harms, and this grievance procedure may not be the sole or exclusive remedy, and it may not be necessary to exhaust this process before presenting allegations to other government agencies or the courts. The outcome of a grievance must be susceptible to producing a tangible remedy to the student complaining or an actual redress of the wrong rather than a punishment for the person or persons found in error. For example, a grievance seeking only the dismissal of a District employee is not viable.

## Definitions

**Chief Student Services Officer (CSSO)** – A college's Executive Vice President or Vice President of Student Services, or designee.

**College Grievance Officer** – The administrator in charge of student discipline and/or grievances who shall assist students in seeking resolution by informal means; if informal means are not successful, the College Grievance Officer shall assist students by guiding them through the formal grievance process.

**Day** – A calendar day unless otherwise specified in this procedure. If the final day to take any action required by this procedure falls on a Saturday, Sunday, or other day that the administrative offices of the District are closed, the date for such action shall be extended to the next business day. Similarly, if the final day to take any action required by this procedure occurs during summer session or during an intersession, but the basis for the grievance arose prior to that summer or intersession, the final day to take any required action shall be extended to the first business day of the next academic term.

**Grievant** – Any student currently enrolled in the college, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

**Respondent** – Any person claimed by a Grievant to be responsible for the alleged grievance.

## Informal Resolution

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute. A student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to filing a formal grievance, and shall attempt to solve the problem with the person with whom the student has the grievance or dispute. If a student cannot resolve a grievance informally with the Respondent, then the student will request a meeting with the Respondent's administrator, manager, or division chairperson, who shall meet with the student in an attempt to resolve the issue and may meet with the student and Respondent either jointly or separately. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult.

At any time, the student may request the assistance of the College Grievance Officer in understanding or arranging the informal resolution process.

At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

## Formal Resolution

In the event an informal resolution is not reached, the grievant shall submit a preliminary written statement of the grievance to the College Grievance Officer within 90 days of the incident on which the grievance is based, or 90 days after the student knew or with reasonable diligence should have known of the basis for the grievance, whichever is later.

Within 10 days following receipt of the preliminary written statement of the grievance, the College Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the formal written statement of the grievance.

The submission of this formal signed and dated written description of the complaint signals the beginning of the formal resolution, serves as the request for a hearing, and shall serve as the dated start of the hearing timeline.

The College Grievance Officer will submit a copy of the formal written grievance to the Respondent. The Respondent will be given an opportunity to submit a written response to the allegations to the College Grievance Officer. This response must be received within 10 days.

## Hearing Procedures

**Grievance Hearing Committee** – The hearing panel for any grievance shall be composed of one administrator, one faculty member and one student. At the beginning of the academic year, and no later than October 1st, the College President, the President of the Academic Senate, and the Associated Students President shall each establish a list of at least two persons who will serve on student Grievance Hearing Committees. The College President will identify two administrators; the President of the Academic Senate will identify two faculty; and the Associated Students President will identify two students. The College President shall appoint the Grievance Hearing Committee from the names in this pool; however, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, who is a relative of any party or witness, or who could not otherwise act in a neutral manner shall serve on the Grievance Hearing Committee.

Upon notification of the Grievance Hearing Committee composition, the Respondent and Grievant shall each be allowed one peremptory challenge, excluding the chairperson. The College President shall substitute the challenged member or members from the panel pool to achieve the appropriate Grievance Hearing Committee composition. In the event that the pool names are exhausted in any one category, further designees shall be submitted by the College President (for administrators), the President of the Academic Senate (for faculty), or the Associated Student President (for students).

The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member or vote. The Grievance Officer shall coordinate all scheduling of hearings, and shall serve to assist all parties and the Grievance Hearing Committee to facilitate a full, fair and efficient resolution of the grievance.

A quorum shall consist of all three members of the Committee.

**Grievance Hearing Committee Chair** – The College President shall appoint one member of the Grievance Hearing Committee to serve as the chair. The decision of the Grievance Hearing Committee Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the Grievance Hearing Committee to the contrary.

**Time Limits** – Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties in writing.

**Hearing Process** – Within 14 days following receipt of the formal written statement of the grievance and request for hearing, the College President or designee shall appoint a Grievance Hearing Committee as described above. The Grievance Hearing Committee and the Grievance Officer shall meet in private and without the parties present to determine whether the written statement of the grievance presents sufficient grounds for a hearing. The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following considerations:

- the statement satisfies the definition of a grievance as set forth above;
- the statement contains facts which, if true, would constitute a grievance under these procedures;
- the grievant is a student, which under certain circumstances includes applicants and former students, and meets the definition of “grievant” as set forth in these procedures;
- the grievant is personally and directly affected by the alleged grievance;

- the grievance seeks a remedy which is within the authority of the hearing panel to recommend or the college president to grant;
- the grievance was filed in a timely manner;
- the grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet all of the above requirements, the Grievance Hearing Committee Chair shall notify the student in writing of the rejection of the request for a grievance hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within 7 days of the date the decision is made by the Grievance Hearing Committee.

The student may appeal the Grievance Hearing Committee’s determination that the statement of grievance does not present a grievance as defined in these procedures by presenting his/her appeal in writing to the College President within 7 days of the date the student received that decision. The College President shall review the statement of grievance in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters, including any facts alleged in the appeal that were not alleged in the original grievance. The College President’s decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

If the statement of the grievance satisfies each of the requirements The College Grievance Officer shall schedule a grievance hearing to begin within 30 days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given at least 10 days’ notice of the date, time and place of the hearing.

Before the hearing commences, the members of the Grievance Hearing Committee shall be provided with a copy of the grievance, the written response provided by the Respondent, and all applicable policies and administrative procedures. The Grievance Hearing Committee may request other documents as needed.

A time limit on the amount of time provided for each party to present its case, or any rebuttal, may be set by the Grievance Hearing Committee. Formal rules of evidence shall not apply. All witnesses shall be bound by the student code of conduct and professional codes of ethics to present truthful evidence. Any witnesses not so bound will testify under oath, subject to the penalty of perjury. Any relevant evidence may be admitted at the discretion of the Grievance Hearing Committee Chair, in consultation with the College Grievance Officer and Grievance Hearing Committee. Hearsay evidence will be admissible, but will be insufficient, alone, to establish the allegations.

The Grievance Hearing Committee Chair, in consultation with the Grievance Hearing Officer and Grievance Hearing Committee, shall be responsible for determining the relevancy of presented evidence and testimony, the number of witnesses permitted to testify, and the time allocated for testimony and questioning. The Grievance Hearing Committee Chair, in consultation with the Grievance Hearing Committee, shall further be responsible for instructing and questioning witnesses on behalf of the Grievance Hearing Committee, and for dismissing any persons who are disruptive or who fail to follow instructions. The Grievance Hearing Committee Chair, in consultation with the College Grievance Officer, shall have the final decision on all procedural questions concerning the hearing.

The Grievance Hearing Committee shall conduct the hearing in accordance with established standards of administrative procedure. Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant shall make the first presentation, followed by the respondent. The grievant may present

rebuttal evidence after the respondent completes presentation of his or her evidence. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and that a grievance has been established as presented in the written statement of the complaint.

Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party to the grievance may represent him or herself, and may be represented by a person of his or her choice, except that neither party shall be represented by an attorney. The Grievance Hearing Committee may request legal assistance for the Committee itself through the College President. Any legal advisor provided to the Grievance Hearing Committee may be present during all testimony and deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

The grievant shall, in consultation with the College Grievance Officer, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.

Hearings shall be closed and confidential. No other persons except the Grievant and his/her representative and/or translator/interpreter, the Respondent and his/her representative, scheduled single witnesses, the College Grievance Officer, the Grievance Hearing Committee members, and the Committee's legal advisor, if any, shall be present. Witnesses shall not be present at the hearing when not testifying, unless all parties and the Grievance Hearing Committee agree to the contrary. The rule of confidentiality shall prevail at all stages of the hearing. Moreover, the Grievance Hearing Committee members shall ensure that all hearings, deliberation, and records remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), California Education Code Section 76200 et seq., and District Board Policies and Administrative Procedures related to the privacy of student and employee records.

The hearing shall be recorded by the District by electronic means such as audiotape, videotape, or by court reporting service and shall be the only recording made. No other recording devices shall be permitted to be used at the hearing. Any witness who refuses to be recorded shall not be permitted to give testimony. A witness who refuses to be recorded shall not be considered to be unavailable within the meaning of the rules of evidence, and therefore an exception to the hearsay rule for unavailability shall not apply to such witness.

At the beginning of the hearing, on the record, the Grievance Hearing Committee Chair shall ask all persons present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain the property of the District and shall remain in the custody of the District at all times, unless released to a professional transcribing service. Any party to the grievance may request a copy of the recording. Any transcript of the hearing requested by a party shall be produced at the requesting party's expense.

Following the close of the hearing, the Grievance Hearing Committee shall deliberate in closed session. These deliberations shall not be electronically recorded and the proceedings shall be confidential for all purposes. Within 30 days following the close of the hearing, the Grievance Hearing Committee shall prepare and send a written decision to the College Grievance Officer to be forwarded to College President. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined in these procedures. The decision shall also include a specific recommendation regarding the relief to be afforded the Grievant, if any. The decision shall be based only on the record of the hearing, and not on any matters outside of that record. The record consists of the original grievance, any written

response, and the oral and written evidence produced at the hearing, and additional information or documentation related to the hearing that is requested by the Grievance Hearing Committee. The District shall maintain records of all Grievance Hearings in a secure location on District premises for a period of 7 years.

### **College President's Decision**

The College President, at his/her discretion, may accept, reject, or modify the findings, decision, and recommendations of the Grievance Hearing Committee. The factual findings of the Grievance Hearing Committee shall be accorded great weight. The College President may additionally remand the matter back to the Grievance Hearing Committee for further consideration of issues specified by the College President. Within 21 days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the College President shall send to all parties his or her written decision, together with the Grievance Hearing Committee's decision and recommendations. If the College President elects to reject or modify the Grievance Hearing Committee's decision or a finding or recommendation contained therein, the College President shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The decision of the College President shall be final, subject only to appeal as described below.

Any party to the grievance may appeal the decision of the College President after a hearing before a Grievance Hearing Committee by filing an appeal with the Chancellor. The Chancellor may designate a District administrator to review the appeal and make a recommendation.

Any such appeal shall be submitted in writing within 5 days following receipt of the College President's decision and shall state specifically the grounds for appeal.

The written appeal shall be sent to all concerned parties by the Chancellor or designee. All parties may submit written statements, within 5 days of receipt, in response to the appeal.

The Chancellor or designee may review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record and the appeal.

If the Chancellor chooses a designee to review the record and appeal statements, that designee shall make a written recommendation to the Chancellor regarding the outcome of the appeal. The Chancellor may decide to sustain, reverse or modify the decision of his/her designee.

The decision on appeal shall be reached within 21 days after receipt of the appeal documents. The Chancellor's decision shall be in writing and shall include a statement of reasons for the decision. Copies of the Chancellor's appeal decision shall be sent to all parties.

The Chancellor's decision shall be final.



## Appendix VI

### Sexual Assault

California Education Code Section 67385 requires that community college districts adopt and implement procedures to ensure prompt response to victims of sexual assault which occur on campus or during official campus events, as well as providing the victims with information regarding treatment options and services.

Ventura County Community College District exercises care to keep its campuses free from conditions which increase the risk of crime. Crimes of rape and other forms of sexual assault are violations of VCCCD standards and will not be tolerated on campus. California statutes and the VCCCD Standards of Student Conduct prohibit sexual assaults. Where there is cause to believe the District's regulations prohibiting sexual assault have been violated, the District will pursue strong disciplinary actions including suspension or dismissal 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

#### 1. Introduction

Education Code Section 67385 requires that the governing board of each community college district adopt and implement clear, consistent, and written procedures to ensure that specific victims of sexual assault which occurred on campus property or during college sponsored events shall receive information regarding available treatment options and services, both on and off campus, as well as to ensure that the colleges will promptly respond to the option selected by the victim.

#### 2. Definitions

For the purpose of the legislation, the following definitions are offered.

- "Specific population" and "specific victim" include students, faculty and staff.
- "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, or sexual battery or threat of sexual assault.
- "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.
- "Official college sponsored events" include, but are not limited to, all classes off campus, field trips, or any event on the college calendar.
- "Victim" of sexual assault is generally referred to here as being female, but could also include a male.

#### 3. College Policy

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.

The Ventura County Community College District Student Code of Conduct 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 regulations prohibiting sexual assault have been violated, Ventura College will pursue strong disciplinary actions which include the possibility of suspension or dismissal 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 Student Code of 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 to provide follow-up services as needed.

#### 4. 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 Services Office.) The Campus Police Office and the Health Services Coordinator should be notified, if possible.

The involved college personnel should then:

1. listen to the victim's needs;
2. assess the situation. Determine the seriousness of the victim's injuries; call 911 if injuries are severe and transportation is needed by ambulance to a hospital;
3. ask the victim what she/he wants to do. A consent form (available in English or 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 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.
  - c) does the victim want to report the incident to 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. (California law requires hospitals to report injuries by criminal act to a law enforcement agency.)

If the victim of a sexual assault decides to involve the police, the Campus Police Lieutenant will notify the appropriate police department and may request an officer of like gender of the victim for the report. The officer will take a police report, transport, accompany or meet the victim at an appropriate medical facility for the evidentiary examination, may conduct a follow-up interview, and may transport the victim home with consent.

The Coordinator Of Health Services will notify the parent, guardian, spouse, or friend, if appropriate, and with the consent of the victim.

Upon consent of the victim, the Coordinator Of Health Services may arrange for college personnel or a community Rape and Sexual Assault Counselor 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 Executive Vice President Of Student Learning 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 is under 18 years old (if 18 or over, if the victim wishes).

#### **5. Follow Up Procedures By College Staff:**

The Executive Vice President Of Student Learning and Campus Police Lieutenant will do a follow-up interview with the victim to inform her/him of the legal options available for filing a civil suit or a criminal action. If she/he wants to pursue criminal action, the appropriate police department will conduct the follow-up criminal investigation.

The Coordinator Of Health Services will provide the victim with information on the treatment and counseling for sexual assault and provide referrals for appropriate assistance such as the College Psychologist, College Physician or alternative Community Resources.

The Executive Vice President Of Student Learning will explain disciplinary procedures and actions available. The Associate Vice Chancellor of Human Resources, if appropriate, will explain disciplinary procedures and actions available in cases involving faculty or staff. The Executive Vice President Of Student Learning will be responsible for ensuring that all follow-up procedures are completed.

#### **6. 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.

#### **7. List of Campus Services and Personnel Available to Assist with Incidents of Sexual Assault.**

- Campus Police, ext 6486
- Mary Jones, ext 3145
- David Bransky, ext 3138/6483
- Victoria Lugo, ext 3103

#### **8. Procedures for Ongoing Case Management**

With the victim's consent, follow-up intervention may be provided, as needed, by the College Psychologist for psychological counseling. The Executive Vice President 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.

The Executive Vice President of Student Learning or the Associate Vice Chancellor Of Human Resources will initiate disciplinary procedures and inform the victim of the status of any disciplinary actions and the Executive Vice President Of Student Learning 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: ACCESS Director, Division Deans, Instructors, Chancellor, Vice Chancellor, Personnel Services or Public Information Officer.

#### **9. Procedures to Guarantee 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.

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.

#### **10. Information Regarding 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 legal/medical 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. They are initiated by the Executive Vice President Of Student Learning. 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 Executive Vice President Of Student Learning.

**Academic Assistance Alternatives** – Academic assistance for victims of sexual assault includes tutoring, switching to different sections or classes, academic counseling, receiving a grade of “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, CA 93009.

## Appendix VII

### Student Discipline Procedures

**Reference: Education Code Section 66300, 72122, 76030**

A student enrolling in Ventura College assumes an obligation to conduct him/herself in a manner compatible with the college’s function as an educational institution.

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Student Code of Conduct, which provides to the student or students involved appropriate due process rights. This procedure will be applied in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Sections 66301 and 76120, and will not be used to punish expression that is protected.

Student conduct must conform to the Student Code of Conduct established by the Governing Board of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to disciplinary actions which are to be administered by appropriate college authorities. The Ventura County Community College District has established procedures for the administration of the penalties enumerated here. College authorities will determine the appropriate penalty(ies).

### Definitions of Key Terms:

**Chief Student Services Officer (CSSO)** – A college’s Executive Vice President or Vice President of Student Services, or designee.

**Day** – A calendar day, unless otherwise specified in this procedure. If the final day to take any action required by this procedure falls on a Saturday, Sunday, or other day that the administrative office of the District are closed, the date for such action shall be extended to the next business day. Similarly, if the final day to take any action required by this policy occurs during summer session, or during an intersession, but the basis for discipline arose during an academic term prior to that summer or intersession, the final day to take any required action shall be extended to the first business day of the next academic term.

**District** – The Ventura County Community College District.

**Good Cause for Disciplinary Action** – As used in this procedure, “good cause” for disciplinary action includes any violation of the VCCCD Student Code of Conduct as set forth in Board Policy 5500 and Education Code section 76033, when the conduct is related to college activity or college attendance, including but not limited to any violation of the Student Code of Conduct.

### Student Code of Conduct

1. Causing, attempting to cause, or threatening to cause physical injury to another person or to one’s self.
2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a district employee, with concurrence of the College President.
3. Use, possession (except as expressly permitted by law), distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college-sponsored event.
4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law.
5. Committing or attempting to commit robbery or extortion.
6. Causing or attempting to cause damage to district property or to private property on campus.
7. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
8. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
9. Engaging in harassing or discriminatory behavior. The district’s response to instances of sexual harassment will follow the processes identified in Board Policy and Administrative Procedures 3430.
10. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized college activities.
11. Disruptive behavior, willful disobedience, profanity, vulgarity or other offensive conduct, or the open and persistent defiance of the authority of, or persistent abuse of, district/college personnel in performance of their duties.

12. Academic dishonesty, cheating, or plagiarism.
13. Forgery; alteration or misuse of district/college documents, records or identification; or knowingly furnishing false information to the district/college or any related off-site agency or organization.
14. Unauthorized entry to or use of district/college facilities.
15. Violation of district/college rules and regulations including those concerning student organizations, the use of district/college facilities, or the time, place, and manner of public expression or distribution of materials.
16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
17. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to written class materials, except as permitted by district policy, or administrative procedure.
18. Violation of professional ethical code of conduct in classroom or clinical settings as identified by state licensing agencies (Board of Registered Nursing, Emergency Medical Services Authority, Title 22, Peace Officers Standards & Training, California Department of Public Health).

For purposes of student discipline under this procedure, conduct is related to college activity or college attendance if it occurs during or in conjunction with any program, activity, or event connected with District coursework, sponsored or sanctioned by the District or a college of the District, or funded in whole or in part by the District or college, whether the activity or event occurs on or off campus or during or outside of instructional hours.

**Instructor** – Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student’s educational program.

**Student** – Any person currently enrolled as a student at any college or in any program offered by the District.

**Time Limit** – Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties in writing.

### **Definitions of Types of Discipline (listed in order of severity)**

The following sanctions may be imposed upon any student found to have violated the standards of student conduct. The selection of the degree of severity of sanction to be imposed shall be commensurate with the severity of offense. The availability of a less severe sanction does not preclude imposition of a more severe sanction in any circumstance where the more severe sanction is deemed appropriate.

**Warning** – Documented written notice by the CSSO to the student that continuation or repetition of specific conduct may be cause for other disciplinary action. A warning is retained in the college discipline files for two complete academic years.

**Reprimand** – Written notice to the student by the CSSO that the student has violated the Standards of Student Conduct. A reprimand serves as documentation that a student’s conduct in a specific instance does not meet the standards expected at the college and as a warning to the student that further violations may result in further disciplinary sanctions. A reprimand is permanently retained in the college discipline files.

**Temporary Removal from Class** – Exclusion of the student by an instructor for good cause for the day of the removal and the next class meeting. [Education Code Section 76032.]

**Short-Term Suspension** – Exclusion of the student by the CSSO, or designee, for good cause from one or more classes or activities for a period of up to ten (10) consecutive school days. [Education Code Sections 76030 and 76031.]

**Disciplinary Probation and/or Temporary Ineligibility to Participate in Extracurricular Activities and/or Temporary Denial of Other Privileges** – Placement of the student on probation by the College President or designee, for good cause, for a specified period of time not to exceed one academic year during which a student’s fitness to continue to attend school, in light of the student’s disciplinary offenses, is tested; and/or temporary exclusion of the student by the College President or designee, for good cause, from extracurricular activities for a specified period of time; and/or temporary denial of other specified privileges, by the College President or designee for good cause.

**Immediate Interim Suspension** – The College President or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days. A suspended student shall be prohibited from being enrolled in any community college within the District for the period of the suspension. [Education Code Sections 66017 and 76031; cf. Penal Code Section 626.2.]

**Long-Term Suspension** – Exclusion of the student by the College President for good cause from one or more classes and/or activities, or from all classes and/or activities of the college for up to the remainder of the semester and the following semester. A student suspended from all classes and/or activities shall be prohibited from being enrolled in any community college within the District for the period of the suspension. [Education Code Sections 76030 and 76031.]

**Expulsion** – Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. [Education Code Section 76030.]

In addition to the above sanctions, the sanction of restitution may be imposed upon a student, where appropriate, to compensate for loss, damage, or injury. Furthermore, the sanction of administrative hold, to prevent a student from enrolling, may be placed on a student’s records by the District if a long-term suspension from all classes and/or activities, or expulsion has been imposed following the formal hearing described below, or the student has failed to meet with the CSSO, or designee, regarding a pending disciplinary matter.

## Procedures for Disciplinary Actions (listed in order of severity)

Any times specified in these procedures may be shortened or lengthened if there is mutual written concurrence by all parties.

**Warning** – The CSSO or designee, upon recommendation from an instructor or other District or college employee, shall review the report of alleged misconduct. If it is determined that there has been a violation of the Student Code of Conduct or the Education Code, the CSSO or designee will notify the student that the continuation and/or repetition of misconduct may result in more serious disciplinary action. This notification may be delivered orally or in writing. Documentation of the misconduct and/or the notice given to the student shall be retained in the district discipline files for two complete academic years. Warnings may be appealed directly to the College President. Students may not request a student conduct hearing to appeal a warning. [Cf. Education Code Section 76232 - challenging content of student records.]

**Reprimand** – The CSSO or designee, upon recommendation from an instructor or other District or college employee, shall review the report of alleged misconduct. If it is determined that there has been a serious violation of the Student Code of Conduct or the Education Code, the CSSO or designee will notify the student that the continuation and/or repetition of misconduct may result in even more serious disciplinary action. This notification will be delivered in writing. Documentation of the misconduct and the written notice given to the student shall be permanently retained in the district discipline files. Reprimands may be appealed directly to the College President. Students may not request a hearing to appeal a reprimand.

**Temporary Removal from Class** – Any instructor may remove a student from his or her class for good cause for the day of the removal and the next class meeting. The instructor shall immediately report the removal to his/her supervising administrator and the CSSO or designee. A meeting shall be arranged between the student and the instructor regarding the removal prior to the day that the student is eligible to return to class. If the instructor or the student makes the request, the CSSO or designee shall attend the meeting. The student is not allowed to return to the class for the day of removal and the next class meeting without the concurrence of the instructor. Nothing herein will prevent the CSSO or designee from recommending further disciplinary action in accordance with these procedures based on the facts that led to the removal. [Education Code Section 76032.]

**Suspensions and Expulsions** – Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

**NOTICE:** The CSSO or designee will provide the student with written notice of the conduct warranting the discipline, stating the facts on which the proposed discipline is based, and providing any evidence on which the college may rely in the imposition of discipline. Evidence which may identify other students or which would result in the revelation of test questions or answers need not be provided in advance, and if feasible may be presented under circumstances which maintain the anonymity of other students, or assures the security of test questions or answers. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the following:

- the specific section of the Standards of Student Conduct or Education Code that the student is accused of violating.
- a specific statement of the facts supporting the proposed discipline.

- any evidence on which the college may rely in the imposition of discipline. Evidence that may identify other students or which would result in the revelation of test questions or answers need not be provided in advance. Testimony relating to students not subject to discipline may be presented in a manner that protects the anonymity or safety of the third party student. If such testimony is needed, it may be presented under circumstances that protect the safety of such students or maintains the anonymity of other students, as the hearing officer may determine to be in the interests of justice. Similarly, evidence relating to test questions or answers may be presented, if possible, only in a manner that maintains the security of test questions or answers.
- the right of the student to meet with the CSSO or designee to discuss the accusation, or to respond in writing, or both.
- the level of the discipline that is being proposed.

**Time Limits** – The notice described above must be provided to the student as soon as possible and no later than 14 days from the date on which the conduct took place or became known to the CSSO or designee;

**Meeting** – If the student chooses to meet with the CSSO or designee, the meeting must be requested within 7 days and must occur within 14 days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond orally or in writing to the accusation, or both, in order to state why the proposed disciplinary action should not be taken.

**Short-Term Suspension** – Within 10 days after the delivery of the notice, or within 10 days of a meeting if the student requests a meeting, or within 10 days of receiving the student's statement as to why the proposed disciplinary action should not be implemented, the CSSO shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the CSSO's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action, as well as any conditions or limitations placed on the student during the short-term suspension. The notice will include the right of the student to request a meeting with the College President or designee within 7 days of notification of the recommended disciplinary action. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. Such meeting shall be held within 14 days after receipt of the student's written request for a meeting. Failure of the student to appear at the meeting will constitute a waiver of the student's right to a meeting. The meeting shall be conducted in any manner deemed appropriate by the College President, provided that the student is offered the opportunity to provide his or her version of events, and any evidence that supports his or her version of the events. The CSSO, or designee, may also provide evidence contradicting the student's version of the facts. If either the student or the CSSO, or designee, is offered the opportunity to present evidence or the testimony of witnesses, the other party must be given the opportunity to cross-examine such witnesses. The meeting shall be closed and confidential, and all witnesses shall be excluded from the meeting except when testifying. Neither the student nor the CSSO, or designee, shall be entitled to representation by an attorney in this proceeding; however if the student is a minor, the student may be accompanied by his/her parent or guardian. After the conclusion of the meeting, the College President or designee shall determine whether

a preponderance of evidence supports the charges against the student, and shall provide the student with written notice of his/her decision, and the factual basis therefor, within 7 days of the conclusion of the hearing. The College President's decision on a short-term suspension shall be final and shall be reported to the District's Chancellor.

**Long-Term Suspension** – Within 7 days after the delivery of the notice, or within 7 days of a meeting with the CSSO, or designee, if the student requested a meeting, the College President shall, based on the recommendation from the CSSO, or designee, decide whether to impose a long-term suspension. Written notice of the College President's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the length of time of the proposed suspension, as well as a statement that the student will be prohibited from being enrolled in any college within the District for the period of the suspension. The notice will include the factual allegations on which the proposed suspension is based, any evidence in the possession of the District on which it will rely in support of the recommended suspension, the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of the procedures for the hearing.

**Expulsion** – Within 7 days after the delivery of the notice, or within 7 days of a meeting if the student requests a meeting, the College President shall, pursuant to a recommendation from the CSSO, decide whether to recommend expulsion to the Chancellor and Board of Trustees. Written notice of the College President's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the right of the student to request a formal hearing before expulsion is imposed, the factual allegations on which the proposed expulsion is based, any evidence in the possession of the District on which it will rely in support of the recommended suspension, and a copy of the procedures for the hearing.

## **Hearing Procedures for Long-term Suspension and Expulsion**

**Request for Hearing** – Within 7 days after receipt of the College President's decision regarding a long-term suspension or expulsion, the student may request a formal hearing before a hearing panel. The request must be made in writing to the College President and must include a date and the signature of the student or, if the student is a minor, the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. If the request for hearing is not received within 7 days after the student's receipt of the College President's decision or recommendation in the case of expulsion, the student's right to a hearing shall be deemed waived.

**Schedule of Hearing** – The formal hearing shall be held within 21 days after a formal request for hearing is received. The parties involved will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place at least 10 days prior to the hearing date. Notice of the date of the hearing shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college.

**Hearing Panel** – The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student. At the beginning of the academic year, and no later than October 1st, the College President, the president of the Academic Senate, and the Associated Students president shall each provide the names of at least two persons willing to serve on Student Disciplinary Hearing Panels. The College President shall appoint the Hearing Panel from the names in this pool; however, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, who is a relative of any party or witness, or who could not otherwise act in a neutral manner shall serve on a Hearing Panel. Upon notification of the Hearing Panel's composition, the student and the District shall each be allowed one peremptory challenge. The College President shall substitute the challenged member or members and replace them with another member of the panel pool to achieve the appropriate Hearing Panel composition. In the event the pool names are exhausted in any one category, further designees shall be submitted by the College President (for administrators), the President of the Academic Senate (for faculty), or the Associated Student President (for students). The chairperson may, by giving written notice to both parties, reschedule the hearing as necessary pending the submission of alternate designees. A quorum shall consist of all three members of the committee.

**Hearing Panel Chair** – The College President shall appoint one member of the Hearing Panel to serve as the chair. The decision of the Hearing Panel Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the Hearing Panel to the contrary.

**Hearing Process** – Prior to commencement of the hearing, the members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student, and all applicable student due process policies and administrative procedures. The facts supporting the accusation shall be presented by a college representative who shall be the CSSO or designee.

After consultations with the parties, in the interests of justice, a time limit on the amount of time provided for each party to present its case, or any rebuttal, may be set by the hearing panel. Formal rules of evidence shall not apply. All members of the campus community shall be bound by the student code of conduct or code of professional ethics to provide only true testimony. Witnesses who are not members of the campus community will testify under oath subject to the penalty of perjury. Any relevant evidence may be admitted at the discretion of the Hearing Panel Chair, in consultation with the Hearing Panel. Hearsay evidence will be admissible, but will be insufficient, alone, to establish a charge against the student. The Hearing Panel Chair, in consultation with the Hearing Panel, shall be responsible for determining the relevancy of presented evidence and testimony, the number of witnesses permitted to testify, and the time allocated for testimony and questioning. The Hearing Panel Chair, in consultation with the Hearing Panel, shall further be responsible for instructing and questioning witnesses on behalf of the Hearing Panel, and for dismissing any persons who are disruptive or who fail to follow instructions. The Hearing Panel Chair shall have the final decision on all procedural questions concerning the hearing.

Unless the Hearing Panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to establish by a preponderance of the evidence that the facts alleged are true.

The Hearing Panel may request legal assistance for the Panel itself through the College President. Any legal advisor provided to the Hearing Panel may be present during the hearing and in any deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

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. The student shall, in consultation with the Hearing Panel, have the right to be served by a translator or qualified interpreter to ensure the student's full participation in the proceedings.

Hearings shall be closed and confidential. No other persons except the student and, the college representative and their non-attorney representatives and/or translators/interpreters, if any, a court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present. Witnesses shall not be present at the hearing when not testifying, unless all parties and the Hearing Panel agree to the contrary. The rule of confidentiality shall prevail at all stages of the hearing. Moreover, the Hearing Panel members shall ensure that all hearings, deliberations, and records remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), California Education Code Section 76200 et seq., and District Board Policies and Administrative Procedures related to the privacy of student and employee records.

The hearing shall be recorded by the District by electronic means such as audiotape, videotape, or by court reporting service and shall be the only recording made. No other recording devices shall be permitted to be used at the hearing. Any witness who refuses to be recorded shall not be permitted to give testimony. A witness who refuses to be recorded shall not be considered to be unavailable within the meaning of the rules of evidence, and therefore no exception to the hearsay rule for unavailability shall apply to such witness. The Hearing Panel Chair shall, on the record, at the beginning of the hearing, ask all persons present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain the property of the District and shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the recording; however, any transcript of the recording requested by the student shall be provided at the student's own expense.

Following the close of the hearing, the Hearing Panel shall deliberate in closed session. These deliberations shall not be electronically recorded and the proceedings shall be confidential. Within 7 days following the close of the hearing, the hearing panel shall prepare and send to the College President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Student Code of Conduct was violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on any matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing. The District shall maintain records of all Disciplinary Hearings in a secure location on District premises for a period of 7 years.

## **College President's Decision**

**Long-Term Suspension** - Within 14 days following receipt of the hearing panel's recommended decision, the College President shall render a final written decision. The College President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President modifies or rejects the hearing panel's decision, the College President shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The decision of the College President shall be final, and shall be reported to the District Chancellor.

**Expulsion** - Within 14 days following receipt of the hearing panel's recommended decision, the College President shall render a written recommended decision to the Chancellor. The College President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The College President's decision shall be forwarded to the Chancellor as a recommendation to the Board of Trustees.

## **Board of Trustees Decision**

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. [Education Code Section 72122.]

The student (and the parent or guardian if the student is a minor) shall be notified in writing, by certified mail, by personal service, or by such method of delivery as will establish receipt, at least 72 hours prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold in closed session any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting.

The Board may accept, modify or reject the findings, decisions and recommendations of the Chancellor. If the Board modifies or rejects the Chancellor's recommendation, the Board shall review the record of the hearing, and shall, within 30 days or by the next regular meeting of the Board, whichever is later, prepare a new written decision which contains its specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

## Appendix VIII

### Students 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 to make available to all current and prospective students its student profiles of completion and transfer rates and crime awareness statistics.

#### Student Right-to-Know Completion and Transfer Rates for Fall 2008 Cohort

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2008, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are below.

These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2008 to Spring 2011. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer-prepared.' Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five semester period, from Spring 2009 to Spring 2011, are transfer students.

This information can be accessed through the following website: [cocco.edu/index.asp](http://cocco.edu/index.asp).

	MC	OC	VC
Completion Rate	32.79%	21.74%	26.90%
Transfer Rate	16.31%	9.64%	12.76%

#### Crime Awareness Statistics

The security of all members of the campus community is of vital concern to Ventura College. Very few crimes take place on campus, a fact that makes us feel much more safe and secure. We ask anyone who witnesses or is a victim of a crime to immediately report it to Campus Police at (805) 654-6486. Also, we ask everyone to support crime prevention by reporting possible unsafe conditions, such as a burned out light bulb in a dark area. The Ventura County Community College District's Police Office reported the following crimes on the Ventura College campus in 2011:

Crimes Committed on VCCCD Campuses During 2011			
TYPE OF CRIME:	MC	OC	VC
Homicide	0	0	0
Rape	0	0	0
Robbery .	0	0	0
Aggravated Assault	0	8	0
Burglary	4	0	0
Vehicle Burglary	12	3	6
Grand Theft	10	17	11
Petty Theft	23	53	21
Motor Vehicle Theft	0	0	0
Arson	0	0	1
Misdemeanor Assault	0	6	0
Alcohol Violations	0	10	2
Drug Violations	1	4	3
Vandalism	16	73	12
Bomb Threats	0	0	0
Fraud/Embezzlement	0	2	0
Weapons Violation	0	10	3
Battery	2	6	2
Sexual Battery	0	8	2
Indecent Exposure	0	0	0
Felony Arrest	1	19	0
Misdemeanor Arrest	18	42	10
Restraining Order	0	0	0
Hate Crimes	0	0	0
Stalking	0	0	0
Mental Illness Detention	0	12	0
DUI Arrest	7	3	0
Annoying Phone Calls	1	5	0
Sex Offender Registrants	2	7	0
Computer Crime	0	0	0
Traffic Hit and Run	31	31	6
Traffic Accidents	0	0	0
Criminal Threats	0	5	0
Alcohol Law Disciplinary Referrals	0	0	0
Warrant Arrests	0	0	6
TOTAL CRIMES ON THE CAMPUSES (3-YEAR COMPARISONS:)			
2009	165	177	152
2010	129	320	136
2011	129	338	79



## Appendix IX

### Financial Aid Programs

**Board of Governors Fee Waiver (BOGW):** BOGW is a form of financial aid that waives enrollment fees for eligible California students.

Grants are funds that do not have to be repaid and are usually based on need. Students must meet Federal/State eligibility criteria to qualify.

**Federal Pell Grant:** Pell Grant program is an entitlement program that is based on financial eligibility and enrollment.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** FSEOG is a grant available to students who qualify for a Pell Grant. FSEOG is a campus-based program (limited funds). Awards are contingent on availability of funds and awarded to students with the greatest financial need.

**Federal Work Study (FWS):** FWS is a campus based program that provides part-time employment (generally on campus) to undergraduate students. Awards are based on need and contingent on availability of funds.

**Cal Grants:** Cal Grant recipients are selected by the California Student Aid Commission. To apply for the Cal Grant Program, you must submit the FAFSA and a Cal Grant GPA Verification form by March 2nd. If you do not meet the March 2nd priority filing deadline, you may have a second chance to compete for a Cal Grant by filing the FAFSA and GPA Verification form by September 2nd.

There are two types of Cal Grant B awards: Entitlement and Competitive.

**Cal Grant B:** for students who are from disadvantaged and low income families. These awards can be used for tuition, fees, and access costs at qualifying California schools whose programs are at least one year in length.

**Cal Grant C:** helps pay for tuition and training costs in vocational/technical programs not to exceed two years.

**William D. Ford Federal Direct Loans:** Moorpark and Ventura College participate in the William D. Ford Federal Direct Loan Program (at this time, Oxnard College does not participate in the direct loan program). The U.S. Department of Education is the lender for the Direct Loan Program. The Direct Loan program offers loans at a low interest rate with repayment terms designed with students in mind. In most cases, you will not have to start repaying your loans until six months after you graduate and/or enroll less than half time. Direct Loans include Subsidized and Unsubsidized Student Loans and Parent Loans for Undergraduate Students (PLUS). Loans must be repaid with interest so it is important to understand your rights and responsibilities as a borrower. All borrowers are required to complete Loan Entrance/Exit Counseling available online.

**Satisfactory Academic Progress (SAP):** Federal regulations require that the Financial Aid Office establish a Satisfactory Academic Progress policy that measures a student's academic progress toward their goal. These standards include both qualitative and quantitative measures. Students must enroll in and be making Satisfactory Academic Progress toward an eligible program in order to maintain eligibility for financial aid. These standards apply to all financial aid applicants and the evaluation of progress applies to all college coursework taken including coursework taken from outside colleges if that coursework has been evaluated and appears on your Ventura County Community College District (VCCCD) transcript. A copy of the Standards for Satisfactory Academic Progress is available online and in the Financial Aid Office.

### Return to Title IV (R2T4)

Federal financial aid ("Title IV funds") is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of Title IV grant or loan funds withdraws from VCCCD after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the student receives less Federal Student Aid than the amount earned, VCCCD offers a disbursement of the earned aid that was not received. This is called a Post-withdrawal disbursement.

### Withdrawal Date

The withdrawal date established by VCCCD is the date used by the Financial Aid Office to determine the point in time that the student is considered to have withdrawn so the percentage of the payment period or period of enrollment completed by the student can be determined. The percentage of Title IV aid earned is equal to the percentage of the payment period or period of enrollment completed.

### Process for Calculation of Amount of Title IV Aid Earned by Student

The amount of Title IV aid earned by the student is determined by multiplying the percentage of Title IV aid earned by the total of Title IV program aid disbursed plus the Title IV aid that could have been disbursed to the student or on the student's behalf.

If the day the student withdrew occurs when or before the student completed 60% of the payment period or period of enrollment, the percentage earned is equal to the percentage of the payment period or period of enrollment that was completed. If the day the student withdrew occurs after the student has completed more than 60% of the payment period or period of enrollment, the percentage earned is 100%. When a student fails to earn a passing grade in any of the classes, VCCCD must assume, for Title IV purposes that the student has unofficially withdrawn, unless VCCCD can document that the student completed the period.

### Post-Withdrawal Disbursement

If the student receives less Federal Student Aid than the amount earned, VCCCD offers a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement. Title IV grant funds from a post-withdrawal disbursement are credited to a student's account to pay for tuition and fees for the term for which the student is eligible for a post-withdrawal disbursement or are disbursed directly to the student.

VCCCD must obtain a student's authorization to credit a student's account with Title IV grant funds for charges other than current charges and must notify the student no later than 30 calendar days after the date that VCCCD determines the student withdrew. VCCCD notifies students by letter that they are eligible for a post-withdrawal disbursement and that the student has a deadline of 14 days to respond to the request for authorization. In the notification, VCCCD states that VCCCD is not required to make the post-withdrawal disbursement if the student does not respond by the deadline.

## **Title IV Aid to be Returned: VCCCD and Student**

If the student receives more Federal Student Aid than the amount earned, VCCCD, the student, or both must return the unearned funds in a specified order as follows:

1. Unsubsidized Direct Stafford loans (other than PLUS loans).
2. Subsidized Direct Stafford loans.
3. Direct PLUS loans.
4. Federal Pell Grants for which a return of funds is required.
5. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.

When a Return of Title IV funds is due, VCCCD and the student may both have a responsibility for returning funds. Funds that are not the responsibility of VCCCD to return must be returned by the student. VCCCD exercises its option to collect from the student any funds VCCCD is obligated to return, and such funds required will become an obligation on the student's account for which the student will be responsible. This obligation is not reported to the Department of Education and simply remains as an obligation on the student's VCCCD account. Services such as registration and transcripts will be prohibited until this obligation is satisfied. Unpaid balance will be reported to COTOP and state return refunds or lottery winnings may be used to offset this obligation.

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student will be determined within 30 days after the student withdraws. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned to the Department of Education within 45 days following the date of notification sent to the student. If the obligation is not resolved within the 45 days of the notification, the unearned funds, will be reported to the National Student Loan Data System (NSLDS) as an overpayment and the student will be ineligible for Title IV funds (such as Pell, FSEOG, Direct Loans and other federal aid) at any institution until this overpayment is resolved.

Although a student may be eligible for a refund of fees from VCCCD the student may still be required to repay all or part of their Title IV aid.

## **Pell Grant Lifetime Eligibility**

The U.S. Department of Education recently established new regulations which reduce the duration of a student's eligibility to receive a Federal Pell Grant from 18 full-time semesters (or its equivalent) to 12 full-time semesters (or its equivalent). This provision applies to all Federal Pell Grant eligible students effective 2012-2013.

## **What Does this Mean to You?**

Beginning with Fall 2012, a student has 6 years (12 full-time semesters) of total Pell Grant lifetime eligibility. (This includes all years Pell was received prior to Fall 2012.) All the years each student has received Federal Pell Grant will be counted toward the 6 years, regardless of when the student began receiving aid.

Students who have exceeded their Pell Lifetime Eligibility (600%) will no longer be eligible for Federal Pell Grant. Students may continue qualifying for other federal grants or loans in addition to the Board of Governor's Fee waiver (BOGW) if they meet the eligibility criteria for these programs. Suspension and Extension Appeals cannot override this federal regulation.

## **Tracking Your Lifetime Eligibility Used**

You can find your Lifetime Eligibility Used for the Federal Pell Grant by going to [studentaid.ed.gov/pell-limit](http://studentaid.ed.gov/pell-limit).

## **ATB Notice**

Effective for students who first enroll in a program of study on or after July 1, 2012, the Consolidated Appropriations Act, 2012 (Public Law 112-74) eliminated the provisions under §484(d) (1), (2), and (4) of the HEA. Under those provisions, a student who did not have a high school diploma or its recognized equivalent could establish eligibility for Title IV student financial assistance by passing an independently administered examination approved by the U. S. Department of Education (an "approved Ability-To-Benefit (ATB) test") or by successfully completing six college degree units.

Students who do not have a high school diploma or its equivalent and are beyond the age of compulsory education (18 in California) are not eligible to receive financial aid.

Please contact our office if you were enrolled in a program of study prior to July 1, 2012 and took and passed an approved Ability-To-Benefit Examination or successfully completed a minimum of 6 college degree-applicable units.

## **Repeated Courses**

The U.S. Department of Education recently published new regulations which affect students who repeat courses. These regulations may impact your financial aid eligibility and awards, including Federal Pell Grant, SEOG Grant, Direct Loans, and Federal Work Study. Beginning with the Fall 2011 semester, regulations prevent the Financial Aid Office from paying for a course that has been passed and repeated more than one time. In order for a repeated course to be counted towards your enrollment status for financial aid purposes, you may only repeat a previously passed course once (a total of two attempts). If you enroll in a previously repeated and passed course for a third time, this course will not count towards your enrollment for financial aid purposes. Examples of repeated courses:

1. Allowable: Repeated courses may be included if the student received an unsatisfactory or failing grade. There is no limit on the number of attempts allowable if the student does not receive a passing grade. Grades of A, B, C, D, P, CR (Credit), or CRE (Credit by Exam) are considered passing grades.
2. Allowable: Student is enrolled in 15 credit hours which include 3 credits repeating a previously passed course. Because the student is enrolled in a minimum of 12 credits which are not repeats, the student's financial aid eligibility is not impacted by the repeat.
3. Not Permissible: Student receives a D in a course and decides to repeat the course to improve his/her GPA. The student may repeat this passed course one time, but if the student wants to repeat it a second time, the second repeat would not count for financial aid eligibility.

In this example, the student is enrolled in 12 credits, including the 3 credit second repeat, so only 9 credits will count for financial aid eligibility.

## Details of the New Regulations

- Repeated enrollment that is not aid eligible will be excluded from the student's enrollment status for the term.
- Federal Title IV financial aid will be recalculated based on the student's adjusted enrollment status.
- This recalculation will be applied regardless of whether a student received aid for previous course enrollments.
- Some courses are repeatable per college policy and are not restricted by these regulations.
- Waitlisted courses do not count toward official enrollment status for financial aid purposes.
- All repeated courses do affect financial aid satisfactory academic progress calculations. A repeated course along with the original attempt must be counted as attempted credits.
- Suspension and Extension Appeals cannot override this federal regulation. If you are in a class that is not eligible for payment, but the class is part of your approved educational plan, you will not be penalized for repeating the class, but you cannot receive financial aid for that class.

## Appendix X

### Student Health Services

The Governing Board hereby establishes a program of student health supervision and services. This action is taken pursuant to California Code of Regulations, Title 5, Sections 54702 through 54742. The program provides for the operation of student health centers wherein enrolled students of the district's colleges and other persons expressly authorized by the Governing Board may be diagnosed and treated. The Governing Board will annually determine the amount of the fee to be assessed for such services.

A plan for student health services in the Ventura County Community College District follows (in compliance with CAC, Title 5, Section 54710). This plan is facilitated on each campus through the Dean of Student Services and the coordinator of Student Health Services. The district may also employ health aides, physicians, and other health workers as provided by law, budget and need.

### Student Campus Accident Procedures

If you have an accident on campus, it is your responsibility to fill out an Accident Report immediately. This report is available in the Health Center, Campus Police Office, and the Evening Program Office in the mailroom. The Health Center has to be notified that you have had an accident so that we can inform you about your Student Accident Policy. In the event of an accident that requires you to seek outside medical attention, there is a \$50 deductible per accident. There is a \$100 deductible for athletes per accident. To have all of you additional medical expenses covered you need to see a Health Care Provider that is on the list. This list can be obtained in the Health Center. For further information contact: Student Health Center at (805) 654-6346.

## Health Protection and Environmental Health and Safety

The Health Coordinator works toward the prevention of illness, protects the college environment from diseases, and attempts to avoid costly remedial medical interventions. Health hazards as they appear on accident reports or by observation are reported for corrective action. Immunizations (e.g., tetanus, flu) are administered. Coordination with County Public Health Department is on a regular basis. TB testing is routinely done.

### Appraisal and Limited Treatment

The Student Health Center provides quality on-campus outpatient services to all registered students and other persons expressly authorized by the Governing Board. Health education and health counseling is a constant theme which extends throughout the system.

### Referrals

The Health Coordinator provides liaison between students, college, and community health resources and continually seeks to improve channels of communication.

### Health and Accident Insurance Plans

The Student Health Fee provides for low-cost, yet significant, student accident insurance for all students at no cost to the district. The Health Center reports and maintains accident records of all student injuries and attempts to advise and eliminate casual conditions, whenever possible.

## Appendix XI

### 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 II.A.7. The intent of this statement is not to discourage what is controversial. Controversy is at the heart of free academic inquiry which the entire statement is designed to focus. The passage serves to underscore the need for teachers to avoid persistently intruding material which has no relation to the subject.

## Appendix XII

### Matriculation Rights and Responsibilities

The primary goal of Matriculation is to assist all students in attaining academic success. It is a partnership which results in an agreement between the College and the student for the purposes of defining and realizing the student's educational goal. This agreement includes responsibilities for both the college and the individual student which work together combining several activities and processes to develop a Student Educational Plan (SEP). The SEP is a schedule of recommended courses for two semesters. Within the Matriculation process both college and student responsibilities are defined.

#### College Responsibilities Include:

**Admissions & Records** - provide a process that will enable the college to collect State required information on students.

**Assessment** - provide an assessment process using multiple measures to determine students' academic readiness in English, Reading, Math, and English as a Second Language.

**Orientation** - provide an orientation process designed to acquaint students with College programs, services, facilities and grounds, academic expectations, and college policies and procedures.

**Counseling/Advisement** - provide counseling services to assist students in course selection, development of an individual student educational plan, and use of campus support services; provide additional advisement and counseling to assist students who have not declared an educational goal, are enrolled in basic skill courses, are on academic probation/dismissal, or have been identified as high-risk.

**Follow-Up** - establish an Early Alert process to monitor a student's progress and provide necessary assistance toward meeting educational goals; provide students with (or direct them to) written district procedures for challenging matriculation regulatory provisions.

**NOTE:** Alternative services for the matriculation process are provided for ethnic and language minority students and students with disabilities.

#### Student Responsibilities Include:

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

#### Matriculation Exemption Policy\*

*\*College Math, English, and Reading courses require assessment prior to registration.*

A comprehensive assessment process is required for all non-exempt students. Students are strongly encouraged to participate in all 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 below:

1. Students who have already earned an AA/AS degree or higher from a regionally accredited institution and CAN DEMONSTRATE THIS WITH DOCUMENTATION.
2. Students who have completed a basic skills assessment or prerequisite courses at other colleges and CAN DEMONSTRATE THIS WITH DOCUMENTATION.
3. Students who are concurrently enrolled at another college in the district, or a four-year college or university, and who have completed fewer than 16 units of college credit and CAN DEMONSTRATE THIS WITH DOCUMENTATION.
4. Students who have completed fewer than 16 units and whose educational goals are among the following:
  - a. Updating or advancement of job skills.
  - b. Maintenance of a certificate (e.g., nursing or real estate).
  - c. Educational development.
  - d. Personal Interest.

## Appendix XIII

### 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, available at my.vcccd.edu, 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.

## Appendix XIV

### Course Repetition Policy

A combination of withdrawals and graded attempts may not exceed three (3) times in the same course.

General Guidelines for Repetition of Credit Courses

Pursuant to Title 5, students are permitted three enrollment attempts to achieve a standard (passing) grade. Students may be permitted, under special circumstances, to repeat non-repeatable credit courses in which standard (passing) grades have been awarded. Students may also repeat credit courses that are designated as repeatable in the colleges' catalogs providing the maximum number of allowed enrollments per course or set of courses is not exceeded.

All enrollment attempts that result in an evaluative or non-evaluative grade on a student's permanent record are counted for purposes of this administrative procedure and pursuant to Title 5, Section 55023.

- Evaluative symbols are defined as standard passing grades of A, B, C or P/CR; and substandard grades of D, F and NP/NC.
- Non-evaluative symbols are defined as W. Military withdrawals are not counted as an enrollment attempt for purposes of this administrative procedure.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol. Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Students who have attempted the same course with any combination of withdrawals and graded attempts the maximum number of times may be eligible to petition a fourth enrollment attempt. The fourth attempt, if authorized, must reflect a grade other than W if the student has already received three W grades in the same class. The petition for this purpose, Petition for Course Repetition, is available in the Counseling Office and must be completed with a counselor.

Nothing herein can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

The district may permit enrollment in credit courses beyond the limits set forth in BP 4225, AP 4225 and AP 4227 based upon an approved petition to repeat, and providing apportionment is not claimed for such additional enrollments.

The district will develop and implement a mechanism for the proper monitoring of course repetitions.

### **Course Repetition to Alleviate a Substandard Grade**

A non-repeatable course in which a grade of C/P/CR or better is earned may not be repeated except as allowed under special circumstances (see AP 4227). Students are permitted a total of three enrollment attempts to achieve a standard (passing) grade. This rule applies to courses taken at any regionally accredited college, in which the student received a substandard grade as defined above. Once a passing grade of C/P/CR or better is received, he or she may not repeat the course again under this section. However, repetition may be allowable under special circumstances as defined below and in AP 4227.

In order to identify acceptable equivalencies in course and grading scale, course comparability shall be determined chiefly by content, as defined in the catalog course description, and not by course title or units.

The first two substandard grades will be excluded from the student's grade point average calculations if the student enrolls in and completes the class two or more times. The student's permanent record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

If a student repeats a repeatable course in which a substandard grade has been recorded, the substandard grade and credit may be disregarded provided that no additional repetitions are permitted beyond those limits specified in 55041(c)(6). No more than two substandard grades may be alleviated pursuant to this section.

A student who receives a substandard grade in a course that was approved for repetition due to a significant lapse of time will be permitted to utilize the grade alleviation process described in this section when the course in question is not designated as repeatable.

In determining the transfer of a student's credits, similar prior course repetition actions by other accredited colleges and universities shall be honored.

**Petitioning a Fourth Attempt:** a student who has taken a class three times and received a substandard grade each time may petition to take the class again. The petition must state verifiable extenuating circumstances that affected the student's past performance in the class and/or additional steps the student has taken to prepare to succeed in the petitioned course, and must be accompanied by verifiable documentation of circumstances. For purposes of this section, extenuating circumstances are verifiable cases of illness, accident or other circumstances beyond the control of the student.

### **Course Repetition Due to Significant Lapse of Time**

Students may petition only one time to repeat a course in which a standard (passing) grade has already been awarded providing that one of the following conditions has been met:

1. The course was successfully completed more than three years prior, and:
  - a) is required as a part of the student's designated educational goal and/or
  - b) is in a sequence of courses based on prerequisites, or
2. Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question.

If it is determined that an allowable course needs to be repeated pursuant to this section, the repetition shall count toward the maximum number of enrollments that are allowed, except that if the student has already exhausted the allowable course limitation, one additional repetition can be permitted due to lapse of time.

When a course is repeated pursuant to this section, both grades and credits will be included in the calculations of the grade point average. All coursework will remain legible on the student's permanent academic record.

### **Course Repetition Due to Extenuating Circumstances**

Students may petition to repeat a course that is not designated as a repeatable course based on a finding that the student's previous grade (whether substandard or passing) was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

When a course is repeated pursuant to this section, the previous grade and credit will be excluded from the calculations of the grade point average provided that no more than two substandard grades are excluded by course repetition. All coursework will remain legible on the student's permanent academic record.

### **Repetition of Variable Unit, Open Entry/Open Exit Courses**

Students may enroll in a variable unit, open entry/open exit course as many times as necessary to complete one time the entire curriculum of the course as described in the course outline of record, but may not repeat any portion of the curriculum for the course unless:

1. the course is required for legally mandated training;
2. the course is a special class for students with disabilities which the student needs to repeat as a verified disability-related accommodation;
3. repetition of the course to retake a portion of the curriculum is justified by verified extenuating circumstances; or
4. the student wishes to repeat the course to alleviate substandard work recorded for a portion of the curriculum.

Students repeating a portion of a course pursuant to this section are subject to the repetition limitations applicable to repeatable courses.

When a course is repeated pursuant to this section, the previous grade and credit will be excluded from the calculations of grade point average. All coursework will remain legible on the student's permanent academic record.

## Course Repetition Allowed Absent Substandard Academic Work

Under special circumstances, students may repeat courses in which a C/P or better grade was earned, or regardless of whether substandard academic work has been recorded, as noted below:

### Legally Mandated Training Requirement

Students are allowed to repeat a course when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of continued volunteer or paid employment. Students may repeat such courses any number of times, even if they received a grade of C/P or better; however, the grade received by the student each time will be included in calculations of the student's grade point average. Students will be required to certify the legally mandated training requirement for their continued volunteer or paid employment status.

The term "legally mandated" is interpreted to mean "required by statute or regulation", and excludes administrative policy or practice.

Legally mandated training courses will conform to all attendance accounting, course approval and other requirements imposed by applicable provisions of law.

### Courses Designated as Repeatable

Courses that can be repeated will be so designated in the colleges' catalogs. Courses that are designated as repeatable include:

A course may be designated as repeatable if it meets the following criteria:

- The course content differs each time it is offered, or
- The course may qualify as an activity course where the student meets course objectives by repeating a similar primary educational activity and gains an expanded educational experience each time the course is repeated because:
  - a) Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or
  - b) Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.
- Activity courses which may qualify as repeatable courses meeting the requirements of paragraph (2)(B) of this subdivision include, but are not limited to the following:
  - a) Physical education courses; or
  - b) Visual or performing arts courses in music, fine arts, theater or dance.

Courses designated as repeatable shall be identified in the college catalog. The district will devise and implement a mechanism for the proper monitoring of such repetitions, including the determination and certification that each identified course meets the criteria specified in Title 5 Section 55041c.

Students may enroll in courses that have been designated as repeatable for not more than four semesters. For purposes of this administrative procedure, summer or other intersessions count toward the maximum number of repetitions allowed. When a course is repeated pursuant to this section, the grade received each time will be included in the calculations of grade point average.

Where the colleges establish several levels of courses which consist of similar educational activities, repetition limitations applicable to this section apply to all levels of such courses. (Example: PE 1A, PE 1B and PE 1C may be taken in any combination a maximum of four times.) Visual and performing arts courses in music, fine arts, theater or dance which are part of a sequence of transfer courses are not subject to this limitation.

The attendance of students in credit activity courses may be claimed for apportionment for a maximum of four semester enrollments inclusive of summer and other intersessions. This limitation applies even if the student receives a substandard grade for one or more of the enrollments in such a course or petitions for repetition due to special circumstances as defined herein and by Title 5 Section 55045.

### Repetition of Special Classes for Students with Disabilities

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation. Such determination will generally be provided by a qualified instructor or academic counselor. The individualized determination must verify one of the following conditions:

- The success of the student in other general and/or special classes is dependent on additional repetitions of the specific special class in question;
- Additional repetitions of the special class in question are essential to completing the student's preparation for enrollment into other regular or special classes; or
- The student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

### Repetition of Cooperative Work Experience Education Courses

Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience. Where only one work experience course is offered, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).



## Appendix XV

### Enrollment Priorities

Pursuant to Title 5 Section 58106, Education Code Section 66025.8 et.seq., within the Ventura County Community College District, and effective Fall 2012, registration appointments are given in the following order:

1. EOPS students, DSPS students, CalWorks students, military veterans, and former foster youth as defined by statute
2. Continuing students with 45 – 75\* units (waivers for majors exceeding 75 units may be requested through the Counseling Department)
3. Continuing students with 30 – 44\* units
4. Continuing students with 15 – 29 units\*
5. Continuing students with 1 – 14 units\*
6. Newly matriculated students and returning student with less than 76 units
7. New students who have not gone through matriculation
8. Open registration for all students (except "9." below), including students with 76+ units (unless granted a waiver under item 2 above)
9. Special admission high school students

\*Completed and in progress VCCCD units. Basic skills and non-degree applicable units shall not be counted.

**Continuing Student:** a student who has been enrolled in one or more of the two previous primary semesters.

**Returning Student:** a student who has been previously enrolled, but not enrolled for either of the previous two primary semesters.

**Primary Semesters:** Fall and Spring.

## Appendix XVI

### Academic Renewal without Course Repetition

Students may petition only one time 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.

A graded course that has been used to satisfy degree, certificate or transfer requirements cannot be academically renewed.

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.

## Appendix XVII

### Drug-Free District Policy

The District shall be free from all illegal drugs and from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action, (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.

The Chancellor shall assure that the District distributes annually to each student the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

See Administrative Procedure 3550.





## Appendix XVIII

### Smoking Policy

#### VCCCD Smoking Policy

In the interest of the health and welfare of students, employees, and the public, smoking is banned during any instructional, programmatic, or official district or college function, in all District vehicles, in all District buildings, and within twenty feet of the exit or entrance of any building. Individual colleges may adopt a more restrictive policy.

#### Ventura College Smoking Policy

In the interest of the health and welfare of students, employees and the public smoking is not permitted anywhere on the Ventura College campus, except in parking lots only. All smoking in and on Ventura College facilities is expressly prohibited. Violators shall be subject to appropriate disciplinary action - see Student Code of Conduct.

Smoking shall be allowed only in the specific areas described as follows:

- ALL PARKING LOT AREAS. (Must be in compliance with AB846, CA State Law - 20' Rule.)

Questions regarding this policy shall be directed to the President or his/her designee.

## Appendix XIX

### 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 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 XX

### 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 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 VCCCD college campuses approval stamp. Requests by off-campus individuals or agencies to disseminate materials on the VCCCD college campuses should be referred to the Student

Business 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. Individuals or groups are expected to use good taste in their manner of expressing ideas according to current law or civic policy.

Please see Appendix I 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 XXI

### Use of Student Image, Likeness, or Voice

The VCCCD college campuses 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, videotaped 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 VCCCD college campuses has no means by which to prevent such photographs, videotaping or web castings from including a specific student's image or voice. By attending the event, a person is granting the VCCCD college campuses 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 VCCCD college campuses to utilize in an appropriate manner any images captured during a public event, even if the subject is a minor.







# 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, Institutional Effectiveness, English and Learning Resources

**Ms. Kathleen Scott**

Dean, Athletics, Communication, Kinesiology and Off Campus Programs

**Mr. Tim Harrison**

Dean, Career and Technical Education

**Dr. Kathleen Schrader**

Dean, Mathematics and Sciences

**Vacant**

Dean, Distance Education, Professional Development, Social Sciences and Humanities

**Dr. Gwendolyn K. Lewis-Huddleston**

Dean, Student Services

**Ms. Victoria Lugo**

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, Associate Professor (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

#### **AREVALO, GLORIA, Assistant Professor (2011)**

*Articulation Officer/Counseling*

B.A., 1997, Whittier College; M.S., 2000, California State University, Long Beach

#### **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, Associate Professor (2006)**

*Mathematics*

B.S., 1989, Maranatha Baptist Bible College; M.S., 1993, University of Wisconsin, Whitewater

#### **BEYNON, SHARON, Assistant Professor (2010)**

*English*

B.A., 1991; M.Ed., 1999, University of Texas, Austin

#### **BITTL, ANN, Associate Professor (2007)**

*Art History*

A.A., 1999, Ventura College; B.A., 2001, University of California, Los Angeles; M.A., 2003, California State University, Northridge

#### **BORTOLIN, KEVIN, Assistant Professor (2011)**

*Philosophy*

B.A., 1989, B.A., 1997 San Diego State University; MA, 1995 University of California, Santa Barbara

#### **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 (2004)**

*Student Services*

B.A., 1968, Washington and Jefferson College; M.Ed., 1971, University of Pittsburgh

#### **BUDKE, WILLIAM C., 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

#### **BUNDY, JANINE, Assistant Professor (2011)**

*Mathematics*

B.S., 1988, California Polytechnic State University, San Luis Obispo; M.B.A., 1997, California Lutheran University; M.S., 2010, California State University, Channel Islands

### C

#### **CALLAHAN, MICHAEL (2004)**

*Institutional Research Officer*

A.B., 1984, 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, Ed.D., 2011, 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

#### **CAWELTI, ANDREW Professor (2005)**

*Automotive Technology*

AA 1970, Moorpark College  
BA 1972, CSU Fresno

#### **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, Associate Professor (2007)**

*Sociology*

A.A., 2004, Fullerton College; B.A., 2005, M.A., 2006, California State University, Fullerton

#### **CLARK, MIKE, Professor (2004)**

*Welding*

Certified welder, 1980, Southern Alberta Institute of Technology

#### **CLINTON, PHILIP Assistant Professor (2012)**

*Geography*

B.A. 1996, CSU Fullerton; M.A. 1999, CSU Fullerton

#### **COFFEY, COLLEEN, Assistant Professor (2011)**

*History*

A.A., 1991, Ventura College; B.A., 1995, M.A., 1999, University of California, Santa Barbara

**CORBETT, SCOTT, Professor (1996)***History*

B.A., 1972, M.A., 1974, Kent State University; Ph.D., 1983, University of Kansas

**COSENTINO, LYDIA G., Professor (1989)***English*

B.A., 1975, M.A., 1977, Mills College

**COWEN, WILLIAM, Athletics Director (2009)***Physical Education*

B.A., 2000, University of California, Santa Barbara; M.A., 2002, Azusa Pacific University

**D****DALTON, HEIDI, Associate Professor (2008)***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, Associate Professor (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

**DRAKE, KENNETH, Assistant Professor (2010)***Business*

B.A., 1974, M.A., 1977, California State University, Northridge; M.B.A., 1987, Pepperdine University

**DRAYTON, LESLIE, Assistant Professor (2010)***Music*

B.A., 1971, California State University, Los Angeles; M.A., 1991, University of Denver

**E****ELIOT, MAUREEN, Professor (2004)***Health Education / Physical Education*

B.A., 1982, M.A., 1988, San Diego State University

**ENFIELD, AMANDA, Assistant Professor (2010)***English*

B.A., 2003, California Polytechnic State University, San Luis Obispo; M.A., 2007, California State University, Long Beach

**F****FARRIS, DAVID, Professor (1996)***Counseling*

B.A., 1972, Occidental College, Los Angeles; M.A., 1974, University of California, Santa Barbara

**FELL, SHARLA A., 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

**FERNANDEZ, RALPH, Professor (1989)***Drafting*

B.A., 1982, University of California, Berkeley

**FIUMERODO, MARIA TERESA, 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

**FORDE, RICHARD Assistant Professor (2011)***Environmental Technologies*

B.S., 1993, New Mexico Institute of Mining and Technology; Ph.D., 1999, School of Engineering LaSalle University

**FREDRICKSON, NANCY, 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****GAINES, AYANNA, Assistant Professor (2011)***Librarian*

B.A., 1993, Brown University; M.L.I.S., 1999, Dominican University

**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, Associate Professor (2006)***English*

B.A., 2002, Concordia College; M.A., 2005, Claremont Graduate University

**GARDNER, TY, Assistant Professor (2009)***Biology*

B.S., 1995, Oregon State University; M.S., 2001, Utah State 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, Professor (2004)***Counseling*

B.S., 1996, M.A., 2002, California Lutheran University

**GRAHAM, STACY SLOAN, Professor (2004)***Communication Studies*

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

**GUZMAN, KRENLY, Assistant Professor (2010)***Dance*

B.A., 1994, Columbia College, Chicago; M.F.A., 2009, University of California, Los Angeles

**H****HAGERMAN, MICHELLE, Associate Professor (2007)***Chemistry*

B.S., 2003, University of Colorado, Boulder; M.S., 2005, University of California, Santa Barbara

**HAINES, ROBERT, Associate Professor (2007)***Biology / Microbiology*

B.A., 2002, M.A., 2006, University of California, Santa Barbara

**HARRISON, KAREN, 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 (2008)***Athletics, Communication, Kinesiology and Off Campus Programs*

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

**HORIGAN, ANDREA, Assistant Professor (2011)***Sociology*

B.A., 1986, University of Delaware; M.A., 1989, Temple University

**HOSLEY, TICEY, Assistant Professor (2010)***Counseling*

B.A., 1998, University of California, Berkeley; M.A., 2001, University of California, San Diego; Ph.D., 2006, San Diego State

**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****JONES, MARY J., Professor (1995)***Student Health Services*

B.S., 1907, Salve Regina College; M.A., 1981, University of California, Los Angeles

**K****KEEBLER, DAVID, Vice President (2008)***Business Services*

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, 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

**KOCH, KATHERINE, Assistant Professor (2012)***Nursing*

A.D.N., 1993, Cuesta College; B.S.N., 2010, M.S.N., 2010, Mt. St. Mary's College

**KOERNER, RAEANN, Professor (1982)***Physical Education*B.A., 1976, California State University, Northridge;  
M.A., 1981, Azusa Pacific College**KOLESNIK, ALEXANDER, Associate Professor (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, Professor (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, Associate Professor (2007)***English*B.A., 1995, M.A., 1998, University of  
Windsor; Ph.D., 2009, University of California,  
Santa Barbara**LANGE, CARI, Associate Professor (2007)***Anthropology*B.S., 1997, University of California, Davis; M.A.,  
2003, California State University, Los Angeles;  
Ph.D., 2009, University of California, Santa Barbara**LAWSON, ROBERT, Professor (2000)***Music*B.F.A., 1981; M.F.A., 1991, California Institute of  
the Arts**LEWIS-HUDDESTON, GWENDOLYN K.,****Dean (2010)***Distance Education, Professional Development,  
Social Sciences and Humanities*B.A., 1990, California State University, Fresno;  
M.A., 1995, California State University,  
Sacramento; M.F.A., 1997, University of California,  
Davis; Ed.D., 2010, Argosy University**LUGO, VICTORIA, Dean (2008)***Student Services*B.A., 1986, University of California, Santa Cruz;  
M.A., 1999, San Jose State University**M****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**MARITATO, JAMES, Assistant Professor (2012)***Communication Studies*B.S., 2002, Marist College  
M.A., 2005, University of Wyoming**MARTINSEN, ERIC, Assistant Professor (2009)***English*B.A., 1990, Atlantic Union College, Massachusetts;  
M.A., 1991, Claremont Graduate University; M.A.,  
2003, Ph.D., 2010, 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., Professor (2005)***Mathematics*B.S., 2001, M.S., 2003, California Polytechnic  
State University, San Luis Obispo**McKOY, CORINNA, Assistant Professor (2011)***Political Science*B.A., 1993, Claremont McKenna College, M.A.,  
1995, University of California, Los Angeles, M.A.,  
1999, Ph.D., 2004, University of California, Santa  
Barbara**MELTON, SANDRA, Professor (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**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**MOORE, SHELLEY, Assistant Professor (2010)***Nursing*B.S.N., P.H.N., 2005, Holy Names University;  
M.S.N., 2009, California State University,  
Dominguez Hills**MOOSHAGIAN, STEVE, Assistant Professor  
(2010)***Physical Education*B.A., 1984, M.A., 1988, Columbia Pacific  
University**MORRIS, TERRY J., Professor (1997)***Physical Education / Coach*B.S., 1989, M.A., 1990, University of Texas,  
El Paso**MORTENSEN, JERRY F., Assistant Professor (2012)***Criminal Justice*

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**MULES, RONALD, Assistant Professor (2011)***Philosophy*

B.A., 1992, M.A., 1996, San Diego State University

**MUNDELL, MEREDITH H., 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**NEEL, KELLY, Assistant Professor (2010)***Nursing*A.A., 1983, Fresno City College; B.S.N., 2004,  
California State University, Dominguez Hills**NEWCOMB, DEBORAH, Assistant Professor (2009)***Business*B.A., 1974, California State University, Fresno;  
M.B.A., 2008, University of LaVerne**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, Professor (2000)***English*B.A., 1978, M.A., 1986, University of California,  
Santa Barbara**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., 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**PRELL, TED, 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

**RAMIREZ, WILLIAM JOSEPH, Assistant Professor (2011)**  
*Physical Education / Men's Head Basketball Coach*  
A.A., 1994, Ventura College; B.A., 1997, University of California, Riverside; M.A., 2010, Azusa Pacific University

**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, Assistant Professor (2009)**

*Chemistry*  
B.S., 2007 Pepperdine University; M.S., 2009, University of California, Irvine

## S

**SANCHEZ, RAMIRO, Executive Vice President (2001)**

B.A., 1968, Howard Payne University; M.S., 1973, East Texas State University

**SANDFORD, ARTHUR J., Professor (1991)**

*Spanish*  
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

**SCHRADER, KATHLEEN, Dean (2012)**

*Career & Technical Education*  
B.S. 1979, CSU Los Angeles, M.S.N., 1980, University of Washington, Seattle, D.N.S. (Doctor of Nursing Science), 1995, U.C. San Francisco

**SCOTT, KATHLEEN, Dean (1995)**

*Institutional Effectiveness, English and Learning Resources*  
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, Professor (2004)**

*Associate Librarian*  
A.A., 1997, Ventura College; B.A., 1999, M.L.I.S., 2002, University of California, Los Angeles

**SHA, SALIHA, Assistant Professor (2011)**

*Mathematics*  
B.S., 1986, M.S., 1988, M.S., 1989, University of Southern California; M.A., 2004 Claremont Graduate University

**SOMOZA, BEN, Assistant Professor (2011)**

*Spanish*  
B.A., 1995, M.A., 2000, University of Nevada, Las Vegas

**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

**STOWERS, DOROTHY, Associate Professor (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

**THOMASSIN, STEVEN, Professor (1981)**

*Mathematics*  
B.A., 1970, M.S., 1972, California State University, Northridge

**TURNER, STEVEN, Professor (2000)**

*Educational Assistance Center*  
B.A., 1988, California State University, Fresno; M.S., 1999, San Diego State University

## V

**VANG, YIA, Assistant Professor (2011)**

*Counseling*  
B.A., 2002, M.S. 2004, California State University, Fresno

**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

**WALKER, JACLYN, Assistant Professor (2009)**

*English*  
A.A., 2001, Fresno City College; B.A., 2003, M.A., 2008, California State University, Fresno

**WALSHP, DANIEL, Assistant Professor (2011)**

*Counseling*  
B.A., 1992, California State University, Long Beach; M.S., 1997 California State University, Fullerton; M.A., 2007, Sonoma State

**WARD, MICHAEL, Assistant Professor (2011)**

*History*  
A.A., 1994, Ventura College; B.A., 1996, M.A., 1998, California State University, Northridge; Ph.D., 2008, Claremont Graduate University

**WENDT, PATRICIA, Professor (2001)**

*Educational Assistance Center, Counseling*  
B.A., 1993, M.S., 1995, California State University, Fresno

**WILSON, BRENT, Assistant Professor (2010)**

*Music*  
B.A., 2001, Augustana College; M.M., 2003, Boston University School of Music

**WU, JENCHI, Assistant Professor (2010)**

*Art*  
B.F.A., 2001, California State University, Northridge; M.F.A., 2005, California State University, Los Angeles

## Y

**YI, PETER, Associate Professor (2006)**

*Mathematics*  
B.S., 1998, Ph.D., 2003, University of California, Los Angeles

**YOUNG, DAVID, Assistant Professor (2012)**

*Art*  
MFA, 1997, University of Georgia, BA, 1989, Trinity University

## 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*

**ANSON, HERBERT F., Professor**  
*Mathematics*

**ARCE, ROBERT M., Professor**  
*Spanish*

**ARCHIBALD, JAN, Professor**  
*Mathematics / Multimedia /  
Computer Science*

**ARITA, GEORGE S., Professor**  
*Biology*

**ARMSTRONG, DIANNE, Professor**  
*English*

## B

**BARSCH, JEFFREY R., Professor**  
*Learning Disability Specialist*

**BEAHAN, RITA C., Professor**  
*Coordinator, Student Health  
Services*

**BEEM, JOAN, Professor**  
*Nursing*

**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*

**CASTOR, PEGGY, Professor**  
*Business*

**CASTREN, JAMES H., Professor**  
*Life Sciences*

**COLLINS, BRUCE, Professor**  
*English*

**COLTRIN, CAROL, Professor**  
*Nursing*

**CONN, EDITH R., Professor**  
*Physical Education / English*

**COOK, DONALD E., Professor**  
*Economics*

**COOPER, CARLISLE C., Professor**  
*Art*

**COTA, ASENETH, Professor**  
*Counseling*

**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*

**DOREO, DAVID, Professor**  
*Astronomy / Physics*

**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*

**FAULCONER BOGER, KAY, Dean**  
*Economic Development / Off-  
Campus Programs*

**FERGUSON, JEFF, Professor**  
*Articulation Officer*

**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*

**HALL, LUKE DREW, Professor**  
*Geography / Geology*

**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, RALPH E., Professor**  
*Counseling*

**JAMES, RICHARD E., Professor**  
*Physical Education*

**JEFFREYS, IVA, Professor**  
*Business*

**JOHN, RANDY W., Professor**  
*Psychology*

**JOHNSON, GARY E., Dean**  
*Social Sciences / Humanities*

**JOHNSON, PAULETTE, Professor**  
*Counseling*

**JUMP, ELLIS, L., Professor**  
*Fine Art*

## K

**KAJIHARA, HITOSHI, H., Professor**  
*Engineering / Mathematics*

**KIMBERLING, TOM, Vice President**  
*Business Services*

**KINGHORN, SANDRA, Professor**  
*Business and 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*

**LATHAM, NANCY, Professor**  
*Coordinator, Educational Assistance  
Center*

**LEIFUR, JANET, Professor**  
*Nursing*

**LEVEL, HOWARD R., Professor**  
*Geology, Geography*

**\*LEW, WARREN, Professor**  
*Philosophy*

**LEWIS, GARY R., Professor**  
*Welding*

**LONG, ROBERT W., President**

**\*LUPTON, JERI JENSEN, Professor**  
*Child Development / Home  
Economics*

## 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 / Home Economics,  
Department Head*

**MOORE, DIANE, Dean**  
*Liberal Arts / Learning Resources*

**MORGAN, JEAN M., Professor**  
*Director, Instructional Resource  
Center*

## O

**OHARA, MARICARMEN, Professor**  
*Spanish*

**OLIVER, DAVID, Dean**  
*Mathematics and Sciences*

**O'NEILL, EARL R., Professor**  
*Mathematics*

**O'NEILL, MARGARET E., Professor**  
*Counseling*

**\*O'NEILL, TERENCE P., Professor**  
*History*

**ORR, DOROTHY, Professor**  
*Fine Art*

\* indicates deceased



**P**

**PAILLETTE, DONALD D., Professor**  
*History / Political Science*

**PALAFIX, JOHN, Professor**  
*Business*

**PASSNO, PHILLIP E., Professor**  
*Physical Education*

**PENUELA, ALAN, Professor**  
*Automotive Technology*

**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*

**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*

**ROVAI, LINDA A., Professor**  
*Counseling*

**RUBENSTEIN, LINDA, Professor**  
*Business*

**RUSH, PATRICIA, Professor**  
*Spanish*

**S**

**SANCHEZ, TOMÁS, Professor**  
*History*

**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*

**SIMMONS, ISAIAH, Professor**  
*Counseling*

**SLATON, ALICE M., Professor**  
*French / Computer Literacy*

**SMITH, CAROL B., Professor**  
*Nursing*

**SMITH, DON, L., Professor**  
*English*

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**T**

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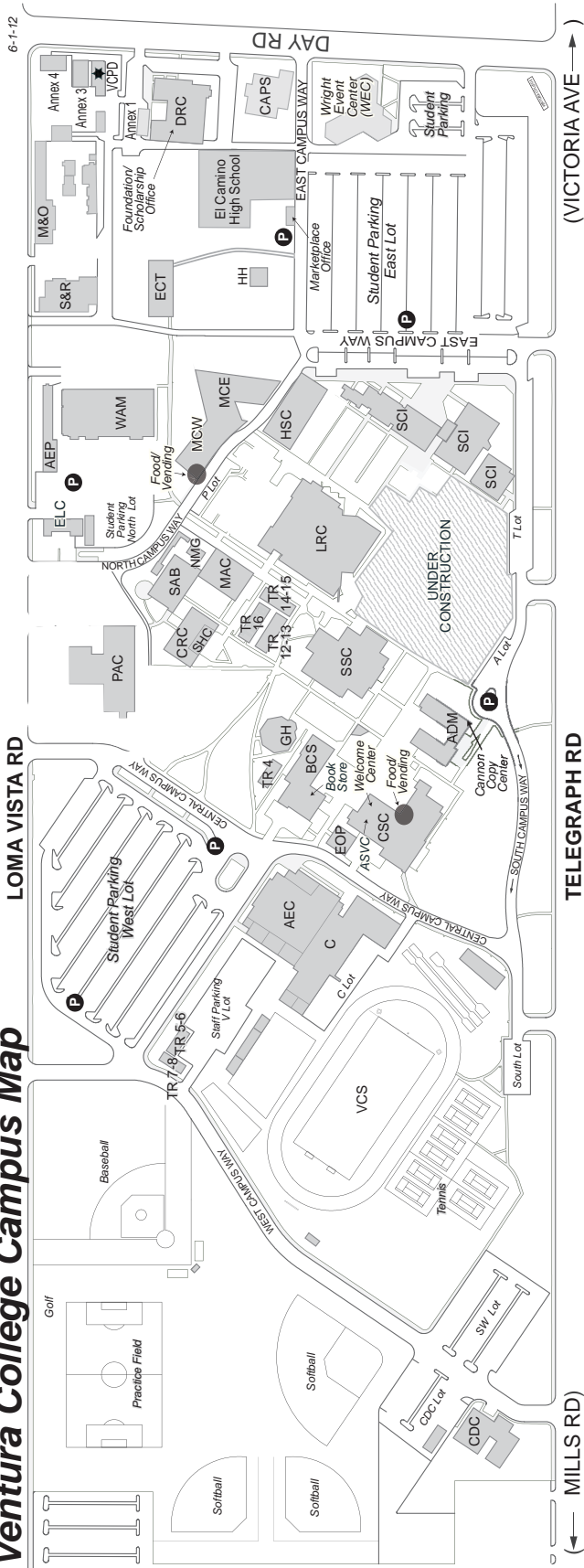






# VENTURA COLLEGE CAMPUS

## Ventura College Campus Map



VCSP (Ventura College Santa Paula site) is located at 957 Faulkner Rd, Santa Paula

### Building Legend

BLDG	BLDG	BLDG
ADM	Administration	Head House
AEC	Athletic Event Center (Large Gym)	Library & Learning Resource Center
AEP	Auto Education Program	Media Arts Center
Annex 3	NOT IN USE	Maintenance & Operations
Annex 4	NOT IN USE	Multidisciplinary Center East
BCS	Bookstore & Campus Services	Multidisciplinary Center West
C	Physical Education (Small Gym)	New Media Gallery
CDC	Orfalea Child Development Center at Ventura College	Performing Arts Center
CRC	Creative Resources Center	Studio Arts Building
CSC	Campus Student Center	Sciences & Mathematics
DRC	Day Road Center (71 Day Road)	Student Services Center
ECT	Environmental Construction Technology	Shipping and Receiving
ELC	English Learning Center; ESL	Multimedia
EOP	EOPS	Trailer Classrooms
GH	Guthrie Hall	Trailer Classrooms (Between MAC & SSC Bldg.)
HSC	Health Sciences Center	Nursing Skills Lab (Between MAC & SSC Bldg.)
HH	Head House	MAC & SSC Bldg.
LRC	Library & Learning Resource Center	VCS
MAC	Media Arts Center	VCSP
M&O	Maintenance & Operations	WAM
MCE	Multidisciplinary Center East	WEC
MCW	Multidisciplinary Center West	
MNG	New Media Gallery	
PAC	Performing Arts Center	
SAB	Studio Arts Building	
SCI	Campus Student Center	
SSC	Student Services Center	
S&R	Shipping and Receiving	
TR 4	Trailer Classrooms	
TR 5-8	Trailer Classrooms (Between MAC & SSC Bldg.)	
TR 12-15	Nursing Skills Lab (Between MAC & SSC Bldg.)	
TR 16	Ventura College Sportsplex	
VCS	VCSP	
WAM	Welding/Auto Manufacturing	
WEC	Wright Event Center	

### Campus Emergency Numbers

From off-campus phones	654-6486
Campus Police Business Office	654-6486
Student Health Center	x6346
For 911 from on-campus phones	9-911
TTY (Hearing Impaired)	654-6489

### Department Location

DEPARTMENT	BLDG
Admissions & Records	SSC
Assistive Technology Training Center	LRC-130
Art Gallery 2	CRC (1st Floor)
Assessment	SSC
Associated Students of Ventura College (ASVC)	CSC
Athletics	AEC-212
BEACH (Learning Center)	LRC (1st Floor)
Bookstore	BCS
Business (Division Office)	MCW-320
Business Services (Vice-President)	ADM
CallWORKS	CSC
Campus Center Conference Room	CSC (off dining area)
Campus Police	VCPD
Canon Copy Center	ADM
Career Center	SSC
Career & Tech. Education (Division Office)	MCW-313
Civic Center Office	ADM
College Technical Services	SCI-109
Communication, Kinestology, Athletics and Off-Site Programs	AEC-212
Communication Studies	LRC (3rd floor)
Counseling	MCW-331
Criminal Justice	ADM
Disabled Students Programs & Services (EAC)	LRC-147
Distance Education	LRC-147
Distance Education, Professional Development, Social Science & Humanities (Division Offices)	LRC-353

### Department Location

DEPARTMENT	BLDG
English	LRC (3rd floor)
English as a Second Language	ELC
EOPS	EOP
Executive Vice President's Office	ADM
Financial Aid	BCS
Fitness Center	AEC
Food/Vending Machines	CSC & MCW-119
Foreign Language	LRC (3rd floor)
Foundation	DRC
Health Sciences	HSC-111
Humanities (Division Office)	LRC (3rd floor)
Institutional Effectiveness, English & Learning Resources (Division Offices)	LRC-359
International Student Center	BCS
Kinestology	AEC-212
Language Arts (English & Communication Studies)	LRC (3rd floor)
Learning Center (THE BEACH)	LRC (2nd floor)
Library	VCPD
Lost & Found (Campus Police)	M&O
Maintenance & Operations	WAM
Market Place Office (Adjacent E Camino High)	East Campus Way
Math & Science (Division Office)	SCI (3rd floor)
Matriculation	SSC
Media	TR-4
Music (Division Office)	LRC (3rd floor)
New Media Gallery	NMG
Orfalea Child Development Center at VC	CDC
Performing Arts (Division Office)	PAC

### Department Location

DEPARTMENT	BLDG
Police (Campus)	VCPD
Professional Development	ADM
Reading/Writing Center	LRC-354
Registration	LRC-155
Scholarships/VC Promise	DRC
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)
Social Science & Humanities (Div. Office)	LRC-353
Staff Resources Center	LRC-132
Staff Training Room	LRC-136
Student Activities Office	CSC
Student Business Office	SSC
Student Health and Psychological Services (SHC)	CRC (1st floor)
Student Learning (Exec. Vice President)	ADM
Switchboard	ADM
Technology	WAM
Theater Arts Department	PAC
Transcripts and Records	SSC
Transfer Center	SSC
Tutoring Center	LRC (1st floor)
VCSP (Santa Paula site)	957 Faulkner Rd Santa Paula
WEC	Wright Event Ctr
Welcome Center	CSC





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