VENTURA COLLEGE

SET YOUR COURSE.

GENERAL CATALOG
2015-2016

ACADEMIC CALENDAR 2015-2016

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 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.Venturacollege.edu.

FALL SEMESTER, 2015 - August 17 - December 16, 2015

August 17.....First day of semester-length traditional classes. First day of late registration.

August 28.....Last day to add semester-length classes. Last day to drop a class and 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.

September 4 .....Last day to drop semester-length classes without a transcript entry.

September 5-7 .....No Classes - Labor Day.

September 18 .....Last day to declare P/NP (formerly CR/NC) grading option for semester-length classes.

November 5 .....Last day to apply for Fall 2015 Associate Degree or Certificate of Achievement

November 7-8 .....Saturday/Sunday classes held

November 9 .....No Classes - Veteran's Day.

November 20 .....Last day to drop semester-length classes with a "W."

November 26-29 .....No Classes - Thanksgiving Holiday.

December 10-16 .....Final Exam Week for Fall 2015

SPRING SEMESTER, 2016 - January 11 - May 18, 2016

January 11.....First day of semester-length traditional classes First day of late registration.

January 16-18 .....No Classes - Martin Luther King Jr. Day.

January 22.....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 29.....Last day to drop semester-length classes without a transcript entry.

February 11 .....Last day to declare P/NP (formerly CR/NC) grading option for semester-length classes.

February 12-15 .....No Classes – President's Birthday Holiday.

March 1 .....No Classes - Self-assigned flex day

March 17 .....Last day to apply for Spring 2016 Associate Degree or Certificate of Achievement.

March 19-20 .....Saturday/Sunday Classes Held.

March 21-27 .....No Classes - Spring Break.

April 22.....Last day to drop semester-length classes with a "W."

May 12-18 .....Final Exam Week for Spring 2016

May 19.....GRADUATION

SUMMER INTERSESSION, 2016*

College typically offers classes in the summer that meet anywhere from four to eight weeks with classes starting in May, 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.Venturacollege.edu.

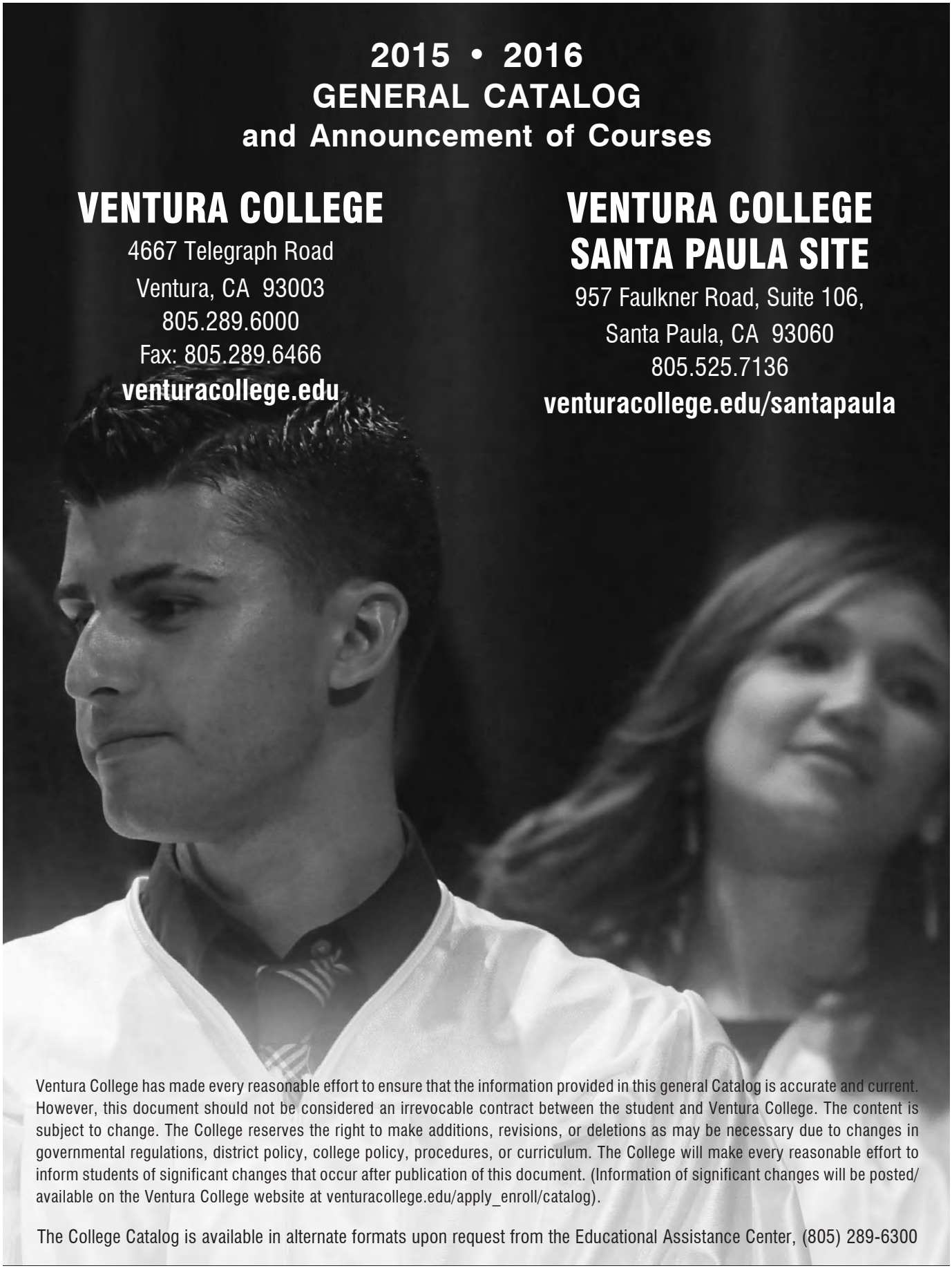
2015 • 2016
GENERAL CATALOG
and Announcement of Courses

VENTURA COLLEGE

4667 Telegraph Road
Ventura, CA 93003
805.289.6000
Fax: 805.289.6466
venturacollege.edu

VENTURA COLLEGE SANTA PAULA SITE

957 Faulkner Road, Suite 106,
Santa Paula, CA 93060
805.525.7136
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, 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. (Information of significant changes will be posted/ available on the Ventura College website at venturacollege.edu/apply_enroll/catalog).

The College Catalog is available in alternate formats upon request from the Educational Assistance Center, (805) 289-6300

PRESIDENT'S MESSAGE

Welcome to Ventura College!

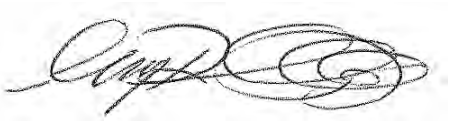
Thank you for taking the time to consider how your community college can help you meet your educational and career goals! Ventura College provides the opportunity for nearly 14,000 students each semester to accomplish a number of goals: earn an Associate's Degree for transfer or career entry, complete certificates and upgrade job skills. The college also provides a range of student activities, leadership opportunities, and athletics to enhance your educational experience.

Ventura College is a beacon of learning for our students and community. We place students at the center of their learning experience and we provide innovative instruction and services to support their access and success at Ventura College. The Ventura College Promise program is unique to California Community Colleges (CCCs). The Ventura College Foundation pays for the first year's enrollment fees at the college for recent Ventura County high school graduates or GED recipients. The Ventura College Promise is the largest program of its kind in the nation and has funded more than 10,000 students since its inception. In addition, our college is officially designated by the U.S. Department of Education as a Hispanic-Serving Institution and our success rate in awarding Associate Degrees to Hispanic students has been nationally recognized. The college provides flexible day and evening class schedules, online courses, and additional access at our site in Santa Paula.

Ventura County is comprised of a unique blend of rural and urban communities. Ventura College is committed to being an active and contributing member of our community. The college values its connections to community members and with industry, government, and educational partners. These partnerships help create unique opportunities for the college and pathways for our students supported with current and relevant content and skill development. Along with state, federal, and foundation grant dollars, our partnerships lead to new program development and enhancement of current professional/technical and academic programs. We have transfer agreements with all of the California State University (CSU) and University of California (UC) campuses to facilitate access into baccalaureate programs for students meeting the institution's requirements. Together with the other two colleges in the District, Moorpark and Oxnard, we provide a range of programs for our diverse student populations and support of workforce and economic development for our communities and the county.

This catalog, along with the college website www.venturacollege.edu, provides you with details on our diverse range of courses, programs, and support services. Please plan to visit our beautiful campus and learn more about how we can support you in meeting your educational goals! Ventura College has provided educational opportunities in Ventura County for 90 years. That history provides our college with a strong foundation from which we provide quality instruction and support services delivered by outstanding faculty, staff, and administrators focused on your success.

We look forward to working with you!
Sincerely,



Greg Gillespie, Ph.D.
President

PRESIDENTIAL HISTORY

For more than 85 years, Ventura College has had exemplary leadership. That leadership was provided by:

H.O. Wise	1925-1928
Melrowe 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	2005-2013
Dr. Greg Gillespie	2013-Current

ADMINISTRATIVE OFFICES

President	289-6460
Executive Vice President of Student Learning	289-6464
Vice President of Business Services	289-6354

OFFICES OF THE DEANS

Athletics, Health, Kinesiology and Off Campus Programs, Dean	289-6348
Career and Technical Education, Dean	289-6430
Communications and Learning Resources, Dean	289-6468
Mathematics and Sciences, Dean	289-6339
Distance Education, Professional Development, Social Sciences and Humanities, Dean	289-6388
Student Services, Dean	289-6455
Student Services, Asst. Dean	289-6153
Evening Dean	289-6483

VENTURA COLLEGE SANTA PAULA SITE

Ventura College Santa Paula Site	525-7136

IMPORTANT CAMPUS PHONE NUMBERS

For general information call: (805) 289-6000

Admissions	289-6457
Assessment / Testing Center	289-6402
Bookstore	289-6485
Business Services	289-6354
CalWORKs	289-6003
Campus Police	289-6486
Career Center	289-6411
Child Development Center	289-6030
Civic Center	289-6105
Counseling Center	289-6448
Distance Education	289-6452
Educational Assistance Center (Formerly Disabled Students Center)	289-6300
Extended Opportunity Program and Services (EOPS)	289-6302
Financial Aid Office	289-6369
International Student	289-6313
Learning Center (B.E.A.C.H.)	289-6320
Library	289-6482
Math Center	289-6292
MESA	289-6337
Payroll	289-6350
Police (Campus)	289-6486
Records and Transcripts	289-6457/6156
Registrar	289-6044
Scholarships (Foundation)	289-6461
Student Activities Office	289-6487
Student Business Office	289-6488
Student Business Office Fax	289-6050
Student Health Center	289-6346
Student Services Center Information	289-6021
Student Success and Support Program *(Formerly Matriculation)*	289-6402
Transfer Center	289-6411
Tutoring Center	289-6026
Ventura College Foundation	289-6461
Ventura College Santa Paula Site: Learning Ctr/Library	289-6590
Veteran's Resource Center	289-6060
Welcome Center	289-6420
Writing Center	289-6371

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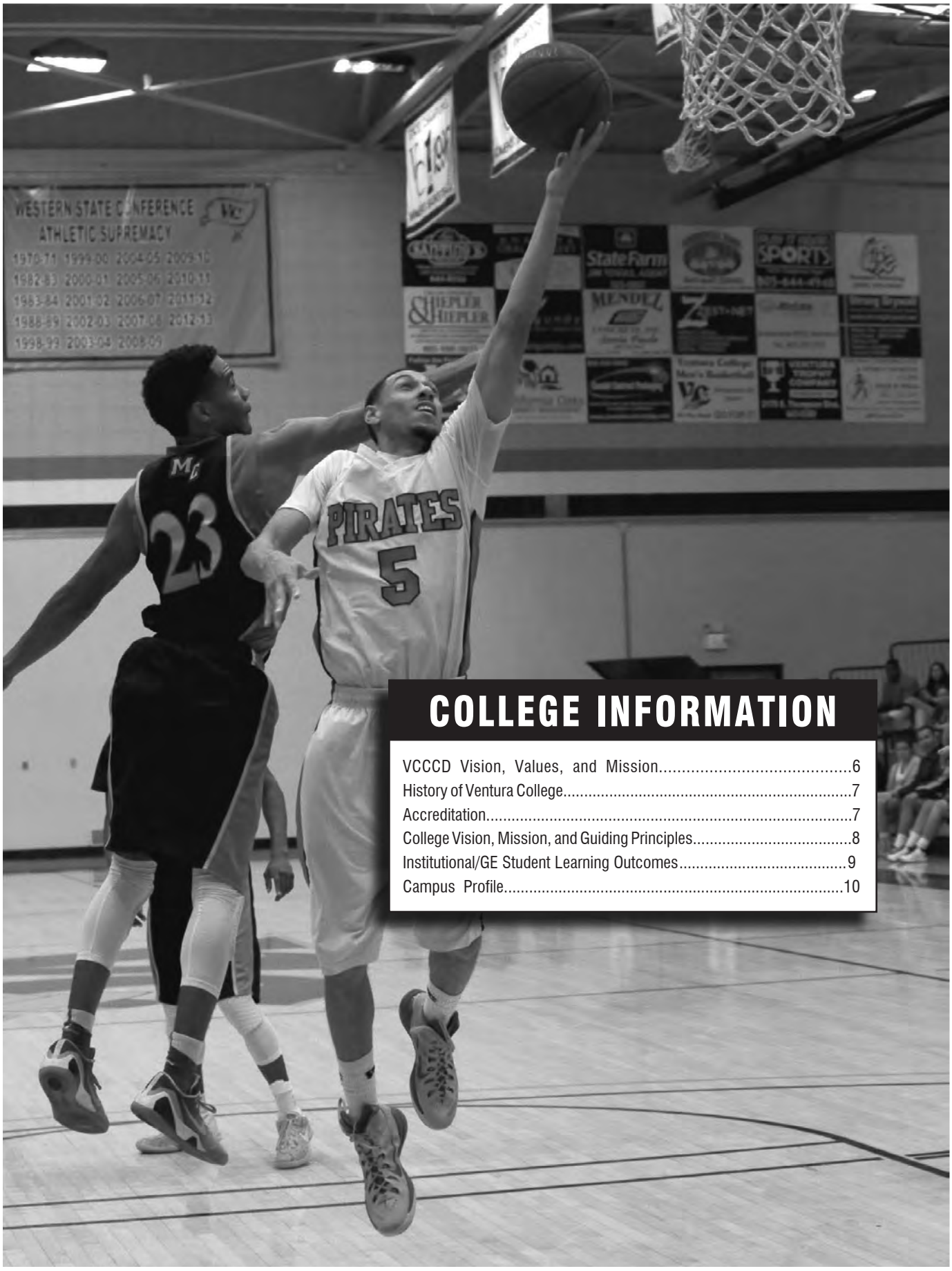

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VCCCD VISION, VALUES AND MISSION

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., Trustee
Mr. Arturo D. Hernández, Trustee
Mr. Larry Kennedy, Vice-Chair
Ms. Dianne McKay, Chair
Mr. Bernardo M. Perez, Trustee
Ilse Maymes, Student Trustee

District Administrators

Dr. Bernard Luskin Interim Chancellor
Mr. David Keebler , Vice Chancellor, Business & Administrative Services
Mr. Michael Shanahan, Vice Chancellor, Human Resources

College Presidents

Dr. Luis Sanchez, President, Moorpark College
Dr. James Limbaugh, Interim President, Oxnard College
Dr. Greg Gillespie, President, Ventura College

Back row, left to right: **Mr. Bernardo M. Perez**, Trustee; **Ms. Dianne McKay**, Chair;
Front row, left to right: **Mr. Larry Kennedy**, Vice Chair; **Mr. Stephen P. Blum, Esq.**,Trustee; **Mr. Arturo D. Hernández**, 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 13,800. Ventura College provides classes for the Santa Clara River Valley residents at our site in Santa Paula located at 957 Faulkner Road.

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 (VCCCD) 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 opened in August 2012. Construction on the Applied Science Center will be completed fall 2015.

Accreditation

Ventura College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC), 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 VISION, MISSION, AND GUIDING PRINCIPLES

Vision

Ventura College will be a beacon of learning - a source of inspiration and guidance - for our students and community.

Mission

At Ventura College, we transform students' lives, develop human potential, create an informed citizenry, and serve as the educational and cultural heart of our community. Placing students at the center of their learning experience, we serve a highly diverse student body by providing innovative instruction and student support, focusing on associate degree and certificate completion, transfer, workforce preparation, and basic skills. We are committed to the sustainable continuous improvement of our college and its services.

Guiding Principles

At Ventura College we believe that students come first and all else follows. We strive to create a campus environment that fosters collaboration, communication, and mutual respect. We are committed to these Guiding Principles in all that we do:

Embrace the strength of diversity

Listen with intensity and compassion

Communicate with integrity and patience

Design student-centered solutions

Spark self-confidence and a sense of discovery

Pursue our vision and goals with passion

INSTITUTIONAL/GE STUDENT LEARNING OUTCOMES

Institutional/General Education Student Learning Outcomes

The five Institutional/General Education Student Learning Outcomes listed below describe the skill sets a student should be able to demonstrate after completing the requirements for an Associate Degree at Ventura College. Courses are "mapped" (directly linked) to these Institutional/General Education Student Learning Outcomes. Institutional/General Education Student Learning Outcomes are assessed on a five-year rotational cycle.

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

2. 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.

3. 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.

4. 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.

5. 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

Ventura College Institutional Service Unit Outcomes

1. The Service will support or facilitate a positive learning or service environment for students.

2. The Service will support or facilitate institutional accountability by monitoring and ensuring compliance with statutory mandates, local policy and procedures, and state or federal law.

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) 289-6461 and become involved.

Alumni Association

At Ventura College, alumni are one of our greatest assets. Our forthcoming Alumni Association will provide opportunities for networking, collegiate seminars, lectures, theatrical productions, concerts, art festivals, sporting events and scholarships. The Association will aim to foster a spirit of friendship and philanthropy among alumni and friends of the campus through newsletters, reunions, and other social activities. The Foundation is seeking to reach as many former Ventura College students as possible.

We invite you to stay connected with your former classmates. If you would like to become involved in our forthcoming Alumni Association, please contact the Ventura College Foundation at (805) 289-6461.

Ventura College Student Profile

Student Body (Spring 2015):

Total Enrollment	13,085	

Full/Part-Time Status:

Full-Time	4,182	(31.96%)
Part-Time	8,903	(68.04%)

Student Gender:

Female	7,139	(54.55%)
Male	5,785	(44.21%)
Unknown	161	(1.24%)

Student Ethnicity:

African American/Black	292	(2.23%)
Asian	641	(4.90%)
Hispanic	7,495	(57.28%)
Native American	56	(0.43%)
Pacific Islander	27	(0.21%)
Two or More Races	461	(3.52%)
White	4,015	(30.68%)
Unknown	98	(0.75%)

Student Age (Average Age 24.6 yrs.):

19 or younger	4,170	(31.87%)
20-24	5,013	(38.31%)
25-29	1,606	(12.27%)
30-34	726	(5.55%)
35-39	475	(3.63%)
40-49	607	(4.64%)
50-59	365	(2.79%)
60+	123	(.94%)

Degrees Awarded 2013-2014:

Associate's Degrees	1,234
Certificates of Achievement	617

Ventura College is 34th 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 2013-2014:

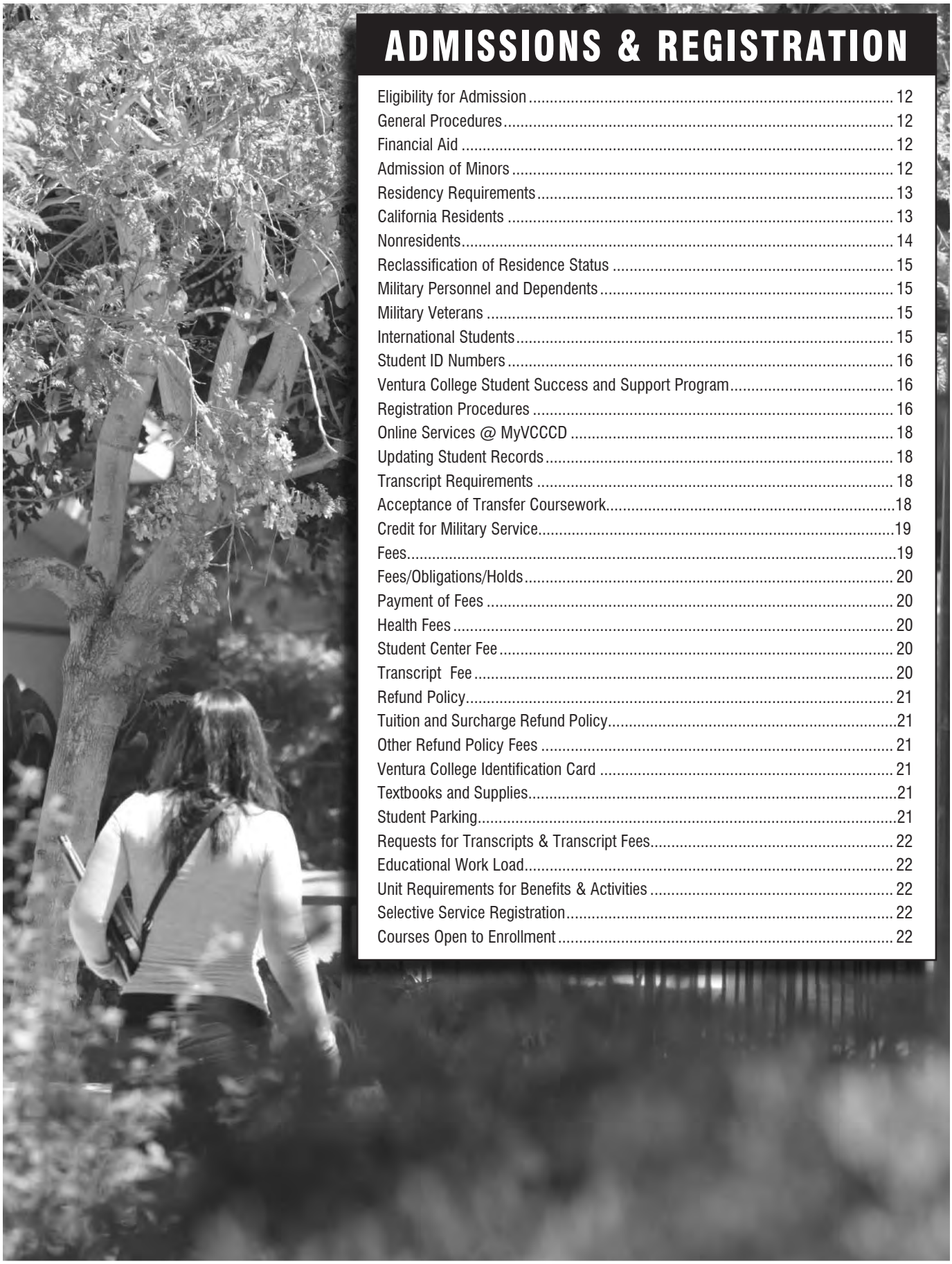
University of California	123
California State University	614

Most Current Transfer Data 2013-2014:

In-State Private Colleges and Out-of-State Four-Year University	316

2013-2014:

Total Financial Aid awarded	$25,652,659 (Ventura)
Total Scholarships awarded	$592,361
Ventura College Promise Grants awarded	$458,593



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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 possesses a high school diploma or equivalent (certificate of proficiency, GED), any adult 18 years of age or older who may benefit from instruction offered, and any California resident who is an apprentice as defined in Section 3077 of the Labor Code.

For the purpose of admission to the colleges of the Ventura County Community College District, students' self-certification may serve as proof of high school attendance and graduation or its equivalent. Students may be required to provide verification of high school graduation; or in the case of home schooled students, verification from an accredited high school district that the home school curriculum completed meets the criteria for exemption from California Compulsory Attendance Laws, for financial aid eligibility or other purposes.

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 Admissions Procedures

New students to the Ventura County Community College District must complete an application for admission, and complete orientation, assessment and a student educational plan before they can register for classes. The application for admission is available online at 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. There is no cost to apply.

Graduating High School Seniors who are interested in attending Ventura College will receive information about application workshops, orientation, assessment and counseling sessions from their high school counselors. Activities may be held on high school campuses or at Ventura College.

Other first time learners may submit an online application, set up their MyVCCCD student portal as directed in the responding email, and complete the orientation online or in-person. They will be required to come to the campus for assessment and counseling to develop their initial educational plan. See "Student Success and Support Program" on page 16 for more information.

Returning students who have not attended one of the VCCCD colleges in the last year:

- Must reapply for admission at the college website provided above.
- Must reactivate their MyVCCCD Student Portal if necessary
- May be required to complete orientation, assessment and counseling to develop or revise their educational plan.
- Returning students who have attended other colleges should make a counseling appointment to have their other college transcripts evaluated for the educational plan.
- All requirements must be completed before returning students can register for classes.

Applications for admission to the colleges of the Ventura County Community College District become the property of the colleges once they are submitted. Applications 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.

Financial Aid

Ventura College participates in an array of federal and state financial aid programs. All students are encouraged to apply by either completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov or, for AB540 students completing the California Dream Act Application at https://dream.csac.ca.gov/. Apply early as some funds may be limited. For further information and deadlines, please visit the financial aid office website at http://www.venturacollege.edu/finaid or stop by the office located in the BCS Building.

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.

Eligible nonresident high school students may qualify for exemption from nonresident tuition as follows:

Special part-time admissions students who are determined to be nonresidents may be admitted and classified as nonresidents but exempt from paying nonresident tuition per California Ed. Code, Section 76141. The following conditions apply:

• The term "special admission student" refers to concurrently enrolled K-12 students who have been recommended by the principal of the pupil's school and have parental permission to attend a community college during any session or term and who enroll in 11 or fewer units per semester, in accordance with Education Code, Section 76001. (Except that parental permission may not be required for special admission students who are 18 years of age or older.)

• The exemption does not apply to full-time special admissions students.

• This exemption does not apply to categories of students who would be precluded from qualifying for AB 540 nonresident tuition exemption; i.e., a) students who reside outside of California and enroll via Distance Education and b) students on most nonimmigrant visas.

• T and U nonimmigrant visas are eligible for this exemption.

• Students receiving this exemption do not receive resident status for the purpose of tuition or financial aid. Rather they are exempt from nonresident tuition under this law. Application for this exemption is initiated at the Admissions and Records Office on the student's primary campus.

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

All Special Admission forms are available online at the college website and at the college Records Office. Detailed information on prerequisites clearance is available online and 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.

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.

Residency Requirements

The determination of legal California residence is a complex matter. Students will be required to present various kinds of documentation for purposes of the final determination. All questions as to legal residence and the exceptions allowed under California law shall be directed to the Admissions and Records Office. The right of a student to attend any public community college in California is conditioned by certain residency qualifications set forth in the California Education Code. Residence determination is based on state and federal law, and is subject to change without prior notification.

California Residents

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

Students who have lived in California for more than one year but less than two years will be asked to show proof of legal California residence. The burden of proof lies with the student, who must present documentation of both physical presence in the state for at least one year and one day, and intent to establish permanent California residence. Failure to present such proof will result in a non-resident classification for admission and tuition purposes. A list of acceptable proof documents is available on the college website and from the Admissions and Records Office.

Non-citizens holding immigrant and non-immigrant visas (other than F1 or M1) may be eligible to establish California residency if allowed under the terms of his/her visa, and upon presentation of acceptable residency documentation. The student will initially be classified as a nonresident and required to present the following items at the Admissions and Records Office:

- Visa
- Documentation that verifies that the student has resided in California for one year and one day preceding the first day of the semester, and that the student has taken actions consistent with the intent to establish California residency

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. 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 of another state

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).

U.S. citizens or permanent residents who previously held California residency and are returning to the state after an absence, and 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 meet all of the following criteria:

- Attendance at a California high school for three or more years; and
- Graduation from a California high school or attainment of the equivalent thereof, (CHSPE, GED acceptable); and
- Submission of the self-certifying affidavit required by the California Community Colleges' Chancellor's Office; and
- Submission of additional verifying documentation as required by the college (e.g. high school transcripts).

Special part-time admissions students who are determined to be nonresidents may be admitted and classified as nonresidents but exempt from paying nonresident tuition per California Ed. Code, Section 76141. The following conditions apply:

- The term "special admission student" refers to concurrently enrolled K-12 students who have been recommended by the principal of the pupil's school and have parental permission to attend a community college during any session or term and who enroll in 11 or fewer units per semester, in accordance with Education Code, Section 76001. (Except that parental permission may not be required for special admission students who are 18 years of age or older.)
- The exemption does not apply to full-time special admissions students.
- This exemption does not apply to categories of students who would be precluded from qualifying for AB 540 nonresident tuition exemption; i.e., a) students who reside outside of California and enroll via Distance Education and b) students on most nonimmigrant visas.
- T and U nonimmigrant visas are eligible for this exemption.
- Students receiving this exemption do not receive resident status for the purpose of tuition or financial aid. Rather they are exempt from nonresident tuition under this law. Application for this exemption is initiated at the Admissions and Records Office on the student's primary campus.

Non resident students who are U.S. citizens and who reside in a foreign country will be admitted and classified as nonresidents but exempted from payment of nonresident tuition provided they meet all of the following requirements:

- Demonstrate a financial need for the exemption.
- Has a parent or guardian who has been deported or was permitted to depart voluntarily under the Federal Immigration and Nationality Act.
- Moved abroad as a result of the deportation or voluntary departure.
- Lived in California immediately before moving abroad. Attended a public or private secondary school in California for three or more years.
- Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education.
- Will be living in California and will file an affidavit with the community college stating that he or she intends to establish residency in California as soon as possible.
- Documentation shall be provided by the student as required by the statue as specified in Education Code, section 76140(a)(5).
- Students receiving this exemption do not receive resident status for the purpose of tuition or financial aid. Rather they are exempt from nonresident tuition under this law. Application for this exemption is initiated at the Admissions and Records Office on the student's primary campus.

In accordance with Education Code Section 68075.5(c), a full exemption from the nonresident fee for all students verified to be "covered individuals" per the criteria listed below and that qualify to use Montgomery GI Bill-Active Duty or Post-9/11 GI Bill education benefits (Chapters 30 and 33, respectively, of Title 38, U.S. Code) while living in California will be eligible for this exemption. A "covered individual" is defined in the VACA Act as:

1. A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.

2. A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.

3. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Servicemember's death in the line of duty following a period of active duty service of 90 days or more.

4. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees as described in the updated fee policy described below.

Students eligible for VA education benefits must provide a "Certificate of Eligibility" (COE) by the VA that will confirm the approved education benefits for the veteran or eligible dependent (who is made eligible through the Transfer of Entitlement (TOE) to basic educational assistance under chapters 30 and 33 of title 38, U.S. Code). The DD Form 214, Certificate of Release or Discharge from Active Duty, generally referred to as a "DD 214", may also need to be submitted to assist with confirming the "covered individual" status as it will show the effective date of the veteran's discharge from active service.

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.

Request for Reclassification may be denied if the student:

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

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

Military Personnel and Dependents

Active duty military personnel and their dependents, military veterans and their dependents are subject to the same criteria and regulations regarding the establishment of California residency as other non-resident students. The information provided herein refers to the assignment of California residency based on active-duty or discharged veteran status solely for the purposes of determining the tuition and fees for eligible service members, former service members and their dependents.

A student who is a member of the Armed Forces of the United States stationed in this state on active duty or a student who is a dependent (natural or adopted child, stepchild, or spouse) of a member of the Armed Forces of the United States stationed in this state on active duty is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

If that service member is subsequently transferred out of California on military orders but continues to serve in the U.S. Armed Forces, or is subsequently retired from military service, neither the service member nor his or her dependent shall lose resident classification for tuition purposes so long as he or she remains continuously enrolled at the institution.

Military Veterans

A student who was a member of the Armed Forces of the United States stationed in this state on active duty for more than one year immediately prior to being discharged shall be exempt from paying nonresident tuition for up to one year if he or she files an affidavit with the community college stating that he or she intends to establish residency in California as soon as possible.

The one year exemption provided in paragraph (1) shall be used while the student lives in this state and within two years of being discharged.

A former member of the Armed Forces of the United States who received a dishonorable or bad conduct discharge shall not be eligible for an exemption pursuant to this section.

International Students

International Student 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 applies), 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 Program 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 Program 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 a 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 educational 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 show proof of sufficient financial support to pay tuition, fees, and living expenses for one year. This cost is estimated to be $22,700 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 I-20s issued by other schools, so copies can be made and filed.

Limitations on International Student Enrollments: 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. Consult the college website for additional Information.

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) 289-6133.

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 Student Success and Support Program

See Appendix XII for details.

The primary goal of Student Success and Support Program services is to assist all students in attaining academic success. It is a partnership 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 that the student must take to achieve his/her educational goals. Within the Student Success and Support Program process both college and student responsibilities are defined.

The following Student Success and Support Program activities must be completed before registration:

1. An online and/or in-person orientation.
2. Assessment thru multiple measures, including but not limited to - testing for Math, English, and English as a Second Language, evaluation of other college coursework, career and interest inventories; which result in course placement recommendations.
3. Counseling advisement resulting in the development of a Student Educational Plan.

Additional requirements and exceptions apply. Consult the Appendix XII at the end of this catalog for full policy and procedures regarding Student Success and Support Program services.

Registration Procedures

See Appendix XV for details on Enrollment Priorities.

Register online through the student portal (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.

Beware that instructors may drop students who are registered or waitlisted but fail to attend the first day of class.

New Students receive enrollment priority after completing orientation, assessment and a student educational plan. These may be accomplished in different ways including but not limited to completing the online orientation or attending an in-person session; taking the assessment tests, submitting transcripts of other college work completed and/or other test scores for evaluation; completing a one- or two-semester "abbreviated" educational plan, or developing a comprehensive educational plan that is approved by an academic counselor.

Continuing students receive enrollment priority based on the number of completed and in-progress degree-applicable units taken at any of the colleges in this district providing they have not been placed on academic or progress probation for two consecutive terms and have not earned more than 90 degree-applicable units at the colleges in the VCCCD. Students who started in Fall 2014 or after and did not complete all three Student Success activities (orientation, assessment, and an initial or comprehensive educational plan) will not be eligible for priority registration as continuing students.

Limitations

- Continuing students who have earned more than 90 units will lose enrollment priority and will register during open registration unless they successfully petition for a waiver that reinstates them to the previous enrollment priority. The petition for reinstatement of enrollment priority is initiated through a counseling appointment.
    - o Students may petition for reinstatement of registration priority if they are enrolled in a high-unit major or program of study, high-unit transfer major; or are registering for their last semester at the college.
- Continuing students who are placed on academic or progress probation or more serious academic sanction for two consecutive terms will lose enrollment priority and will register during open registration. Students who lose their priority may appeal if they have verifiable extenuating circumstances as defined below; an approved appeal will result in the reinstatement of enrollment priority. The petition to appeal loss of enrollment priority is initiated through a counseling appointment.
- Extenuating circumstances are defined as verifiable cases of accident, illness or other circumstances beyond the student's control. Appeals must be supported by verifiable documentation of circumstances.

Returning Students who have not attended in the past year and have completed no more than 90 units within this district and have completed orientation, assessment and an educational plan will have registration priority over returning students who do not meet these criteria.

Special Admission Students register behind other groups as designated by state mandate. Where the district has an MOU with specific high schools that designate them as partners in a "middle college high school" agreement, the students from those high schools will be afforded priority over other special admission students.

Early Priority Registration will be granted to students who are identified as foster youth or former foster youth (through age 24); are eligible for services through the EOPS, EAC/ACCESS (DSP&S) and/or CalWorks; students who are military veterans or active duty service members, providing that:

• New students in all of these groups have completed orientation assessment and an educational plan;

• Continuing students who are EOPS, EAC, Calworks and active duty or military veterans are in good academic standing, and have not earned more than 90 degree applicable units in the district.

Appeals

Students who have lost registration priority due to having more than 90 earned degree-applicable units or to being on Probation 2 or dismissal, may appeal for reinstatement of their priority due to extenuating circumstance. The appeal must be supported by verifiable extenuating circumstances. See Appendix XV for more detailed information, or contact the Counseling Office.

Prerequisites and Corequisites

All course prerequisites are strictly enforced at registration. Students must have completed the prerequisite course at this college with a grade of A, B, C or P, or be currently enrolled in the prerequisite class at one of the VCCCD colleges, or must have presented external transcripts to the Assessment Office and received prerequisite clearance.

Students who do not meet a course prerequisite through college coursework as evidenced on a college transcript may be eligible to challenge the prerequisite requirement. Challenge petitions must be submitted and approved before registration can occur. Consult the college website under Student Success and Support Program for more information about the challenge requirements and process: http://www.venturacollege.edu/departments/student_services/counseling/prerequisites.shtml.

Corequisites require that a student register in both of the linked classes during the same semester. Both classes must be registered at the same time, and waitlisting is not allowed for corequisite courses.

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 course prerequisites are strictly enforced at registration. Students must have completed the prerequisite course at this college with a grade of A, B, C or P, or be currently enrolled in the prerequisite class at one of the VCCCD colleges, or must have presented external transcripts to the Assessment Office and received prerequisite clearance.
- Students who do not meet a course prerequisite through college coursework as evidenced on a college transcript may be eligible to challenge the prerequisite requirement. Challenge petitions must be submitted and approved before registration can occur. Consult the college website under Student Success and Support Program for more information about the challenge requirements and process: http://www.venturacollege.edu/departments/student_services/counseling/prerequisites.shtml
- Waitlisting is not allowed for corequisite courses. Corequisites require that a student register in both of the linked classes during the same semester. Both classes must be registered at the same time.
- 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.
- Instructors may drop students who are registered or waitlisted but fail to attend the first day of class.
- Students dropped from all enrolled courses due to nonpayment of fees will also be dropped from the priority waitlist.

MyVCCCD Online 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 (my.vcccd.edu).

MyVCCCD provides access to the following online services and features:

- Registration status, appointments, and calendars
- Registration, add and drop classes
- Financial aid: Track and manage awards
- Apply for the VC Promise and VC Foundation Scholarships (VC only)
- Pay fees, purchase parking permits, and VC Student Photo ID cards
- Purchase parking permits (can only be done online!!)
- Sign up for payment plan (can only be done online!!)
- Check progress toward a degree, certificate or transfer requirements using DegreeWorks
- Access online classes
- View/Print unofficial transcript
- View/Print schedule
- Print official enrollment verification
- Search for classes using the registration "shopping cart" or the “searchable” schedule of classes (find drop deadlines, prerequisites, and more)
- Update personal information (address, phone, emergency contact numbers, major, program of study, educational goal) Forward college email to a personal email account (REQUIRED if you want to receive college emails to your personal email account.)
- Change portal 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 the MyCollege tab. Name changes must be filed in-person at the 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 to Ventura College 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.

Official transcripts are **required** to be submitted for degree and/or certificate requirements even if the courses are not being used to satisfy requirements. 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:

Institutions must be regionally accredited by one of the following accrediting bodies:

- Middle State Association of Colleges and Schools, Commission on Higher Education
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education
- New England Association of Schools and Colleges, Commission on Technical and Career Institutions
- North Central Association of Colleges and Schools, The Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Schools and Colleges, Commission on Colleges
- Western Association of Schools and Colleges, Accrediting Commission for Community and Junior College
- Western Association of Schools and Colleges, Accrediting Commission for Senior 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 as being equivalent to a regionally accredited institution by one of the member agencies of the National Association of Credentials Evaluation Services or one approved by the California Commission on Teacher Credentialing. Evaluations from other professional credentials evaluation services will be reviewed for acceptability on a case-by-case basis. The evaluation must be a detailed or comprehensive evaluation that includes course-by-course descriptions, unit values and/or grade point average, and identification of lower and upper division courses. Evaluations must be mailed directly to Ventura College from the evaluation service. Contact the Ventura College Registrar's 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 CSU General Education Breadth or IGETC (except Area 6) certification unless the foreign institution has U.S. regional accreditation. 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 faculty.

Credit for Military Service

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.

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 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.

Enrollment Fee: .....$46.00 per unit
23.00 per 1/2 unit
11.50 per 1/4 unit

Health Fee (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 resident and International students .....$235.00 per unit

International and Nonresident Domestic Student Surcharge .....$14.00 per unit

International Student Application Processing fee.. .....$50.00

Materials Fees .....see Instructional Material Fee

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

Student Activities Fee (optional).....$7.00 per term

This optional Student Activities Fee is collected at the time of registration. This fee provides support to student life activities, events, and programs sponsored by the Associated Students of Ventura College, campus student organizations, and departments including the Student Activities Office. Authorized by Education Code 70902(b)9, and approved by the VCCCD Board of Trustees April 2015. This fee may be waived for religious, political, financial or moral reasons. Waiver forms are available at the Student Business Office.

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.

Student Photo ID card (optional) .....$6.00 per semester
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 student account is cleared.

FEES/OBLIGATIONS/HOLDS

CALIFORNIA RESIDENTS: California residents must pay the mandated enrollment fee, health fee, student center fee, student representation fee and applicable course materials fees. California residents and AB 540/Dream Act eligible students 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, student representation 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 page 14, California Residents for information.

INTERNATIONAL STUDENTS: International students must pay enrollment fees, health fee, nonresident tuition, student center fee, student representation 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.

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 Fee

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 (BP 5030), 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).

Health fee waiver forms are located in the Admissions and Records Office.

Instructional Materials Fee

(Where Appropriate):

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 or on the College website.

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 and Transcript Fees, section of this Catalog or on the College website.

Notice: The colleges of the VCCCD are in the process of implementing an online transcript ordering and delivery service. Costs for transcripts will vary based upon the delivery method chosen, and the service will provide a broader range of options to students. Consult the college website at www.venturacollege.edu/transcripts for up-to-date information before you request transcripts.

Refund Policy

Enrollment Fee Refund Policy:

- 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.

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.

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.

Ventura College ID Card

Purchase of a Ventura College ID 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.

- $6 per semester; or
- $10 for the school year, ending at the completion of the summer session.

Textbooks and Supplies

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

Student Parking

- 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 will be cited and may be towed away at owner's expense (CVC 22652). Information regarding towed vehicles is available by contacting the Campus Police office on 71 Day Road, or by calling (805) 289-6486.

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 no "grace period" for obtaining your permit. Semester permits are purchased online through the student web portal: my.vcccd.edu. 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 VCCCD Board of Trustees.

Automobile:	
regular sem. / summer sem.	$52 / $26
BOGW students:	
regular sem. / summer sem.	$30 / $25
Motorcycle:	
regular sem. / summer sem.	$35 / $15
Single Day	$2
Ridesharing/Carpooling:*	
regular sem. / summer sem.	$35 / $15

*To encourage ridesharing and carpooling, the parking permit fee shall not exceed thirty-five dollars ($35) per Fall and Spring semesters and fifteen dollars ($15) per Summer semester for a student who certifies that he or she regularly has two or more passengers commuting to the community college with him or her in the vehicle parked at the community college.

Purchasing Semester Permits: Semester permits are purchased on-line through the student web portal: my.vcccd.edu. 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 throughout the 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 11:00pm, and Friday, 7:00am to 5:00pm. Auto permits are static cling material 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. (The auto cling permits are transferrable; if the permit will no longer cling to the window, simply wash with a mild detergent and rinse, then try re-affixing to a clean windshield.)

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 Admissions and Records Office.

Notice: The colleges of the VCCCD are in the process of implementing an online transcript ordering and delivery service. Costs for transcripts will vary based upon the delivery method chosen, and the service will provide a broader range of options to students. Consult the college website at www.venturacollege.edu/transcripts for up-to-date information before you request transcripts.

IMPORTANT NOTE: *Official transcripts cannot be released if a student has any outstanding fees and/or obligations due to the District. Students must present picture ID to receive transcripts.*

Under the Family Educational Rights and Privacy Act (FERPA), 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 Appendix I in this catalog, "Privacy Rights Regarding Student Records".

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 Associates 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 or designee 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.

Students, especially those who work or participate in extracurricular activities, should consider the following guidelines for planning their courses and unit load:

Units	Class/Study Hrs per week	Work/Extra-Curricular Hrs per week
15 or more	30-36	0-8
12-14.5	24-29	8-15
9-11.5	18-24	15-20
6-8.5	12-18	20-30
5.5 or fewer	6-12	30-40

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 ..... 0.5 to 5.5 units

EOPS SERVICES: 12 units

ATHLETIC ELIGIBILITY: 12 units

STUDENT GOVERNMENT:

Major office ..... 6 units

Council members ..... 3 units

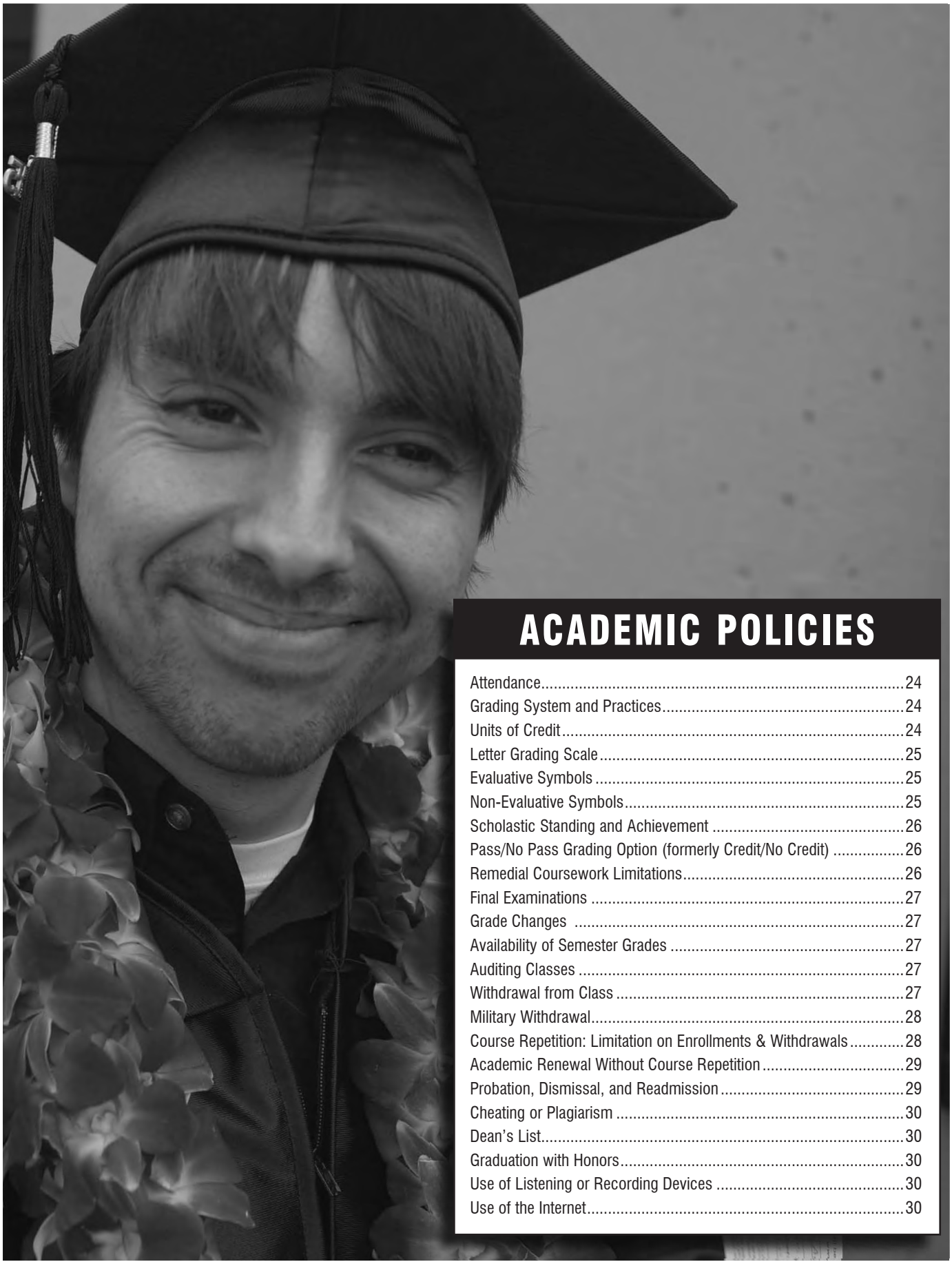
STUDENT EMPLOYMENT: 12 units (generally); 6 units or less if eligible for CalWORKs, EAC, or EOPS or Federal Work-study funds.

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.

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, both registered and on the waitlist, are expected to attend the first class meeting. Instructors may drop all registered and waitlisted students who do not attend the first day of class, and they are required to drop those who quit attending prior to the census date for each class. They may, but are not required to, drop registered students who quit attending after census but before the final drop deadline for each class. Students are responsible for dropping their classes and withdrawing from the college, and should initiate the drop themselves.

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 gradable courses shall be graded in accordance with the provisions adopted by the Ventura County Community College District (VCCCD) Board of Trustees.

Distance Education

Distance Education at the college means providing access to education through the use of technology and beyond the traditional patterns of campus-based education and programs. A variety of courses are offered completely online, as hybrid online/face-to-face courses, or as face-to-face web-enhanced courses. Courses are taught by the same qualified instructors and follow the same curriculum and standards as the classroom-based course. Distance Education courses provide flexibility in scheduling and are especially helpful to self-directed learners. It is recommended that students be comfortable with computers, particularly the internet, before taking an online or hybrid course. As 21 century learners, all students can assume to have some level of interaction with technology as part of the educational experience at Ventura College.

Regular Effective Contact Policy

"Regular effective contact" can be defined as a certain minimum frequency of quality instructor-student interaction in a distance education class.

"Quality interaction" between instructor and students is regular communication between the two parties. As in a face-to-face course, the instructor must be able to initiate and participate in student discussions or the equivalent in an online environment via a variety of modalities in the district provided Learning Management System (LMS). The instructor must regularly monitor and moderate any student assignments or activities in the online classroom in which students interact with each other. The instructor must be available to answer students' questions about both the material and the course itself in an efficient and timely manner. The instructor must also provide regular and timely feedback on, and assessment of, student work; for example, the instructor should respond to students' emails within the instructor's stated availability contained in the syllabus; the instructor should provide feedback and/or grades on assignments within a week and/or within the instructor's stated availability contained in the syllabus. In the context of a Distance Education (DE) or hybrid course, the instructor must spend approximately as much time on these interactions as he or she would for a face-to-face course.

The modes that a DE instructor can use to create regular effective contact are almost limitless but should be easily accessible for the students and, when in question, verifiable. Use of the district provided LMS provides both accessibility and verifiability. Available within the district provided LMS and additionally, synchronous technologies currently available include (scheduled or unscheduled) online chat, telephone contact, video conferencing, virtual field trips, virtual meetings, or online presentation platforms such as CCC Confer; asynchronous technologies include email and other correspondence, discussion forums or boards, class announcements via a LMS homepage, websites, blogs, podcasts, voicemail, SMS/text messaging, or e-lectures. Neither of these lists is exhaustive, as there are always new technologies becoming available online. Any accessible medium (that is in compliance with Section 508 and the CCCCO Distance Learning Acce s Guidelines) is acceptable for facilitating regular effective contact.

Links to Regulations:

California Community Colleges Chancellor's Office – Distance Education Guidelines http://extranet.cccco.edu/Portals/1/AA/DE/de_guidelines_081408.pdf

California Community Colleges Chancellor's Office – Distance Education Access Guidelines for Students with Disabilities

http://extranet.cccco.edu/Portals/1/AA/DE/2011DistanceEducationAccessibilityGuidelines%20FINAL.pdf

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 (VCCCD) 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 – **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)

Pass ("P") is used to denote "passed with credit" when no letter grade is given. Credit Is assigned for work equivalent to a letter grade of "C" or better.

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; CRE grading symbol used prior to Fall 2015)

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 Ventura County Community College District (VCCCD) Board of Trustees 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.

W - Withdrawal

Withdrawing from semester-length classes: Students may withdraw from full semester-length classes through the end of the 14th week. A grade of "W" will be posted to the academic record for withdrawals that occur between the class census date and the end of the 14th week. No grade will be posted to the academic record for withdrawals that occur before the class census date. Students still enrolled after the end of the 14th week will receive a grade other than "W" on their academic record.

The census date for each class is determined by the length of the class and may vary. Consult the class syllabus or instructor for more information.

Withdrawing from short-term classes: Students may withdraw from short-term classes through 75% of the total number of class meetings. A grade of "W" will be posted to the academic record for withdrawals that occur between the class census date and the 75% deadline. No grade will be posted to the academic record for withdrawals that occur before the class census date. Students still enrolled after 75% of class meetings will receive a grade other than "W" on their academic record.

The census date for each class is determined by the length of the class and may vary. Consult the class syllabus or instructor for more information.

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

MW - 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 Ventura County Community College District (VCCCD) Board of Trustees, 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.

Scholastic Standing and Achievement

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

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 P in two units, would have a grade point average of 2.14. The computation is shown below.

3 units A x 4	=	12 grade points
3 units B x 3	=	9 grade points
3 units C x 2	=	6 grade points
3 units D x 1	=	3 grade points
2 units F x 0	=	0 grade point
2 units P x 0	=	0 grade point
14 graded units		30 grade points

(+ 2 P) - not calculated in GPA

30 ÷ 14 = 2.14 grade point average

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

Courses that are graded with a "P" are counted as earned units but are not calculated in the GPA.

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

Pass/No Pass replaced Credit/No Credit effective Fall 2009.

Colleges of the Ventura County Community College District (VCCCD) 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.

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.

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 the 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 Associates Degree or Certificate of Achievement. 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 and major requirements; therefore, units of "Pass" should not be used to satisfy major requirements for Associates 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 AP 4225 & AP 4227 (See Appendix XIV).

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 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. Remedial courses are identified as non-degree applicable in the course description section of this catalog.

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.

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.

Withdrawal from Class

Withdrawal from a class or from the college is primarily the responsibility of the student. Withdrawals may be done online or in person at the Admissions and Records Office. It is the student's responsibility to understand how a withdrawal will affect their academic records, academic standing, ability to repeat the course, eligibility for financial aid, athletic participation veterans' educational benefits and other programs, services or benefits. Instructors have a responsibility to drop students under certain circumstances as identified below.

Deadline dates for withdrawing from a class may be found on the student's Schedule/Bill and in the online searchable schedule of classes in the CRN notes – click on the CRN to view notes. Students who do not officially withdraw by the stated deadlines will receive an evaluative grade (A-F, P or NP). Withdrawal after the final deadline may be permitted if it is determined that extenuating circumstances prevented a student from completing and withdrawing from a course. Extenuating circumstances are verified cases of accident, illness or other circumstances beyond the student's control. Supporting documentation will be required. Students should contact a counselor or the Admissions and Records Office to initiate a Petition to Change a Grade to "W". A graded course that has been used to satisfy degree, certificate or transfer requirements will not be changed to a "W".

A grade of "W" is not calculated in the grade point average (GPA). Courses that receive "W" grades are counted as an enrollment attempt and will affect a student's ability to repeat the class. Students will

be blocked from repeating any course in which they have already received three "W", "D", "F" or "NP" grades in any combination. See Appendix XIV – Course Repetition for details. "W" grades are also counted in the determination of a student's academic standing, and excessive "W"s will be cause for placing students on progress probation. Students are encouraged to consult a counselor regarding the full impact of "W" grades.

Instructor-initiated drops: Instructors are required to drop by the census date any student who has never attended class or who has quit attending class. They may drop students who do not attend the first class meeting. The census date for each class is determined by the length of the class and may vary. Instructors may, but are not required to, drop students after the census date for excessive absences. Absence is generally considered excessive if a student misses 1/9 or more of the total number of classes (2 weeks of a full–semester class); however, the nature of the class may require a stricter absence policy. Consult the class syllabus or instructor for more information.

Withdrawing from semester-length classes: Students may withdraw from full semester-length classes through the end of the 14th week. A grade of "W" will be posted to the academic record for withdrawals that occur between the class census date and the end of the 14th week. No grade will be posted to the academic record for withdrawals that occur before the class census date. Students still enrolled after the end of the 14th week will receive a grade other than "W" on their academic record.

The census date for each class is determined by the length of the class and may vary. Consult the class syllabus or instructor for more information.

Withdrawing from short-term classes: Students may withdraw from short-term classes through 75% of the total number of class meetings. A grade of "W" will be posted to the academic record for withdrawals that occur between the class census date and the 75% deadline. No grade will be posted to the academic record for withdrawals that occur before the class census date. Students still enrolled after 75% of class meetings will receive a grade other than "W" on their academic record.

The census date for each class is determined by the length of the class and may vary. Consult the class syllabus or instructor for more information.

Distance Education Drop/Withdrawal

For Distance Education classes, specifically those that are 100% online, the drop policies of the individual instructor (as stated in the syllabus and/or the college's drop policy) may vary but be based upon the following:

All students are expected to attend the online class regularly, for a minimum number of hours and/or to complete a minimum number of assignments or quizzes as determined by the instructor.

Students enrolled in online classes must regularly login and actively participate or they may be considered non-participatory and thus may be dropped.

Although it is the responsibility of the student to withdraw from a class officially, the instructor also has the authority to drop a student for lack of active participation. The instructor is not required to notify the student after having provided students with the drop policy in the course syllabus.

Specific assignments within an online course can act as attendance or student activity indicators. If the assignment or activity is not completed by a given date, then a student is considered inactive and may be dropped. Attendance assignments or student activity indicators will be determined by individual instructors.

Attendance assignments or student activity indicators must be clearly defined in the course syllabus and fall into one of the following categories:

- Any assignment given before the census or drop dates.
- Assignments and/or activities indicating the student has begun to participate in the online class.
- Completion of assignments and/or activities by due dates.

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.

Course Repetition: Limitation on Enrollments & Withdrawals

Consult **Appendix XIV** 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 (3) 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. 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 appendix XIV.

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

Consult **Appendix XVI** of this catalog for full policy and procedure information regarding Academic Renewal

Students may petition to have a maximum of 24 units (or any portion thereof) of previous college coursework disregarded in meeting academic requirements in the colleges of the Ventura County Community College District (VCCCD) when that work is not considered to be reflective of the student's present demonstrated ability and level of performance. Academic Renewal is intended to facilitate the completion of requirements necessary for a degree, certificate or transfer.

Academic renewal may not be applied to any course that has been used to satisfy associate degree, certificate of achievement, IGETC or CSU-GE transfer general education breadth requirements.

Probation, Dismissal, and Readmission

Consult **Appendix XIII** 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 standards for academic progress may differ for students who receive financial aid and/or VA educational benefits. Consult Appendix IX for "Satisfactory Academic Progress" standards for financial aid recipients, and page 35 of this catalog for satisfactory progress standards for VA benefits recipients.

Continuing and returning students who have been on progress or academic probation for two consecutive terms, or are dismissed, will lose their registration priority. Consult Appendix XV-Enrollment Priorities for more information.

Students who lose their registration priority due to their academic standing may appeal for reinstatement of that priority if they can demonstrate extenuating circumstances. Extenuating circumstances, for this purpose, are defined as

- Accident
- Illness
- Other circumstances beyond the control of the student

Extenuating circumstances must be supported by verifiable documentation; examples of such documentation include statements from doctors or hospitals, police or insurance accident reports. Approval will result in reinstatement of registration priority.

Beginning with Fall 2016, students who fail to meet the institution's academic progress standards (e.g. fail to maintain a cumulative 2.00 GPA and/or fail to satisfactorily complete at least 50% of their attempted coursework) for two consecutive primary terms (Fall/Spring) will lose their Board of Governors (BOT) Fee Waiver. Loss of the BOGW is subject to appeal by the student. Criteria for appeal will be published in the 2016-17 catalog and on college websites.

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 www.venturacollege.edu/faculty_staff/academic_resources/academic_honesty

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 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

Admissions 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, external transcript evaluations, applications for degrees, certificates and transfer certification, enrollment verifications and determination of eligibility for veteran's benefits and intercollegiate athletics.*

See also "Welcome Center" in this section of the catalog.

Assessment Center / Student Success and Support Program

Program Purpose: *The assessment/student success 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, in collaboration with the Welcome Center, also organizes and schedules the college's annual high school Student Success and Support Program activities acting as liaison between the college and local high school faculty and staff as required in managing this activity.*

All first time students at Ventura College are required to participate in Assessment in the areas of Math and English. This information is helpful to students and their counselors in determining an appropriate student educational plan and referral to the appropriate student support services. Students are encouraged to give their best effort on the assessment tests, as placement could result in additional coursework requirement and increase time to degree completion.

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) 289-6484. Students with disabilities may be tested through the Educational Assistance Center.

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 who participate in the CalWORKs program will identify a course of study and an educational goal necessary to develop a comprehensive educational plan and acquire skills to prepare them to enter the job market, achieve personal and educational goals, and acquire life skills. An educational plan to create and Individual Training Plan (ITP) will be created that will prepare them to enter the job market.

Available services include:

- Academic counseling: career planning, course selection & registration
- Early registration
- Internships (paid or unpaid)
- Individual Training Plans (ITP)
- Workshops: Resume writing, interview preparation, life skills, time
- management, financial education, and study skills, job & career
- forum and fair.
- Advocacy with VC Human Services Agency
- Backpack and school supplies
- Computer lab
- Assistance applying for admission to OC
- Assistance applying for FAFSA and BOG Fee Waiver

For more information, please contact the Ventura College CalWORKs Office at (805) 289-6003For information and appointments, call (805) 289-6003. Ventura College CalWORKs office is located in the CSA Building.

Units of Credit

Our district, consistent with other districts across the state, adheres to the Carnegie Unit model for time spent in class and for time a student is expected to spend out of class in order to conduct required reading and homework.

- For every lecture hour that a student spends in class each week, the Carnegie Unit model calls for a student to spend two hours outside of class reviewing the material from lecture, reviewing notes, reading, and/or completing required homework.

- In courses that are "hands-on" and include lab time incorporated into the instruction, such as a word processing course or automotive repair course, there is very little homework involved. Because of the "hands on" nature of this type of instruction, the required weekly hours for such a course or program are typically on-site at the colleges. The scheduled hours are posted within the printed college schedule for the given semester. In addition, every course and program offered by the three colleges is described in each of the respective college catalogs. The course and program descriptions clearly specify whether a course/program is straight lecture or lab based.

• In cases where you have a CalWORKs participant with learning or physical disabilities, extra time may be needed in order to accommodate the special student success needs of such students. College counselors and/or Educational Assistance Center (EAC) personnel at each of the colleges will advise and/or assist County case workers with estimation of weekly schedules for any student with special needs.

The chart entitled "VCCCD Based on Carnegie Unit Model . . ." serves to illustrate the various configurations and weekly schedules that a student, depending on the unit load, may be required to follow in order to succeed with their course of study.

VCCCD Based on Carnegie Unit Model Total weekly number of hours based on number of lecture units being pursued by a student		
Academic Units for in-class lecture time	Two-to-one ratio of hours for outside of class study time, i.e. reading time, homework.	Total number of weekly hours that a CalWORKs student will be actively dedicated to educational program.
1 Units	2	3
2 Units	4	6
3 Units	6	9
4 Units	8	12
5 Units	10	15
6 Units	12	18
7 Units	14	21
8 Units	16	24
9 Units	18	27
10 Units	20	30
11 Units	22	33
12 Units	24	36
13 Units	26	39
14 Units	28	42
15 Units	30	45
In-Class Lab Formula (i.e. "hands on training" programs)		
20 Lab-based Instructional hours	*<20>All work typically performed by student in-class, lab, shop, unless required otherwise by instructor or program	20 Weekly hours
Note: The weekly hourly schedule described above does not include any time that a CalWORKs participant may be required to conduct extra-curricular activities (i.e. field trips), student services orientations outside of class, counseling sessions, tutoring sessions, or travel time to and from campus, etc. Credit for acceptable activities will have to be determined as such by County personnel who, ideally, will discuss any related concerns with appropriate college staff. *There may be some training programs at Ventura College that utilize both the straight lecture formula and the lab-based formula to deliver their instruction to students.		

Campus Police Services

To formally contest a citation, within 21 days of receiving the citation, the registered owner must go online to www.citationprocessingcenter.com and submit an appeal. The Campus Police stations will soon be obtaining a kiosk where persons who received citations may use a dedicated computer for that purpose. For questions regarding citations, call or visit the Campus Police Station at the following:

Moorpark College Campus Police - Located in Parking Structure, on the second level; the supervisor's hours are from Monday – Thursday, 7am – 5pm; phone number (805) 378-1455.

Oxnard College Campus Police – Located near G-lot, designated as 7 on campus map; supervisor's hours are from 7am – 5pm Monday through Thursday; phone number (805) 986-5805.

Ventura College Campus Police – Located at 71 Day Road; supervisor's hours are from 7am – 5pm Monday through Thursday; phone number (805) 289-6486.

Questions regarding the status of a citation may be directed to the office of the Chief of Police at 805-652-7751, or to Data Ticket via phone at (800) 989-2058.

For emergencies, contact Campus Police or dial 9-911 from College phones, or 911 from pay phones. 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, located at the corner of Telegraph Road and West Campus Way, supports VC students by providing high quality preschool and childcare services for their children ages 2 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 license 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 (805) 289-6448 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.

To maximize your educational success, students are encouraged to meet with a counselor on a regular basis. Student Success & Support Program (SSSP) is a process that enhances student access and sustains the efforts of students to be successful in their educational endeavors. The goals of SSSP are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives.

As a result, SSSP will ensure that:

• Newly matriculated students will complete an Abbreviated Educational plan prior to completing 15 credit units.

• Once the student identifies their program of study, they will meet with a counselor to create a comprehensive Educational Plan that will detail the necessary courses to reach their academic goal.

• Students are strongly encouraged to follow-up with a counselor to review and/or revise their Education Plan as needed to adapt to developing education and career goals.

• Ample services are available to assist students in exploring career, transfer, and vocational goals specific to their development.

Educational Assistance Center (EAC)

Program Purpose: *The programs and services of the EAC are designed to support students with disabilities in the achievement of their academic and vocational goals while providing equal educational opportunity. EAC students increase their knowledge of available accommodations and services available to them, leading to an increase in independence, self advocacy and academic success.*

Ventura College provides support for all eligible students with disability related needs. The EAC facilitates equal access for qualified students to community college education through services, academic accommodations and specialized instruction.

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 and accommodations that EAC provides.

These services may include: one-stop priority registration assistance; specialized academic and career advisement; sign language interpreters; note taking assistance; readers; transcribers; mobility assistance; assessment of learning differences; disability-related counseling; class room testing; print material in alternate format; assistive computer technology and other assistive equipment.

Through the instructional side of the program, Learning Skill classes (LS) and EAC classes are offered for personal and scholastic development such as writing, reading, math, memory, study strategies and adapted physical education. These classes are offered to assist students needing additional basic skills preparation for college-level course work. Although designed for students with disabilities, these courses are available to all Ventura College students.

Students can also register for a variety of instructional classes in Assistive Computer Technology (ACT). The Assistive Technology Training Center (ATTC) is designed to teach all students with disabilities about the latest in computer access devices and instructional software. This may including speech synthesizers, screen enlargers, adapted keyboards, voice-input systems, text to speech software and adapted word processing programs. The ATTC is located on the first floor of the Learning Resources Center.

The EAC is located in the Administration Building. For more information call (805)289-6300; (805) 289-6015 (fax).

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 th*eir 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, required 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 Opportunity Services) and are TANF/AFDC/CalWORKs recipients may be eligible to receive additional financial assistance, book, and gas assistance. 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) 289-6302.

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 California Dream Act Applications as well as 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) or California Dream Act Application for each academic year.

Note: Additional forms are required for state aid programs. Please see Appendix IX 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. 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 IX.

The Financial Aid Office is located in the Bookstore and Campus Services Building (BCS). The Financial Aid Office website: 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 awarded to help students continue their studies. Each year, the Ventura College Scholarship Program awards over $500,000 to both continuing and transferring Ventura College students.

Applications for Ventura College Foundation scholarships may be obtained on the student portal in December of each year. 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 2015 may be eligible to have their first-year enrollment fees paid by the VC Foundation through the Ventura College Promise Grant. VC Promise applications are accessed via the student portal.

For more information, contact the Foundation Office at (805) 289-6461.

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” flyers.

International Students Office

Program Purpose: *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 currently enrolled 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. If you have any questions, please contact the International Student Office at (805) 289-6313.

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 School Certifying Official on campus of any changes in their academic program, class schedule, 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,
- Apply for your VA benefits online at 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.
- Submit required paperwork to the VA Certifying Official in the Admissions and Records Office.

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 School Certifying Official is located in the Student Services Center, (805) 289-6060.

External Resources

- The California Department of Veteran Affairs can be reached directly at 1(800) 952-5626 or cdva.ca.gov.
- The Department of Veteran Affairs can be reached at 1(888) 442-4551 or 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 chapters from the V.A. Students interested in filing benefits claims or receiving information should contact the School Certifying Official in the Admissions and Records Office.

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

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 certified 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 (6.5 units or more for Post-9/11, Ch. 33 benefits)

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)
- Post-9/11, Ch. 33 Veterans should call the V.A. for exact pay information.

Payment amounts are calculated based on eligibility, chapter of benefits and units certified as determined by the Veteran's Administration.

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 School Certifying Official in the Admissions and 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 School 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 Student Health Center where counseling interns can assist them with such non-academic concerns. Appointments are available in the Student Health Center by calling (805) 289-6346.

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.*

For more information, please see "STUDENT ACTIVITIES AND GOVERNMENT" section of this catalog.

Student Health Center

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 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 Center is located in CRC-108. Call (805) 289-6346 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 Student Success and Support Program, 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 is located in the Ventura College Welcome Center (CSC 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) 289-6154.

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 number is (805) 289-6411.

Transportation to Campus

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

Veterans' Resource Center

Program Purpose: *The Veterans' Center will provide a safe, welcoming environment for military veterans where they can gather, receive services and assistance that will enhance their access to and success at the college.*

Full- and part-time staff, college counselors, faculty and representatives from other departments on- and off-campus will provide services and support to our community of military veteran students. The Center will provide computers for student use; admission, registration and VA benefits assistance; academic and personal counseling; support groups and other services.

Welcome Center

Program Purpose: *The purpose of the Welcome Center is to provide students with an excellent entry experience at Ventura College , through the delivery of services that support and enhance student success.*

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, orientation, 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

Distance Education

Ventura College offers convenient, expanded access to higher education and learning opportunities via distance education. Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. Distance Education courses are ideal for independent, self-directed, and motivated students who have functional computers at their home or office and have access to broad band internet on an ongoing basis and have moderate computer skills. Distance Education has become a common learning method for students who are seeking to achieve their educational goals.

If you have further questions, please email distance_ed@vcccd.edu and a distance educational professional will assist you.

Desire2Learn Student Orientation

At the beginning of each semester we offer a live Student Orientation and Online Student Orientation to help students learn how to use our Learning Management System (LMS). The LMS houses all online, hybrid, and web enhanced classes. Students will learn how to locate online course, navigate the LMS, set personal settings, and use various tools. Please sign up for the Distance Education Student Orientation at:

http://www.venturacollege.edu/online-services/distance-education/d2l-student-orientations

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.

IDS N100 faculty are available throughout the day to assist students with assignments that they are working on in the BEACH. IDS N100 is a non-credit free course that students enroll in to gain access to this assistance throughout the semester. IDS faculty may also conduct skill building workshops during the term that students may find helpful.

The "BEACH" Learning Center computer lab is located on the first floor of the Library and Learning Resources building. For more information, call (805) 289-6320. A Learning Center is also located at the Ventura College Santa Paula site and is open to all Ventura College students; call (805) 289-6590 for directions and more information.

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 (POD/ computer station J), on student schedules. On the second floor is the Library which is a great place to study. The third floor is home to the Communication and Learning Resources Division Office, the Social Sciences and Humanities Division Office, and offices for faculty members from those divisions.

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 education, 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 students developing term papers, preparing speeches, and completing other classroom assignments. The Library is located on the second floor of the Learning Resource Center (LRC). The collection consists of 108,746 volumes, 228 periodical titles, 126 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. There are also public access catalog stations located throughout the 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.** 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 Reserve Collection and the Textbook Lending Library. The Textbook Reserve Collection is "Library Use Only" and is available at the circulation desk. The Textbook Lending Library contains a limited collection of textbooks that students may check out for the semester. The Textbook Lending Library contains new and 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) 289-6482 for the main library and (805) 289-6590 for the Ventura College Santa Paula site branch.

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

Reading/Writing Center

The Reading & Writing Center (RWC) is located in the LRC's BEACH in room 155. The RWC's focus is to support reading and writing across the curriculum. Students are encouraged to make use of the center's tutors and faculty to gain assistance with any writing assignment or issues with writing and reading that they would like to improve. Students are able to drop-in or make an appointment with a tutor to meet their schedule. Tutors will also provide individualized instruction to aid in the understanding of course assignments and expectations and in building confidence in reading and writing. Also available to students are handouts that address all areas of the writing process.

Math Center

The Math Center Center is located on the first floor of the Math/ Science building just across the lawn from the LRC building in room SCI-223. Staffed with a tutor and volunteer faculty, the Math Center provides free drop-in tutoring for all levels of math. The center is open Monday-Thursday 9 a.m. - 1 p.m. Tutors are also available for all levels of math in the Tutoring Center in the LRC building. For more information, call (805) 289-6026.

Online Tutoring

Ventura College students also have access to Smarthinking, our online tutoring service, for their VC courses. Online access is available 24/7 for many course subject areas. For more information, please see our online tutoring website at: http://www.venturacollege.edu/departments/student-services/tutoring/online-tutoring.

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. Online tutoring is available to all students. 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 also has a supplemental instruction program, called SI, where peer tutors (SI Tutors) are assigned to identified courses each semester. The SI Tutor will attend the class, hold outside group study sessions, and review course content for the students enrolled in the course. The SI tutor will also teach time management, textbook reading, and study skills.

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) 289-6590 for directions and more information. All Ventura College students may use the services at both sites.

Testing Center

Current students can drop in during Testing Center open hours to take make up tests with instructor approval. The Testing Center also can proctor tests for online classes from other colleges, employment tests, as well as placement tests for 4-year universities. The Testing Center is located in the LRC.

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 Programs compete in the Western State Conference with the exception of football, which is governed by the Southern California Football Association. To be eligible for competition, the student athlete must be continuously and actively enrolled in a minimum of 12 units during the season of competition and maintain a cumulative grade point average of 2.0. "Of the 12 credit units, at least nine shall be attempted in courses counting toward the associate degree, remediation, transfer, and/or certification as defined by the College Catalog, and are consistent with the student athlete's educational plan." (California Community College Athletic Association Code).

The Men's Athletic Program offers competition in baseball, basketball, cross-country, football, golf, swimming, tennis, track, and water polo. The Women's Athletic Program includes competition in basketball, cross-country, sand volleyball, soccer, softball, swimming, tennis, track, volleyball and water polo. Ventura College offers a co-ed spirit 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 two 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 AND COLLEGE SINGERS: These groups are designed for people who enjoy singing a wide variety of the finest choral literature. College Choir is an open group for singers with little or no previous experience. College Singers require an audition to sing with ensemble. Those are held on the first day of the semester, along with the initial placement auditions for the College Choir. A major performance will be presented each semester.

ORCHESTRA: Students are invited to participate in orchestra rehearsals and concerts each semester. These classes provide opportunity to perform great symphonic literature. The orchestra often supports Musicals, Opera, and Ballet. Auditions may be required for the selected productions.

INSTRUMENTAL CHAMBER ENSEMBLES: Chamber Music Ensembles are organized each semester for those students who desire experience in interpretation. Strings, Guitar, Brass, Woodwind, and Percussion ensembles are formed when qualified personnel are available.

JAZZ BAND: Students rehearse weekly in a large jazz band, with a major performance at the end of the semester. The focus is on a variety of Jazz idioms. Auditions may be required.

OPERA AND MUSIC THEATER: Students participate in weekly rehearsals and perform in a major production each semester. Auditions may be required.

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 Government meetings are held every Tuesday at 1:30 p.m. in the Student Center Multi-Purpose Room. 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) 289-6487 for more information.

Student Activities Fee (optional)

An optional Student Activities Fee is collected at the time of registration ($7 per semester). This fee provides support to student life activities, events, and programs sponsored by the Associated Students of Ventura College, campus student organizations, and departments including the Student Activities Office. Authorized by Education Code 70902(b)9, and approved by the VCCCD Board of Trustees April 2015. This fee may be waived for religious, political, financial or moral reasons. Waiver forms are available at the Student Business Office.,

Ventura College Identification Card

Upon payment of the fee ($10 yearly or $6 per semester), students receive a Ventura College photo ID 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:

*Adventure Club **
*Alpha Gamma Sigma Honor Society (AGS) **
*Anthropology Club **
*Architecture Club **
*Association of Ceramic Arts **
Biology Club
*Black Student Union **
*Café Philosophia **
ESL Conversation Club
*Film Club **
*Gay-Straight Alliance **
History & Pre-Law Club
*Hockey Club **
*Holistic Health Club **
International Students Club
*InterVarsity Christian Fellowship **
Movimiento Estudiantil Chicano de Atlan (MEChA)
*Pre-Health Society **
*Psychology Club **
*Society for Hispanic Professional Engineers (SHPE) **
*Sociology Club **
*Student Nurses Association **
*VC Press Club **
Ventura College Spirit Club
*Veteran's Club **
*Water Science & Engineering Club **
*Young Urban Zen **

** 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) 289-6105. The Civic Center Office is located on the Ventura College campus in the ADM building.

EL Camino High School

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

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

MESA

The MESA Community College Program supports students to successfully transfer to four-year universities in science, technology, engineering and math (STEM) majors. This support is especially crucial to students who come from low-performing high schools. The MESA Community College Program is a partnership between MESA and the California Community Colleges Chancellor's Office.

Eligibility:

1) Declare a calculus based (minimum of one semester required) major in math, science, or engineering field.

2) Planning to transfer to a four-year institution.

3) Have a minimum 2.5 cumulative GPA.

4) Completed MATH V03 or higher.

5) Demonstrated financial need by receiving feeral and/or state financial aid (BOGW, PELL Grant, Cal Grant, etc.)

Main components include:

- Academic excellence workshops. Students are scheduled in the same core math and science classes and taught how to successfully master complex technical ideas and principles through a collaborative approach.
- Orientation course. New students learn skills to excel as math, science and engineering majors.
- Academic advising/counseling. Students receive individualized academic guidance and develop multi-year plans so they can take courses in the most effective sequence and transfer in a timely manner.
- Student study center. This dedicated multipurpose space is the hub for study, workshops, special activities and information sharing. It is a key element in building a close learning community.
- Assistance in the transfer process. MESA provides counseling, workshops and visits to four-year universities.
- Career development. Students learn specifics about various engineering majors and job experiences. Industry mentors, job shadowing opportunities, career fairs, internships, scholarships and field trips to companies are also offered.

- Links with student and professional organizations. These resources provide mentors, guest speakers and tours of companies.
- Professional development. Through workshops and mock job fairs, students learn soft skills, corporate culture, resume writing and interviewing skills.
- Industry Advisory partnerships. Local boards offer valuable connections between students and industry leaders. Corporate representatives, including MESA alumni, participate on boards and provide scholarships, strategic planning, summer internships, field trips, scholarships, employment opportunities and other resources.

Program funding is administered through the California Community College Chancellor's Office.

Call (805) 289-6337 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) 289-6300 for information.

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 6100
Office Hours:
Monday – Thursday: 8:00 a.m. to 7:00 p.m.
Friday: 8:00 a.m. to 5:00 p.m.
Library and Learning Resource Center Hours:
Monday – Thursday: 8:00 a.m. to 8:30 p.m.
Friday: 8:00 a.m. – 2:00 p.m.

The Ventura College Santa Paula Site (VCSP) has been serving the educational needs of the Santa Clara Valley communities of Santa Paula, Fillmore, and Piru for over thirty years, and is the center of operations for Ventura College Off-Campus Programs.

At VCSP, 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 VCSP Library and Learning Resource Center (LRC) is open to all Ventura College students and is a place for students to do research, write papers for their classes, check out books via inter-library loan and the Lending Library, and work with software programs for their specific classes. Free Wi-Fi is also available.

VCSP offers limited Bilingual (English/Spanish) student services to all Ventura College students and prospective students, including admissions and registration, academic and career counseling, financial aid assistance, student portal support, payments, and math and English assessment testing.

VCSP also hosts several educational and culturally diverse and informative events throughout the year, including rotating art shows, lectures, and workshops.

GRADUATION REQUIREMENTS

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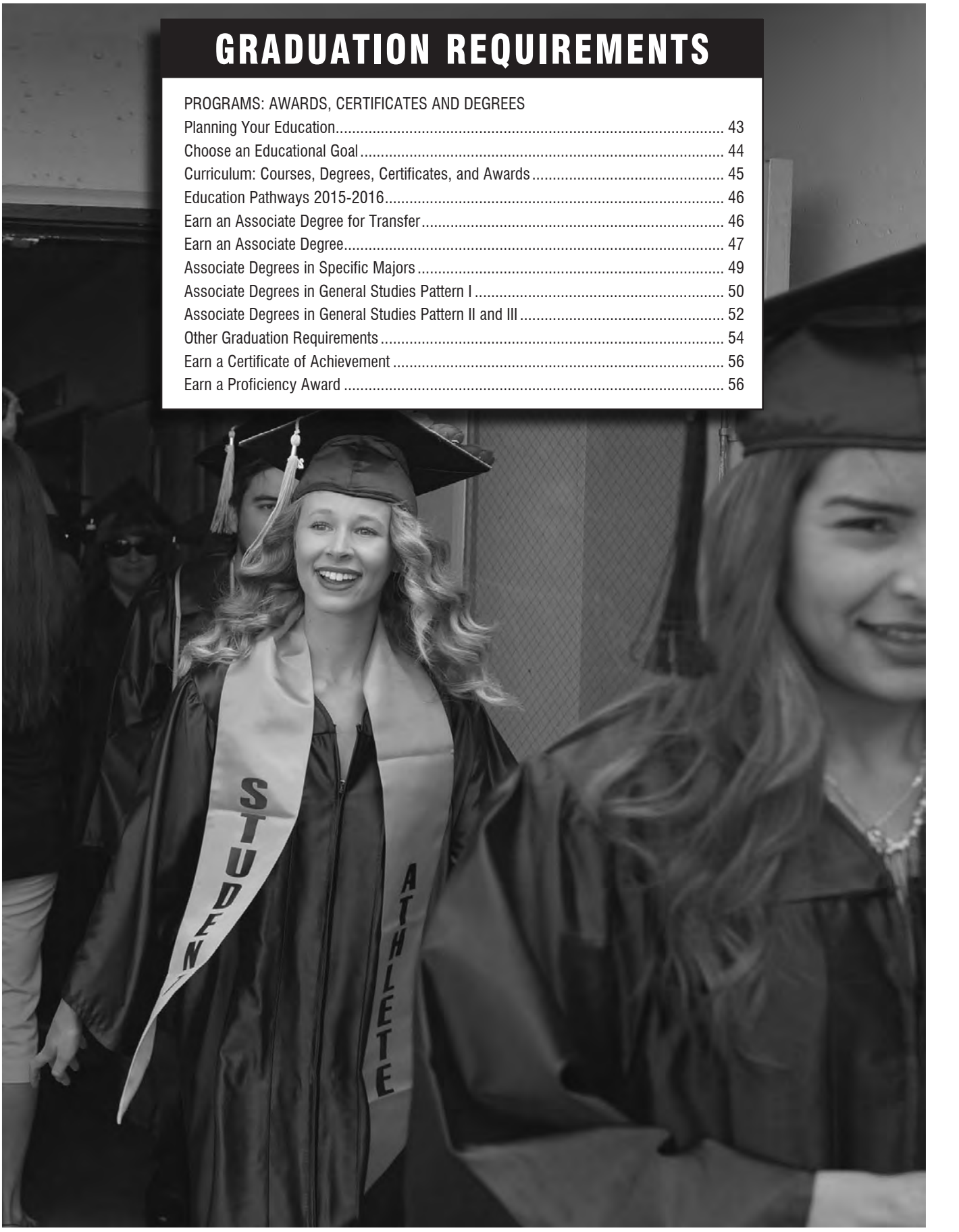


Planning Your Education

Counseling Center	(805) 289-6448
Transfer/Career Center	(805) 289-6411
	(805) 289-6473
Articulation Office	(805) 289-6447

Support Staff

Veronica Allen, Student Services Assistant II
Tricia Bergman, Administrative Assistant
Denise Pope, Student Services Assistant II
Bea Zizumbo, Office Assistant (bilingual)
Allison Torres, Counselor Assistant

Full-time Counseling Faculty

Gloria Arevalo
Scott Brewer
Marian Carrasco-Nungaray, Ed.D. (Transfer Center Coordinator)
Marcelino DeCierdo (Career Center Coordinator)
Helen Galindo
Angelica Gonzales
Bea Herrera
Guadalupe Moriel-Guillen
Mario Rivera
Erica Ruiz (First Year Experience Counselor)
Yia Vang
Dan Walsh
Corey Wendt (Department Chair)
Lauren Wintermeyer

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.

What do you want to accomplish at Ventura College?

- Prepare to transfer to a four-year college or university while earning an Associate Degree for Transfer (ADT).
- 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.

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.

- **Associate Degree for Transfer (ADT)** are Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) degrees and are awarded to students who successfully complete 60 semester uniuts of required general education (either the CSU GE or IGETC for CSU pattern) and specific set of lower division majorpreparation coursework. Students with an ADT are guaranteed admission into the CSU system to a program deemed similar to that of the degree and will have the opportunity to complete their Bachelor's Degre upon completion of the additional 60 units.
- **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.
- **Certificates of Achievemen**t require concentrated study in a specific skill or knowledge area.
- **Proficiency Awards** show that you have successfully completed one or more courses in a targeted career or skills area.

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 45.

Associate Degree for Transfer (ADT) to the CSU System

California Community Colleges (CCC) are now offering Associate Degrees for Transfer (ADTs) 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 degrees are designed to provide students with a clear pathway to a CSU major and baccalaureate degree by completing 60 CSU transferable semester units at the community college and 60 units at the CSU campus. Ventura College currently offers 16 ADTs. Please meet with a counselor to see if one of these ADTs is appropriate for you and meets your transfer educational goal.

Transfer to a 4-Year Institution

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, whether that is a University of California (UC), California State University (CSU), Independent or out-of-state institutions.

Associate Degree

In this economy, it is advantageous to have a college degree. Most of the associate degree majors at Ventura College are applicable to the local job market. An Associate in Arts (AA) or an Associate in Science (AS) 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 degrees that allows students to choose an area of emphasis from a group of disciplines rather than a specific major. See page 47 for a complete list of requirements for earning an Associate Degree.

Certificate of Achievement

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 56 for a complete list of requirements for earning a Certificate of Achievement.

Proficiency Award

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 recorded on student transcripts. See page 56 for a complete list of requirements for earning a Proficiency Award.

CURRICULUM: COURSES, DEGREES, CERTIFICATES, AND AWARDS

COURSES = C

ASSOCIATE DEGREE FOR TRANSFER = ADT Awarded to students who have successfully completed 60 CSU transfereable semester units; in general education (CSU GE or IGETC-CSU pattern), specified major, and/or elective courses.

ASSOCIATE DEGREE = AA/AS Awarded to students who have successfully completed a minimum of 60 semester units in general education courses with at least 18 units in one curriculum area.

CERTIFICATE = COA Awarded to students who have successfully completed specified units in a curriculum area.

PROFICIENCY AWARD = PA Awarded to students who have successfully completed a course or series of courses in specified curriculum.

CURRICULUM	C	ADT	AA/AS	COA	PA
APPLIED TECHNOLOGY & EMPLOYABILITY -BUSINESS ESSENTIALS	X				
APPLIED TECHNOLOGY & EMPLOYABILITY -CAREER EXPLORATION	X				
APPLIED TECHNOLOGY & EMPLOYABILITY -MATHEMATICS	X				
APPLIED TECHNOLOGY & EMPLOYABILITY -PRINCIPLES OF TECHNOLOGY	X				
APPLIED TECHNOLOGY & EMPLOYABILITY -WRITING	X				
AMERICAN ETHNIC STUDIES	X				
ANATOMY	X				
ANATOMY/PHYSIOLOGY	X				
ANTHROPOLOGY	X	X			X
ARCHITECTURE	X				
ART	X				
• ART HISTORY		X			
• CERAMICS			X	X	
• FINE ART			X	X	
• STUDIO ART		X			
ASSISTIVE COMPUTER TECHNOLOGY	X				
ASTRONOMY	X				
AUTOMOTIVE +	X				
• AUTOMOTIVE TECHNOLOGY			X	X	
BILINGUAL/CROSS-CULTURAL STUDIES			X	X	
BIOLOGY	X				
• BIOLOGICAL SCIENCES			X	X	
• BIOTECHNICIAN					X
BIOTECHNOLOGY	X				
BUSINESS	X				
• ACCOUNTING			X	X	
• ADMINISTRATIVE ASSISTANT			X	X	X
• BOOKKEEPING					X
• BUSINESS ADMINISTRATION		X			
• BUSINESS MANAGEMENT			X	X	
• MEDICAL ASSISTANT - ADMINISTRATIVE			X	X	
• MEDICAL ASSISTANT - MULTI-SKILLED			X	X	
• MEDICAL INSURANCE BILLING					X
• RECEPTION SKILLS					X
CHEMISTRY	X				
CHICANO STUDIES	X				
CHILD DEVELOPMENT	X		X	X	
• EARLY CHILDHOOD EDUCATION		X			
COGNITIVELY DIVERSE LEARNERS	X				
COMMUNICATION STUDIES	X	X			
COMPUTER SCIENCE	X				

+PREPARATION FOR LICENSE/PERMIT

CURRICULUM	C	ADT	AA/AS	COA	PA
CONSTRUCTION TECHNOLOGY	X				
• BUILDING INSPECTION OPTION			X	X	
• CONSTRUCTION MANAGEMENT OPTION			X	X	
• ELECTRICIAN TRAINEE					X
COUNSELING	X				
CRIMINAL JUSTICE	X		X	X	
• ADMINISTRATION OF JUSTICE		X			
CSU GENERAL EDUCATION - BREADTH	X			X	
DANCE	X				
DRAFTING	X				
• INDUSTRIAL DESIGN/MANUFACTURING			X	X	
ECONOMICS	X				
EDUCATIONAL ASSISTANCE CENTER	X				
EMERGENCY MEDICAL TECHNOLOGY	X				
ENGINEERING	X				
• ENGINEERING			X	X	
• PHYSICAL SCIENCE			X	X	
ENGLISH	X	X			
ENGLISH AS A SECOND LANGUAGE	X				
ENGLISH FOR MULTILINGUAL STUDENTS	X				
ENVIRONMENTAL SCIENCE/RESOURCE MANAGMENT	X				
• ENVIRONMENTAL STUDIES					X
FRENCH	X				
GENERAL STUDIES: ARTS & HUMANITIES (PATTERNS 2/3)			X		
GENERAL STUDIES: HOLISTIC STUDIES (PATTERN 1)			X		
GENERAL STUDIES: HUMANITIES (PATTERN 1)			X		
GENERAL STUDIES: LIBERAL STUDIES (PATTERNS 2/3)			X		
GENERAL STUDIES: NATURAL SCIENCES (PATTERN 1)			X		
GENERAL STUDIES: NATURAL SCIENCES OR MATHEMATICS (PATTERNS 2/3)			X		
GENERAL STUDIES: SOCIAL & BEHAVIORAL SCIENCES (PATTERN 1)			X		
GENERAL STUDIES: SOCIAL & BEHAVIORAL SCIENCES (PATTERNS 2/3)			X		
GEOGRAPHIC INFORMATION SYSTEMS	X				
• BASIC COMPENTECY					X
GEOGRAPHY	X	X			
GEOLOGY	X				
GERMAN	X				
GLOBAL AND INTERNATIONAL STUDIES			X		
HEALTH EDUCATION	X				
HEALTH SCIENCES	X				
HISTORY	X	X			

CURRICULUM	C	ADT	AA/AS	COA	PA
HOLISTIC STUDIES					X
HUMANITIES	X				
HUMAN SERVICES	X		X	X	
• MENTAL HEALTH REHAB PRACTITIONER					X
• SOCIAL SERVICE AFFILIATE					X
• SOCIAL WELFARE SPECIALIST					X
IGETC	X			X	
INTECOLLEGIATE ATHLETICS	X				
INTERDISCILINARY STUDIES	X				
INTERNSHIP	X				
ITALIAN	X				
JAPANESE	X				
KINESIOLOGY	X	X			
LEARNING SKILLS	X				
LIBRARY INSTRUCTION	X				
MANUFACTURING TECHNOLOGY	X				
• BIOMEDICAL DEVICE MANUFACTURING				X	
• CNC MACHINE OPERATOR					X
• MANUFACTURING APPLICATIONS					X
MATHEMATICS	X	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				
POLICE SCIENCE	X				
POLITICAL SCIENCE	X	X			
PSYCHOLOGY	X	X			
SIGN LANGUAGE	X				
SOCIOLOGY	X	X			
STUDY SKILLS	X				
SPANISH	X				
SUPERVISION	X		X	X	
THEATRE ARTS	X	X			
• ACTING					X
• COSTUME					X
• DIRECTING					X
• MAKE-UP					X
• TECHNICAL THEATRE PRODUCTION					X
WATER SCIENCE	X		X	X	
WELDING	X		X	X	
WORK EXPERIENCE	X				

Education Pathways 2015-2016

EARN AN ASSOCIATE DEGREE FOR TRANSFER

An Associate Degree for Transfer (ADT) is an Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) degree that is designed specifically for transfer to the California State University System. The associate degree for transfer is the results of Senate Bill 1440, a transfer bill that required the California Community Colleges to offer associate degrees for transfer in many of the most popular majors, and for the CSU to provide priority admission to California Community College students who have earned an AA-T or AS-T degree. These degrees can be completed in 60 CSU transferable semester units (or 90 quarter units) and include coursework in general education, major preparation and electives (if needed).

Students who have completed an AA-T or AS-T and are admitted to a CSU major that has been deemed similar are guaranteed admission at junior standing, and the opportunity to complete a baccalaureate degree with 60 additional semester (or 90 quarter) units. AA-T and AS-T degrees are recognized by both the California Community College and CSU systems as a measure of preparation and readiness for transfer to upper-division course work at the CSU.

TO OBTAIN AN AA-T OR AS-T, STUDENTS MUST COMPLETE THE FOLLOWING:

1. Choose an Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) degree.
   - AA-T or AS-T in a specific major. See page 66.

2. Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
   (A) Certified completion of the California State University General Education-Breadth (CSU GE Breadth) pattern
   (see page 71 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC - CSU) pattern
   (see page 79 for more information).
   (B) Completion of a minimum of 18 semester or 27 quarter units in a 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 P" or better (Title 5, section 55063).

3. Earn a minimum grade point average (GPA) of at least 2.0. While a minimum of 2.0 is deemed eligible for transfer into a CSU program, some majors may require a higher GPA. Please consult the ***assist.org*** website and/or with a counselor for more information.

4. 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.

5. Apply for your Associate Degree for Transfer. The AA-T/AS-Tdegree is not automatically awarded when you complete the requirements. Meet with a counselor to file an Application for ADT- Associate Degree for Transfer in the Counseling Office during the same semester in which you plan to finish the requirements.

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

- Administration of Justice (Criminal Justice) AS-T
- Anthropology AA-T
- Art History AA-T
- Business Administration AS-T
- Communication Studies AA-T
- Early Childhood Education (Child Development) AS-T
- English AA-T
- Geography AA-T
- History AA-T
- Kinesiology AA-T
- Mathematics AS-T
- Political Science AA-T
- Psychology AA-T
- Sociology AA-T
- Studio Arts AA-T
- Theatre Arts AA-T

For the latest information on Associate Degrees for Transfer (ADT), go to ***www.adegreewithaguarantee.com or www.sb1440.org***.

Reference: AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES - adpoted June 2010. Last reviewed Nov. 2014.

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 academic disciplines and/or career technical areas.

1. **Major/Area of Emphasis and GE**: Choose from these options and complete required **General Education and Major or Area of Emphasis** (18 units minimum):
   - Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) in a specific major. See page 49.
   - Associate in Arts (AA) or Associate in Science (AS) in a specific major. See page 49.
   - Associate in Arts (AA) in General Studies, Patterns I, II, or III. See pages 50-53.

2. **Units**: Complete a total of 60 degree-applicable semester units (~IAA-T/AS-T, General Studies Patterns II and III require all 60 units to be CSU transferable units)

3. **Grades**: Earn a grade of "C or P" or better in every course in the major or area of emphasis (Title 5, section 55063) selected. Even though a grade of "P" is allowed, it is highly recommended that students complete all their major or area of emphasis coursework for a letter grade (A, B, or C).
   Note: Universities have limitations on the number of units that can be taken P/NP (Pass/No Pass) and therefore it is strongly recommended that students take all major coursework for a letter grade.

4. **GPA**: Earn a minimum cumulative grade point average of 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:
      1. Successful completion (A, B, C, or P) of a college mathematics course in Intermediate Algebra; or
      2. Successful completion (A, B, C, or P) of a course offered by the college mathematics department with an Intermediate Algebra or higher prerequisite; or
      3. 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
      4. A score of 3 or higher on the AP Calculus AB or Calculus BC exam; or
      5. A score of 3 or higher on the AP Statistics exam; or
      6. A score of 4 or higher on the IB Mathematics HL exam; or
      7. A score of 50 or higher on the CLEP College Mathematics or Precalculus exam; or
      8. Successful passing of the VCCCD math competency exam; or
      9. 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 VCCCD Board of Trustees 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 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES - adpoted June 2010. Last reviewed Nov. 2014.

Associate Degrees in Specific Majors

Associate in Arts (AA) or Associate in Science (AS) Degrees in Specific Majors Requirements

1. Complete Ventura College's General Education Requirements (areas A-E) on page 60.

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 and Physical Education/Kinesiology
- Health Education – one (1) course
- Physical Education/Kinesiology activity - one (1) course

2. Choose a major from the following list and complete the courses required for that major. Courses for the major must be completed with a grade of "C" or "P" if the course is taken on a "pass/no pass" basis (Title 5 section 55063). Even though a "pass/no pass" is allowed, it is recommended that students complete all major coursework for a letter grade (A, B, or C).

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 (A, B, or C).

Accounting
Administrative Assistant
Automotive Technology
Bilingual/Cross-Cultural Studies
Biological Sciences
Business Management
Ceramics
Child Development
Construction Technology: Building Inspection Option
Construction Technology: Construction Management Option
Criminal Justice
Drafting Technology: Industrial Design/Manufacturing
Emergency Medical Services: Paramedic Studies
Engineering
Fine Arts
Global and International Studies
Human Services
Medical Assistant: Administrative
Medical Assistant: Multi-Skilled
Nursing
Music
Photography
Physical Science: Engineering Technology
Supervision
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 47 for details)

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

6. Complete requirements in residency (see page 47)

7. Apply for the Associate Degree in the Counseling Office by stated deadline dates. All of your official transcripts and test scores (such as AP, IB, or CLEP) must be on file with the Records Office. See graduation requirements on page 47

Associate Degree in General Studies Pattern I

General Studies (AA) 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 60)
2. Choose an area of emphasis from one of four categories listed below:
   - Natural Sciences Emphasis
   - Social and Behavioral Sciences Emphasis
   - Arts and Humanities Emphasis
   - Holistic Studies Emphasis
3. Complete a minimum of **18 units in the chosen area of emphasis** with a grade of "C or P" or better in each of the courses selected within the chosen area (Title 5, section 55063). Even though a grade of "P" is allowed, it is highly recommended that students complete all their area of emphasis coursework for a letter grade (A, B, or C). **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.

Note: Universities have limitations on the number of the units that can be taken "P/NP" (Pass/No Pass).

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 AA degree in the Counseling Office by stated deadline dates.

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 Sciences Emphasis

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

ANAT V01; **ANPH** V01; **ANTH** V01, V01L, V35, V35L; **AST** V01, V01L; **BIOL** V01, V01L, V03, V04, V10, V12, V14, V18, V23, V29, V29L, V40, V42; **BIOT** V18, V42; **CHEM** V01A, V01AL, V01B, V01BL, V05, V12A, V12AL, V12B, V12BL, V20, V20L, V21, V21L, V30, V30L; **CJ** V35, V35L; **ESRM** V01, V02, V10, V11, V14; **GEOG** V01, V01L, V05; **GEOL** V02, V02L, V03, V03L, V07, V11, V21; **MICR** V01; **PHSC** V01; **PHYS** V01, V02A-V02AL, V02B-V02BL, V03A-V03AL, V03B-V03BL, V04-V04L, V05-V05L, V06-V06L; **PHSO** V01; **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, V05, V06, V07, V35, V35L; **BUS** V30; **CHST** V01, V02, V24; **CD** V02, V03, V05, V61; **CJ** V01, V02, V03, V15, V19, V35, V35L; **COMM** V12, V15, 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; **HMSV** V50; **POLS** V01, V02, V03, V04, V05, V09, V10, V11, V12, V14, V15, V16; **PSY** V01, V02, V05, V07, 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, V61, V63, V65, V66, V67; **ART** V01, V02A, V02B, V02C, V03, V04, V05, V06, V07, V08, V09, V11A, V12A, V13A, V19, V50A, V51A; **COMM** V01, V03, V05, V10, V12, V15, V16; **DANC** V01, V02; **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, V15, V17, 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, V10; **PHOT** V01, V02, V07; **SL** V10A, V10B, V10C; **SPAN** V01, V02, V03, V03S, V04, V04S, V20, V51A, V51B; **THA** V01, V02A, V05A, V05B, V06A, V06B, V20, V22A, V22B, V23, V29, V30A, V31A, V31B.

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 ..... UNITS

HED V71 ..... 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 ..... 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 ..... Managing Stress 3
HED V82 ..... Health and Fitness Activities 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, and Spirit Courses:

KIN V50A ..... Aikido I 1
KIN V50B ..... Aikido II 1
KIN V70A ..... Yoga I 1
KIN V70B ..... Yoga II 1
KIN V72 ..... Stress Management Relaxation Exercises 1
KIN V73 ..... Holistic Movement 1
KIN V74A ..... Core Balance and Fitness 1
KIN V74B ..... Advanced Core Balance and Fitness 1
KIN V76A ..... Tai Chi I 1
KIN V76B ..... Tai Chi II 1

Select one (1) of the following Aerobic and Resistance Training courses:

KIN V10 ..... Aerobic and Strength Training 1
KIN V12 ..... Bicycle Conditioning 1
KIN V14 ..... Step Aerobics 1
KIN V16 ..... Aerobic Kickboxing 1
KIN V18 ..... Cardiovascular Fitness: Machine Training 1
KIN V19 ..... Indoor Cross Fitness Training 1
KIN V20 ..... Walking to Restore Fitness 1
KIN V21 ..... Fitness Walking/Jogging for Cardiovascular Health 1
KIN V22 ..... Running for Fitness 1
KIN V23 ..... Advanced Running/Interval Training 1
KIN V26 ..... Weight Training and Conditioning 1
KIN V28 ..... Conditioning: Designed for Women 1
KIN V32 ..... Power Body Building and Sculpting 1
KIN V34 ..... Circuit Training 1

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

BIOL V01 ..... Principles of Biology 3
BIOL V10/ESRM 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: 18.5–20

Associate 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** 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.

- Complete CSU GE-Breadth (page 70) or IGETC (page 78)

NOTE: *Students who complete CSU GE-Breadth or IGETC need to apply for GE certification in the Career and Transfer Center or Counseling Office. Along with GE Certification, students will be awarded a Certificate of Achievement in CSU GE-Breadth or a Certificate of Achievement in IGETC General Educaiton.*

2. Complete local graduation requirements to include:
   - **Health Education** (one course/no unit minimum): **CD** V24; **EMT** V01; **HED** V70, V71, V73, V76, V82, V87, V93, V95, V97; **HS** V10; **KIN** V80.
   - **Physical Education/Kinesiology** (one course/no unit minimum): **CJ** V11A, V11B; **DANC** V03-V50D; **EAC** V21, V25-V28; **ICA** V02-V69; **KIN** V02-V76B; **THA** V14.
   - **Ethnic/Gender 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; **CD** V05; **CHST** V01, V02, V24; **CJ** V03; **COMM** V12; **ENGL** V06B, V33, V34, V35, V36A, V36B, V133, V134, V135, V136A, V136B; **GEOG** V02; **HIST** V02A, V02B, V03A, V03B, 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 four categories listed below.
   - Complete a minimum of **18 units in the chosen area of emphasis** with a grade of "C or P" or better in each of the courses selected within the chosen area (Title 5, section 55063). Even though a grade of "P" is allowed, it is highly recommended that students complete all their area of emphasis coursework for a letter grade (A, B, or C).
   - 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 at 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 47) 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 by stated deadline dates.**

Associate 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, V02; **AST** V01, V01L; **BIOL** V01, V01L, V03, V04, V10, V18, V23, V30; **BIOT** V18, V30; **CHEM** V01A, V01AL, V01B, V01BL, V05, V12A, V12AL, V12B, V12BL, V20, V20L, V21, V21L, V30, V30L; **ESRM** V01, V02, V03, V11, V14; **GEOL** V02, V02L, V03, V03L, V07, V11, V21; **GEOG** V01, V01L, V02, V05, V06, V08, V16, V22, V26; **GIS** V22, V26; **MATH** V04, V05, V20, V21A, V21B, V21C, V22, V23, V44, V46; **MICRO** V01; **PHYS** V01, V02A-V02AL, V02B-V02BL, V03A-V03AL, V03B-V03BL, V04-V04L, V05-V05L, V06-V06L; **PHSO** V01; **PSY** V04.

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 V01, V02A, V02B, V11, V20, V22, V23, V24, V40A, V40B, V63; **ANTH** V02, V03, V04, V05, V06, V07, V35, V35L; **BUS** V01A, V01B, V17, V30, V33, V45, V53; **CD** V02, V05, V11, V14, V19, V24, V28, V61, V62, V63, V64A, V64B; **CHST** V01, V02, V24; **CJ** V01, V02, V03, V04, V05, V08, V14, V25, V35, V35L; **ECON** V01A, V01B; **GIS** V22; **GEOG** V01, V02, V05, V08, V22; **HIST** V01A, V01B, V02A, V02B, V03A, V03B, V04A, V04B, V05A, V05B, V07A, V07B, V12, V17, V18A, V18B; **MATH** V40, V44; **POLS** V01, V02, V03, V04, V05; **PSY** V01, V02, V03, V04, V05, V07, V15, V25, V29, V30, V31; **SOC** V01, V02, V03, V04, V05, V07, V13, V24, V31.

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 V10, V65, V66, V67; **ART** V02A, V02B, V02C, V03, V04, V05, V06, V07, V08, V09, V11A, V12A, V13A, V16A, V19, V25A, V51A, V73A; **COMM** V01, V03, V05, V10, V12, V15, V16; **DANC** V01, V02, V10A, V14, V15A, V15B, V50A; **ENGL** V01B, V01C, 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** V01, V02, V03A, V03B, V04, V05, V06A, V06B, V09, V10; **PHOT** V01, V02, V04A, V06A, V09A; **SL** V10A, V10B, V10C; **SPAN** V01, V02, V03, V03S, V04, V04S, V51A; **THA** V01, V02A, V02B, V05A, V06A, V10A, V10B, V10C, V14, V20, V21, V22A, V31A.

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.

ART V01; **AST** V01, V01L; **BIOL** V01, V01L; **CD** V02, V03, V05; **COMM** V01; **DANC** V01; **ENGL** V01A, V01B; **GEOG** V02, V08, V22; **GEOL** V02, V02L, V03, V03L; **GIS** V22; **HIST** V07A, V08, V18A; **MATH** V38; **MUS** V08; **PHIL** V04, V05, V10; **PHSC** V01; **POLS** V01; **PSY** V05; **THA** V01.

***Note**:*

1. *Students choosing the Liberal Studies Emphasis should follow CSU GE-Breadth pattern only, not IGETC, to satisfy the General Education requirements of this degree.*
2. *A single course may be used to fulfill a general education requirement, a graduation or competency requirement, and a requirement in an area of emphasis, but the units can only count once toward the 60 units required for the Associate Degree and for transfer. A single course may not be used to fulfill more than one GE requirement nor more than one emphasis requirement.*

OTHER GRADUATION INFORMATION

Graduation Requirements

As authorized by the California Code of Regulations, Title 5 (Education) section 55063, the Ventura County Community College District Governing Board confers the Associate in Arts (AA) degree, the Associate in Science (AS) degree, the Associate in Arts for Transfer (AA-T), the Associate in Science for Transfer (AS-T) 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 are listed on page 47 of this catalog. Graduation requirements for the Associate Degree for Transfer (ADT) are listed on page 46. Graduation requirements for Certificates of Achievement are listed on page 56.

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 after Application

- 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 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 and prior to fall 2009; CR and NC) 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 concerning the definitions of continuous enrollment or continuous attendance. Some agencies define continuous enrollment as remaining in attendance both fall and spring semesters. Some will not accept selected academic record symbols (such as Ws). Those affected by more restrictive guidelines include students receiving financial aid and alien students.

Double Counting

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

Unit Transferability

While all California community colleges have transfer agreements with various educational institutions, it is important for students to understand there are limits on the number and type of course credits a student can transfer. Each college develops courses and curriculum based on the expertise of its faculty and District standards. Each course is assigned a number of units ranging from 0.5 to 16 depending upon the course content. While the majority of our courses are articulated to transfer to the UC system and/or CSU system, there is a possibility that not all units for every course will transfer in their entirety to every transfer institution due to the receiving institution unit limitations. Students need to connect with a community college academic counselor as soon as possible, visit the Transfer Center, and regularly check www.Assist.org to learn whether their specific courses are transferable to an institution of choice. Taking more credits than needed to transfer to another institution can also limit an eligible student's financial aid opportunities. By working closely with academic counselors, the financial aid office, and a receiving institution's support services, eligible students can maintain maximum levels of financial aid resources and transfer of credits.

Course Substitution for Major and/or General Education Requirements

Occasionally a student may have difficulty in completing exact major and/or general education 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 one or more courses in a designated major, an area of emphasis, and/or in general education. The petition forms are available in the Counseling Department.

Reciprocity for Local General Education Requirements

Colleges shall apply courses taken at other regionally accredited colleges or universities toward general education requirements in the areas where the student would have received credit at the institution where they were originally taken or in the area where the college granting the degree places or meets our GE criteria/description or would place a comparable course, whichever best facilitates the student's degree completion.

Reciprocity for CSU GE-Breadth or IGETC Requirements

Students who are required to complete CSU GE-Breath or IGETC for their particular degree, such as General Studies Pattern III or Associate Degree for Transfer, or Certificate of Achievement in CSU GE-Breath or IGETC, shall have their courses evaluated for reciprocity according to the rules set forth by either CSU GE-Breadth in Executive Order (EO) 1065 or in the most current version of the IGETC Standards.

Guidelines for Additional Degrees, Certificates of Achievement, and Proficiency Awards

Any college in the Ventura County Community College District will award additional associate degrees, certificates of achievement and proficiency awards to students under certain criteria which follow below. Students seeking an associate degree(s) and who have a previous degree from an accredited institution will only be required to complete minimum (1) residency, (2) competency, (3) general education minimum Title 5 requirements, (4) major and (5) scholarship requirements. There will not be additional local GE or Health and PE/Kinesiology requirements.

U.S. Degrees: A student who has earned an associate degree or higher at any regionally accredited institution in the United States may earn additional associate degrees. Institutions must be regionally accredited by one of the following accrediting bodies:

- Middle States Association of Colleges and Schools, Commission on Higher Education
- New England Association of Schools and Colleges, Commission on Intuitions of Higher Education
- New England Association of Schools and Colleges, Commission on Technical and Career Institutions
- North Central Association of Colleges and Schools, The Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools, Commission on Colleges
- Western Association of Schools and Colleges, Accrediting Commission for Community and Junior College
- Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities

Foreign Degrees: A student who already holds an associate degree or higher degree from any foreign institution accredited by one of the above accepted regionally U.S. accrediting bodies or evaluated as equivalent to a regionally accredited institution by one of the member agencies of the National Association of Credential Evaluation Services or one approved by the California Commission on Teacher Credentialing may also earn additional degrees at one of the colleges of the VCCCD.

Students with transcripts in either of the above categories must complete the following minimum Title 5 requirements for the catalog year covering the additional degree(s). These include:

Residency Requirements: Students must complete a minimum of 12 semester units at the community college granting the degree.

Competency Requirements: Competency requirements in reading, written expression and mathematics as defined by Title 5 section 55063. Students pursuing an AA-T or AS-T will have met these competency requirements by completion of either CSU GE-Breadth or IGETC.

General Education - Title 5 minimums include 18 units of General Education with:

- 3 semester units of Natural Sciences
- 3 semester units of Social and Behavioral Sciences
- 3 semester units of Arts and Humanities
- 3 semester units in English Composition
- 3 semester units in Communication and Analytical Thinking
- 3 additional semester units in one of the five areas above.

Major Requirements: Students must complete all required courses listed in the college catalog for the appropriate year for the specific major, Associate Degree for Transfer, area of emphasis or area of option for the additional degree(s).

Scholarship: Students must meet the standards of scholarship in effect for the catalog year covering the additional degree(s) including the following:

- Courses for Associate degree majors must have a grade of "C" or "P" or better beginning fall 2009.
- Courses for Certificates of Achievement must have a grade of "C" or "P" or better beginning fall 2012.
- Courses for Proficiency Awards must have a grade of "C" or "P" or better beginning fall 2012.

Additional degree can be in a specific major, General Studies with an area of emphasis, an Associate Degree for Transfer, or an additional option or emphasis within the major of the original degree.

Coursework taken for previously earned degrees may be used to fulfill the above requirements if deemed comparable by a counselor and/or discipline faculty.

No additional general education or local graduation requirements may be required.

Exceptions to Graduation Requirements

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

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).

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" (formely "CR")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 by the established deadline 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
Administrative Assistant
Automotive Technology
Bilingual/Cross-Cultural Studies
Biological Sciences
Biomedical Device Manufacturing
(joint program with Moorpark College)
Business Management
Ceramics
Child Development
Construction Technology: Building Inspection
Construction Technology: Construction Management
Criminal Justice
CSU GE-Breadth
Drafting Technology: Industrial Design & Manufacturing
Emergency Medical Services: Paramedic Studies
Engineering
Fine Arts
Human Services
IGETC
Medical Assistant: Administrative
Medical Assistant: Multi-skilled
Music
Photography
Physical Science: Engineering Technology
Supervision
Water Science: Water and Wastewater options
Welding Technology

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.

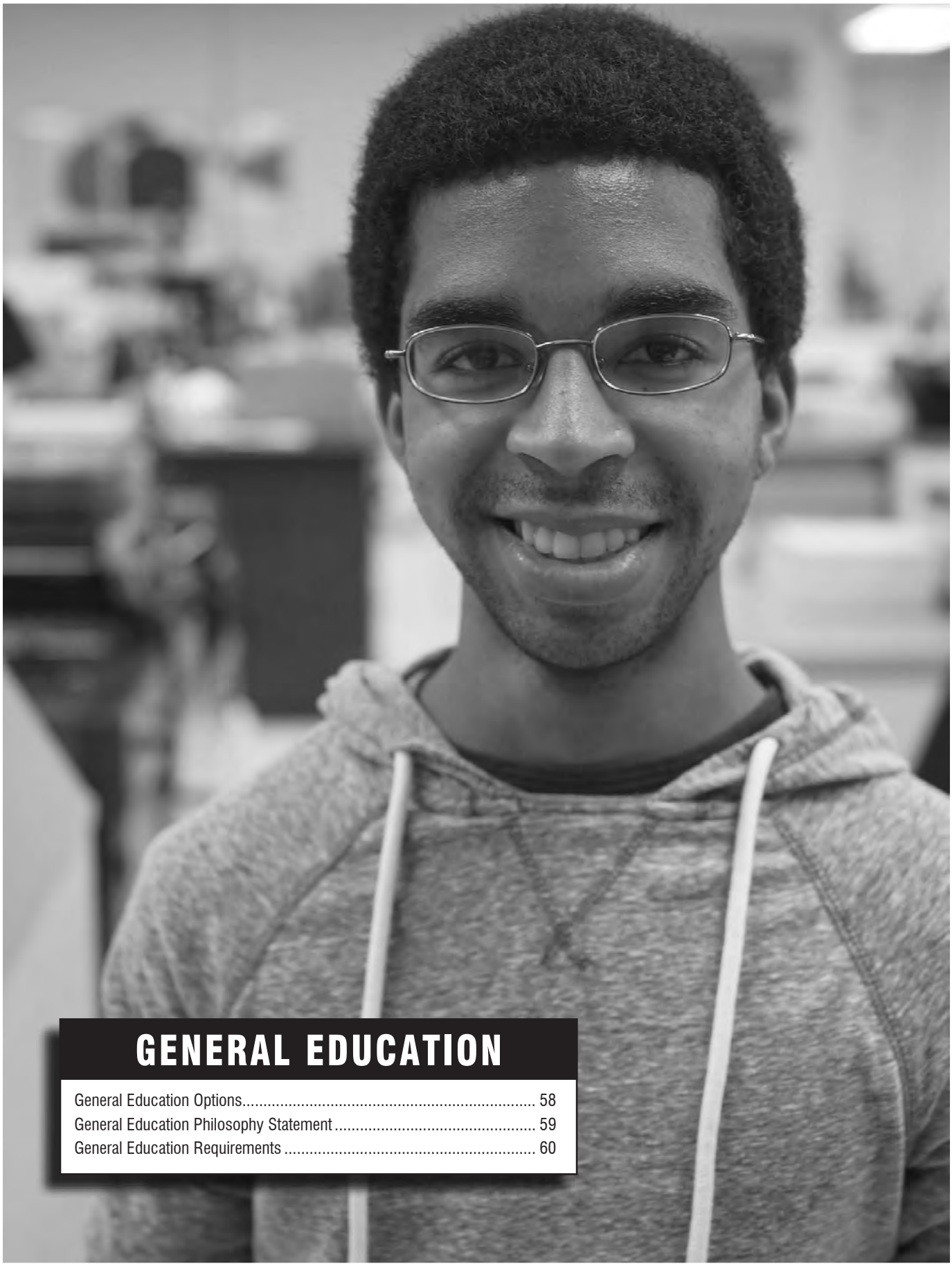
1. Select a Proficiency Award from the College Catalog and complete all course requirements specified.

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 Division Office.

Note: Proficiency awards cannot be recorded on a student transcript.

Proficiency Awards Available: Acting, Administrative Assistant, Anthropology, Biotechnician, Bookkeeping, CNC Machine Operator, Construction Technology: Electrician Trainee, Costume, Directing, Environmental Studies, GIS Basic Competnecy, Holistic Health, Make-Up, Manufacturing Applications, Medical Insurance Billing, Mental Health Rehab Practitioner, Reception Skills, Social Services Affiliate, Social Welfare Specialist, Technical Theatre Production.



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 four General Education options 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. 60)

   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

2. **CSU GE-Breadth** (pg. 70)

   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 at assist.org for guidance.

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

   - Administration of Justice (Criminal Justice) AS-T
   - Anthropology AA-T
   - Art History AA-T
   - Business Administration AS-T
   - Communication Studies AA-T
   - Early Childhood Education (Child Development) AS-T
   - English AA-T
   - General Studies Pattern III
   - Geography AA-T
   - History AA-T
   - Kinesiology AA-T
   - Mathematics AS-T
   - Political Science AA-T
   - Psychology AA-T
   - Sociology AA-T
   - Studio Arts AA-T
   - Theatre Arts AA-T

3. **IGETC** (pg. 78)

   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.79 and refer to your intended campus and major on assist.org for guidance.

   Majors for which IGETC is an option include:

   - Administration of Justice (Criminal Justice) AS-T
   - Anthropology AA-T
   - Art History AA-T
   - Business Administration AS-T
   - Communication Studies AA-T
   - Early Childhood Education (Child Development) AS-T
   - English AA-T
   - General Studies Pattern III
   - Geography AA-T
   - History AA-T
   - Kinesiology AA-T
   - Mathematics AS-T
   - Political Science AA-T
   - Psychology AA-T
   - Sociology AA-T
   - Studio Arts AA-T
   - Theatre Arts AA-T

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 education/kinesiology help students develop the understanding and skills necessary to maintain a healthful life.

F. Courses in ethnic and gender 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 Associate in General Studies Pattern I and all Associate Degrees in Specific Majors

All Students pursuing the Associate Degree (AA) 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 Associate Degree in a specific major (AA/AS) listed on page 49 (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 52 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, V35, V35L; **BIOL** V01, V01L, V03, V04, V10, V12, V14, V18, V23, V29, V29L, V40, V42; **BIOT** V18, V42; **CJ** V35, V35L; **ESRM** V01, V10, 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; **GEOL** V02, V02L, V03, V03L, V07, V11, V21; **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, V05, V06, V07, V35, V35L; **BUS** V30; **CD** V02, V03, V05, V61; **CHST** V01, V02, V24; **CJ** V01, V02, V03, V15, V19, V35, V35L; **COMM** V12; V15, 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; **HMSV** V50; **POLS** V01, V02, V03, V04, V05, V09, V10, V11, V12, V14, V15, V16; **PSY** V01, V02, V05, V07, 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. Fine/Performing Arts and ONE course from section 2. Humanities)*

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, V50A, V51A; **DANC** V01, V02; **ENGL** V29A, V29B; **MUS** V01, V03, V06, V07, V08, V09A, V09B; **PHOT** V01, V02, V07; **THA** V01, V02A, V05A, V05B, V6A, V6B, V20, V22A, V22B, V29, V31A, V31B.
2. **HUMANITIES: AES** V12, V30, V31, V61, V63; **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, V15, V17, V18A, V18B; **IDS** V08; **ITAL** V01, V02, V03, V04, V51A, V51B; **JAPN** V01, V02, V51A, V51B; **MUS** V07; **PHIL** V01, V02, V03A, V03B, V04, V06A, V06B, V09, V10; **SL** V10A, V10B, V10C; **SPAN** V01, V02, V03, V03S, V04, V04S, V20, V51A, V51B; **THA** V23, V30A, V31A.

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** V01A (also meets English Competency)
2. **COMMUNICATION/ANALYTICAL THINKING: BUS** V17; **COMM** V01, V03, V10, V15; **CS** V11, V13, V15, V17, V20, V30, V40, V42; **DRFT** V03; **ENGL** V01B, V01C, V05, V06A; **MATH** V03, V04, V05, V12, V13B, V20, V21A, V21B, V21C, V22, V23, V35, V38, V40, V44, V46, V52; **PHIL** V04, V05; **PSY** V04.

E. HEALTH AND PHYSICAL EDUCATION/KINESIOLOGY *(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; **EMT** V01; **HED** V70, V71, V73, V76, V82, V87, V93, V95, V97; **HS** V10; **KIN** V80.
2. **PHYSICAL EDUCATION/KINESIOLOGY: CJ** V11A, V11B; **DANC** V03-V50D; **EAC** V21, V25-V28; **ICA** V02-V69, V30A-V31B; **KIN** V02-V76B; **THA** V14.

F. ETHNIC/GENDER 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; **CD** V05; **CHST** V01, V02, V24; **CJ** V03; **COMM** V12; **ENGL** V06B, V33, V34, V35, V36A, V36B, V133, V134, V135, V136A, V136B; **GEOG** V02; **HIST** V02A, V02B, V03A, V03B, 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.

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, collegeboard.org, mymajors.com, collgeview.com** and look at related career prospects at sites like **www.bls.gov/oco** and **labormarketinfo.edd.ca.gov**

2) **Explore Transfer Opportunities:**

* California State University (CSU): 23 campuses see **csumentor.edu** and page 66 in this catalog

* University of California (UC): 9 campuses see **universityofcalifornia.edu** and page 71 in this catalog.

* Independent/Private Colleges and Universities: see **californiacolleges.edu,** and college websites.

* Out-of-State Colleges and Universities: see **collegboard.org, 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 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.

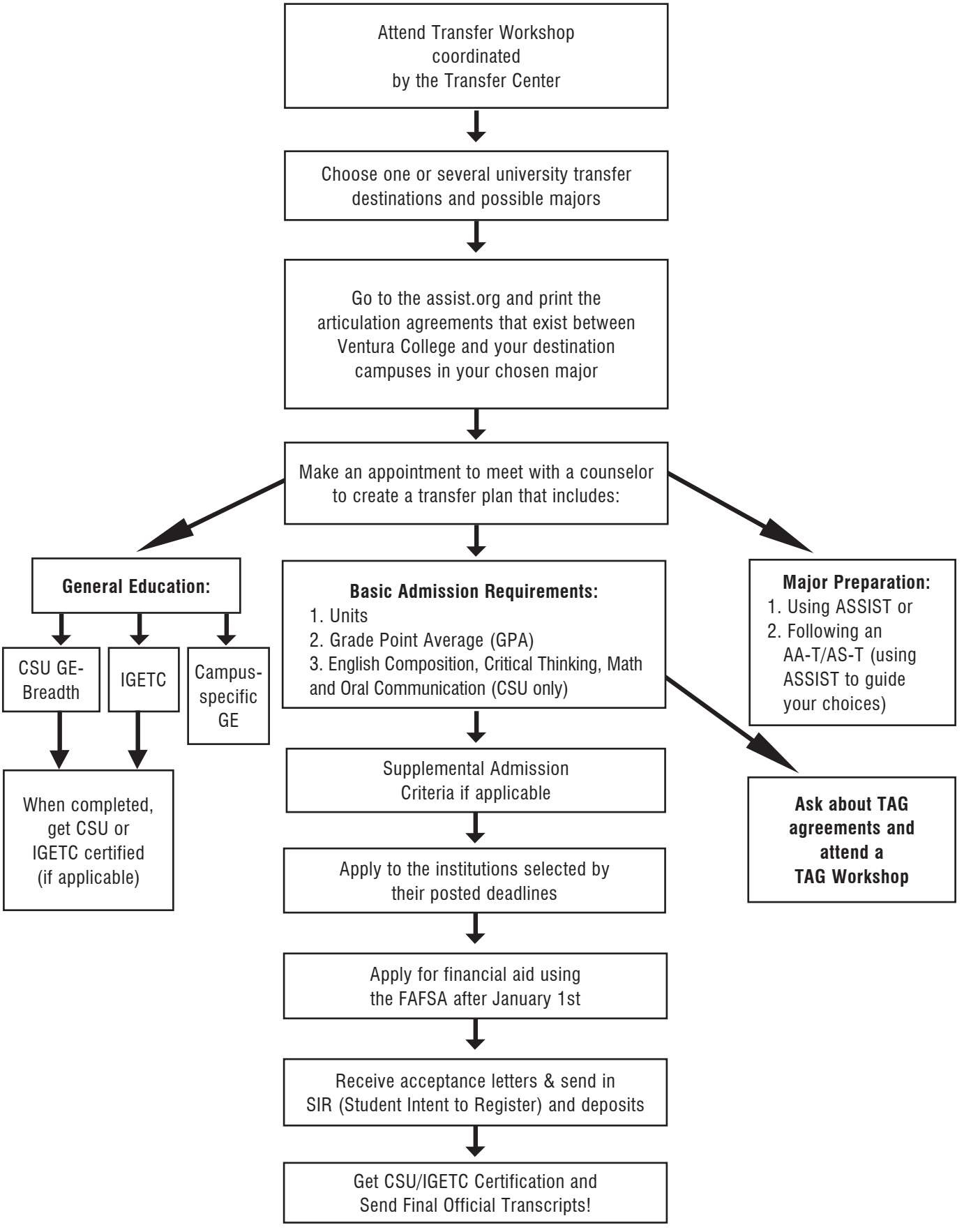
8) **Apply for financial aid** online at **fafsa.ed.gov** or Dream Act online at **dream.csac.ca.gov** after January 1st and prior to March 2nd to be eligible for the Cal Grant and begin searching for outside scholarship opportunities online (examples: **hsf.net, vccf.org, fastweb.com**) and through 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.

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 the univerisity 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. 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. 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, Northridge ▼ **15 -16** ▼

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

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

Associate Degree for Transfer

*A Degree with a Guarantee.*SM

An Associate Degree for Transfer (ADT) is an Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) degree that is designed specifically for transfer to the California State University System. The associate degree for transfer is the results of Senate Bill 1440, a transfer bill that required the California Community Colleges to offer associate degrees for transfer in many of the most popular majors, and for the CSU to provide priority admission to California Community College students who have earned an AA-T or AS-T degree. These degrees can be completed in 60 CSU transferable semester units (or 90 quarter units) and include coursework in general education, major preparation and electives (if needed).

Students who have completed an AA-T or AS-T and are admitted to a CSU major that has been deemed similar are guaranteed admission at junior standing, and the opportunity to complete a baccalaureate degree with 60 additional semester (or 90 quarter) units. AA-T and AS-T degrees are recognized by both the California Community College and CSU systems as a measure of preparation and readiness for transfer to upper-division course work at the CSU.

Below is the list of Ventura College Associate Degrees for Transfer (ADT) and to find out which CSU campuses accept each degree, go to ***www.adegreewithaguarantee.com.*** 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:

- Administration of Justice (Criminal Justice) AS-T
- Anthropology AA-T
- Art History AA-T
- Business Administration AS-T
- Communication Studies AA-T
- Early Childhood Education (Child Development) AS-T
- English AA-T
- Geography AA-T
- History AA-T
- Kinesiology AA-T
- Mathematics AS-T
- Political Science AA-T
- Psychology AA-T
- Sociology AA-T
- Studio Arts AA-T
- Theatre Arts AA-T

For more information on "a degree with a guarantee", go to ***www.adegreewithaguarantee.com*** *or* ***sb1440.org.***

Reference: AP 4100 - Last reviewed and approved by the Board in November, 2014.

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 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 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.

C-ID Designation	VC Course
ACCT 120	BUS V01B
AJ 110	CJ V01
AJ 120	CJ V02
AJ 122	CJ V05
AJ 124	CJ V04
AJ 140	CJ V08
AJ 150	CJ V35/ANTH V35
AJ 200	CJ V25
AJ 220	CJ V14
ANTH 110	ANTV V01
ANTH 120	ANTH V02
ARTH 110	ART V02A
ARTS 101	ART V19
ARTS 200	ART V13A
ARTS 205	ART V12B
ARTS 270	ART V11B
BIOL 140	BIOL V03
BUS 110	BUS V30
BUS 115	BUS V45
BUS 120	BUS V53
BUS 140	CS V04
CDEV 100	CD V02
CDEV 110	CD V61
CHEM 110	CHEM V01A & CHEM V01AL
CHEM 120S	CHEM V01A & CHEM V01AL & CHEM V01B & CHEM V01BL
CHEM 150	CHEM V12A & CHEM V12AL
CHEM 160S	CHEM V12A & CHEM V12AL & CHEM V12B & CHEM V12BL
COMM 110	COMM V01
COMM 120	COMM V10
COMM 130	COMM V15
COMM 140	COMM V03
COMM 150	COMM V12
COMM 160B	COMM V13
COMM 170	COMM V05
COMP 152	CS V17/MATH V52
ECE 120	CD V62
ECE 130	CD V63
ECE 200	CD V64A
ECE 210	CD V64B
ECE 220	CD V24
ECE 230	CD V05
ENGL 100	ENGL V01A
ENGL 110	ENGL V01C
ENGL 130	ENGL V22A
ENGL 135	ENGL V22B
ENGL 140	ENGL V30
ENGL 145	ENGL V31
ENGL 160	ENGL V21A
ENGL 165	ENGL V21B
ENGL 200	ENGL V10
GEOG 110	GEOG V01
GEOG 111	GEOG V01L
GEOG 120	GEOG V02
GEOG 125	GEOG V08
GEOG 130	GEOG V05
GEOG 140	GEOG V06
GEOG 150	GEOG V22
GEOG 155	GEOG V26
GEOG 160	GEOG V16
GEOL 110	GEOL V03
HIST 130	HIST V07A
HIST 140	HIST V07B
HIST 150	HIST V18A
HIST 160	HIST V18B
HIST 170	HIST V01A
ITIS 120	BUS V17
JOUR 100	COMM V16
KIN 100	KIN V81
KIN 101	KIN V80
MATH 160	MATH V52
MUS 100	MUS V08
MUS 110	MUS V01
MUS 120	MUS V02A
MUS 125	MUS V02AL
MUS 130	MUS V02B
MUS 135	MUS V02BL
MUS 140	MUS V02C
MUS 145	MUS V02CL
PHIL 100	PHIL V01
PHIL 120	PHIL V02
PHIL 130	PHIL V06A
PHIL 140	PHIL V06B
POLS 110	POLS V01
POLS 120	POLS V04
POLS 130	POLS V02
POLS 140	POLS V05
PSY 110	PSY V01
PSY 115	PSY V02
PSY 120	PSY V15
PSY 130	PSY V25
PSY 150	PSY V03
PSY 170	PSY V31
PSY 180	PSY V05
PSY 200	PSY V07
SOCI 110	SOC V01
SOCI 115	SOC V02
SOCI 125	PSY V04
SOCI 140	SOC V04
SOCI 150	SOC V03
SPAN 100	SPAN V01
SPAN 110	SPAN V02
THTR 111	THA V01
THTR 151	THA V02A
THTR 152	THA V02B
THTR 171	THA V05A
THTR 175	THA V06A

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

Transfer to the California State University (CSU)

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 over 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 460,000 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

All the campuses of the California State University welcome applications from transfer students. If you complete college units after the summer following graduation from high school, you are considered a transfer student. The number of units you have completed at the time you enter a CSU determines the admission standards that will apply to your application. It is important to identify which admission requirements apply to you.

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. TRANSFERRING WITH AN ASSOCIATE DEGREE FOR TRANSFER (ADT)

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 that are eligible for transfer to the California State University, including both of the following:

  (A) Certified completion of the California State University General Education-Breadth (CSU GE Breadth) pattern or the Intersegmental General Education Transfer Curriculum (IGETC) for CSU pattern

  (B) Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the **Course and Program Descriptions**. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 §55063). Even though a "pass-no-pass" is allowed, it is recommended that students complete their major courses with a letter grade.

- Earn a minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.

- Complete requirements in **Residency**. For students in the Ventura County Communit College District (VCCCD), a minimum of 12 units must be completed in residency at the college granting the degree.

For up-to-date information on the transfer associate degree, visit **http://www.adegreewithaguarantee.com/** 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. With this degree, students may be given a GPA bump when applying to an impacted campus outside their local area or an impacted major that is deemed similar.*

2. UPPER DIVISION TRANSFERS:

To be considered as an upper division transfer, you must have completed a minimum of 60 semester or 90 quarter units of transferable coursework. Your overall grade point average must be at least 2.0 (2.40 for non-California residents). The GPA is calculated using all transferable coursework attempted. In case of campuses or programs with high demands, a GPA of 2.00 may not be sufficient to be admitted.

Within the transferable courses, there must be 30 semester units or 45 quarter units of general education coursework which includes oral communication (Area A1 of the CSU GE-Breadth), written communication (Area A2 of the CSU GE-Breadth), critical thinking (Area A3 of the CSU GE-Breadth) and mathematics (Area B4 of the CSU GE-Breadth). These four sections of general education must be completed with a grade of C or better for each course. In addition, students must be in good standing at the last college or university attended (i.e. eligible to re-enroll at that college or university).

3. LOWER DIVISION TRANSFERS:

If, at the time you will enter the CSU, you have completed 59 or fewer semester or 89 or fewer quarter units you are a lower-division transfer.

Please be aware that most CSU campuses do not admit lower-division transfer students. Be sure to check with the specific CSU campus if you are considering transferring as a lower-division student.

The best way to apply to the CSU is to go online to the CSUMentor website at **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. 70)

B. Complete IGETC (pg. 78)

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.

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/SAS/impaction-campus-info.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 and/or external credit documentation 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/or external credit documentation.

Reference: The CSU Admissions Handbook 2015-2016; www.calstate.edu/SAS/impactioninfo.shtml

NOTE: These admission requirements are subject to change. Students should consult a counselor and/or the csumentor.edu website for most up-to-date transfer requirements.

California State University
General Education-Breadth (CSU GE) Pattern 2015-2016

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; **CHEM** V01A, V01B, V05, V12A, V12B, V20, V21, V30; **ESRM** V02; **GEOG** V01, V05; **GEOL** V02, V03, V07, V11, V21; **PHSC** V01; **PHYS** V01, V02A, V02B, V03A, V03B, V04, V05, V06.

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

B3: Laboratory Activity: **ANAT** V01; **ANPH** V01; **ANTH** V01L; **AST** V01L; **BIOL** V01L, V03, V04, V14, V23, V29L; **CHEM** V01AL, V01BL, V05, V12AL, V12BL, V20L, V21L, V30L; **GEOG** V01L; **GEOL** V02L, V03L; **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, V22, V23, 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, V02; **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, V61, V63; **ENGL** V01B, V10, V11A, 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, V15, V17, V18A, V18B; **IDS** V08; **ITAL** V01, V02, V03, V04; **JAPN** V01, V02; **PHIL** V01, V02, V03A, V03B, V06A, V06B, V09, V10; **SL** V10A, V10B, V10C; **SPAN** V01, V02, V03, V03S, V04, V04S, V20; **THA** V23.

Area D: Social Sciences: Choose 9 semester units (12 qtr. units) courses to be taken in more than one subarea

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, V05, V06, V07.
D2: Economics: **ECON** V01A, V01B.
D3: Ethnic Studies: **AES** V01, V02A, V02B, V11, V20, V22, V23, V24, V40A, V40B, V41; **ANTH** V04; **CHST** V01, V02, V24; **COMM** V12; **HIST** V03A , V03B, V05A, V05B, V12, V13; **PSY** V30; **SOC** V03, V24.
D4: Gender Studies: **ANTH** V06; **HIST** V02A, V02B; **PSY** V25; **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 Sciences: **BIOL** V18; **BIOT** V18; **CD** V02, V03, V05, V61; **COMM** V12, 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, 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 course of physical activity.

AES V11; **ANTH** V02; **ART** V01; **BIOL** V10, V12, V18; **BIOT** V18; **CD** V02, V03, V05; **CJ** V11A, V11B; **COMM** V03; **COUN** V01, V02; **DANC** V04, V10A, V10B, V10C, V10D, V13A-V15D, V23, V27, V29A-V30D, V50A, V50B, V50C, V50D; **EAC** V01, V21, V25-V28; **ESRM** V01; **HED** V70, V73, V76, V82, V87, V93, V95, V97; **HIST** V02A, V02B; **ICA** V02-V08, V13-V20, V22-V24, V30B, V31B, V36, V69; **KIN** V02-V04, V06, V10, V12, V14, V16, V18-V20, V22-V24, V26, V28, V32, V34, V40A, V40B, V42A, V42B, V44A, V44B, V46A, V46B, V48A, V48B, V50A, V50B, V52, V70A, V70B, V72, V73, V74A, V74B, V76A, V76B; **PSY** V01, V02, V05, V25; **SOC** V03, V05; **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, V61, V63; **HIST** V02A, V02B, V03A, V03B, V04B, V05A, V05B, V07A, V07B, V12, V15*, V17. *(*HIST V15 will no longer meet US History requirement effective Fall 2016)*
Group B: U.S. Government: **POL** V01, V03.

NOTE: ***Certification is not automatic. 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. HIST V15 will no longer meet CSU US History requirement effective Fall 2016***

Courses on the CSU GE-Breadth are subject to change. Always check assist.org to verify the latest CSU GE approvals before taking a course to meet CSU GE-Breadth.

California State University (CSU) 2015-2016 General Education-Breadth Certification Information

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. 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 or with your counselor or the Transfer Center for updated information.

Certification - After students complete the CSU GE-Breadth pattern, they must meet with a counselor in the Counseling Office to request certification. 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. Associate Degrees for Transfer(ADTs) require full certification.

Certification of the CSU General Education Breadth requirements may include courses completed at Ventura College and previously completed courses from other regional accredited institutions as well.

Courses completed at other CSU campuses or at California community colleges must be certified in accordance with their General Education Patterns. It is the student's responsibility to provide an official transcript(s) from external institutions.

Courses that have been completed at a regionally accredited institution other than a California community college or CSU will be included only under the following circumstances:

1. The student provides an official transcript, catalog description(s) and, if required, dated course outline(s);

2. The course is determined to be equivalent to a course in Ventura College's CSU General Education pattern through the pass-along process in accordance with California State University Executive Orders (EO), the Academic Senate of the California Community Colleges (ASCCC) Resolution on Reciprocity and VCCCD AP 4100.

Partial Certification – It is possible to complete separately any of the Areas or sections (A-E) at Ventura College and receive partial certification in any or several of these areas; if you are not fully certified, it will be necessary for you to complete the remaining areas (and perhaps other areas) after transferring as defined by the catalog of the transfer school.

Course Restrictions - No course may be counted in more than one area.

Scholarship – A grade of C or better is required for each course completed in the oral communication (A1), written communication (A2), critical thinking (A3), and mathematics or quantitative reasoning (B4) of the CSU GE-Breadth. A "pass" or "P" is allowed, if the college's catalog states that it is equivalent to a C or better. Although a "P" is permissible, it is highly recommended that students complete each of these four (4) courses with a letter grade (A, B or C).

Major Courses – Most campuses require a grade of C or better for each course required in preparation for a student's major; most do not allow a "P" (Pass) grade for major courses. Some CSU campuses allow applicants who submit full or partial certification to double count courses for general education and major requirements. Some majors are highly selective and require completion of some, or all, of the required major preparation coursework prior to transfer. Consult a counselor or assist.org for more information.

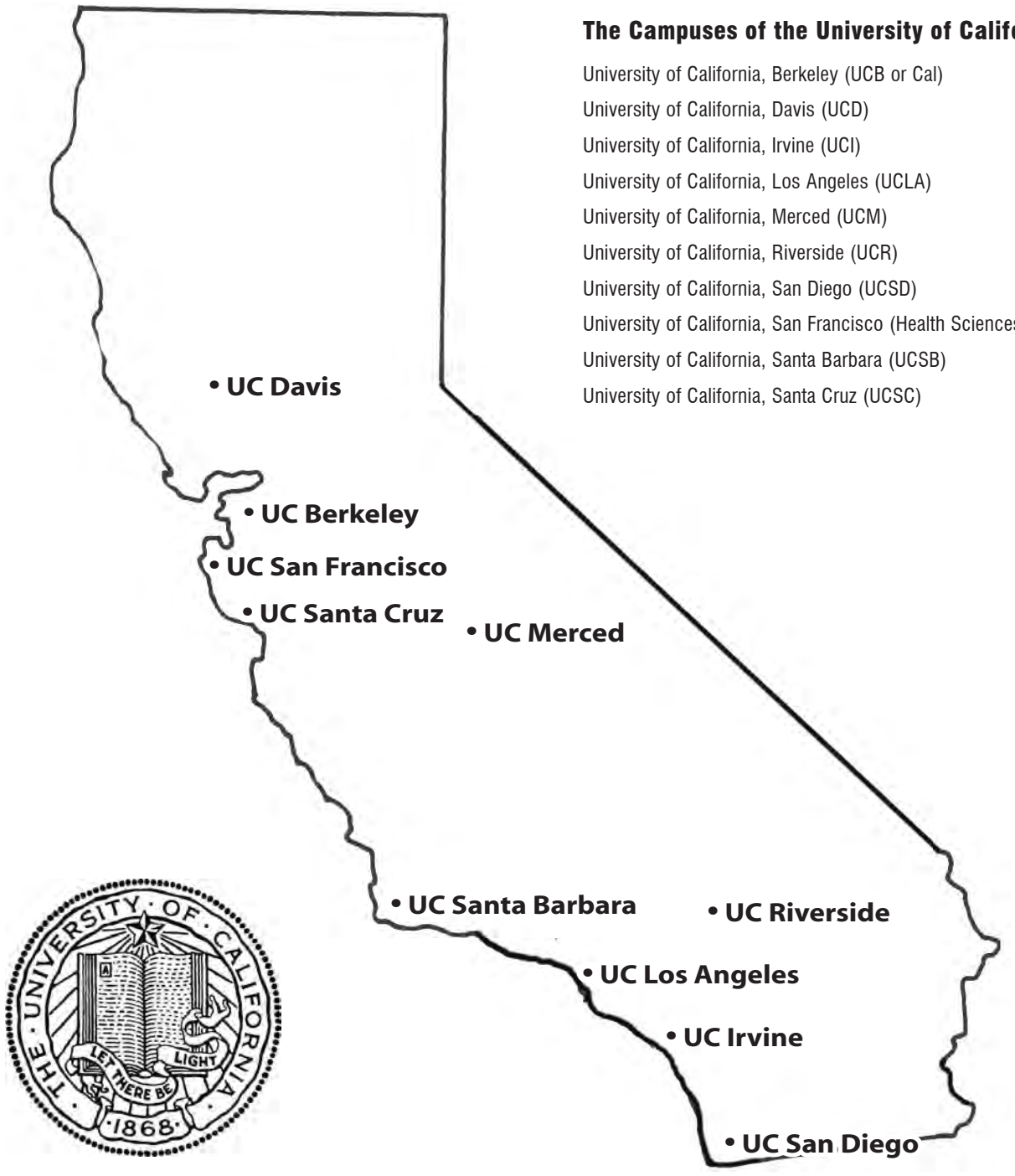
U.S. History, Constitution and American Ideals Requirements –All campuses require students to complete college-level coursework in U.S. History, American Government and California Government, in addition to GE requirements for graduation. Courses approved to satisfy this requirement are specified in appropriate areas. CSU campuses may permit double counting of courses taken to meet this requirement and GE-Breadth if the student is partially or fully certified.

External Credits or Credit by Examination - Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP) exams will be included in the CSU certification of general education requirements in accordance with the CSU Chancellor's Office policy. Students wishing to use units awarded for AP, IB, or CLEP should check with a counselor or refer to the Credit by Examination section of this catalog.

Transfer to the University of California (UC)

The University of California System

The University of California (UC) is one of the finest research universities in the world. It offers more that 750 majors and 150 disciplines, with more academic 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 233,000 students and employ more thn 190,000 faculty and staff. 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.



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

Approximately 30 percent of University of California (UC) undergraduates were transfer students. Students from California community colleges (CCC) students can become eligible for admission to the 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 or major of the student's**. Many campuses and majors receive more applications than they have spaces available. To be more competitive, students should work toward meeting the specific requirements for the campuses and majors they're interested in.

I. Admission Requirements as Junior-Level Transfer

The UC give highest priority in transfer admission to California community college (CCC) students. 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.

Studies have shown that community college students who enter UC as juniors perform just as well academically and their graduation rates are comparable to that of students who entered UC as freshmen.

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

1. Complete at least 60 semester (90 quarter) units of UC transferable college credit with a GPA of at least 2.4 (2.8 for nonresidents). Note: In order to ensure that all units are UC transferable, students should check the UC Transfer Course Agreement (UC TCA) in this catalog and on assist.org to make sure their courses are approved for UC transfer.
2. Earn at least a 2.4 GPA in UC transferable courses (2.8 for non-California residents). Some majors require a higher GPA for admission selection. No more than 14 semester (21 quarter) units may be taken Pass/No Pass.
3. Complete either:

   a. IGETC (see page 78)

   OR

   b. The following 7 course pattern and earning a grade of C or better in each course:

   - 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:
     - arts and humanities
     - social and behavioral sciences
     - physical and biological sciences

All campuses recommend that the student complete math and English as early as possible (some highly recommend completing them by the end of the fall term, one year prior to enrolling at UC).

Keep in mind that meeting these basic requirements does not guarantee admission to the campus or major of choice. To be as competitive as possible students should work toward meeting the requirements for the campuses they're interested in.

II. Transferring with an Associate Degree for Transfer (ADT)

For students working toward an Associate Degree for Transfer (ADT), courses should be chosen that align with the requirements of the intended UC campus. Students should refer to the ASSIST website to guide them in selecting the right courses. Although earning an ADT does not guarantee admission to a UC, some campuses consider it in the comprehensive application review process.

III. Transfer 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://admission.universityofcalifornia.edu/transfer/requirements/other/index.html.

IV. 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.

Preparation for Transfer

To transfer to the University as a CCC Junior level transfer, a student must take the following steps:

1. Meet Admission Requirements – Students must complete the statewide eligibility requirements for transferring to the UC, see Admission Requirements as Junior-Level Transfer listed above.

2. Major Preparation – Major preparation requirements specify the courses students must take during the first two years of college to prepare for advanced study in the major. Major preparation is one of the central factors some UCs use to determine admission to the University. They may be required as part of the major, be prerequisites for other courses that are required as part of the major or be required to gain admission to the major and completing these courses before transfer makes a student a more competitive applicant and will help insure on-time graduation after transfer.

Performance counts – Transfer applicants are evaluated, in part, on the basis of their performance in major preparation coursework. It is important — very important — that students investigate the requirements for the intended major as soon as possible. If the major requires mathematics and/or science, it is essential that those prerequisites be completed before you transfer. Lack of preparatory coursework may affect admission to the major, particularly if there are many applicants vying for a limited number of spaces.

Start early – Students should begin coursework in the major as soon as one is selected. For fall admission, the campus may require the completion of certain major preparation requirements by the end of the preceding spring term.

Ask for help – Check out the transfer preparation paths to discover how best to prepare for UC's most popular majors. The Exploring Majors feature on **assist.org** lists major-preparation requirements for all UC programs. The lists are updated throughout the year, so check ASSIST periodically to ensure you have the most current information.

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

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

- Intersegmental Transfer General Education Transfer Curriculum (IGETC) is a series of courses that California community college students may complete to satisfy the lower-division breadth/general education requirements at both UC and the California State University (CSU). The IGETC is 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 high-unit majors, 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.82)

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 and may have additional program requirements. These could include but not limited to an audition, submission of a portfolio, supplemental applications, specific prerequisite coursework, test scores, and/or higher GPA 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 additional program requirements, visit **http://admission.universityofcalifornia.edu/counselors/requirements/index.html**

Transfer Admission Guarantee (TAG)

Six UC campuses offer guaranteed admission to students from all California community colleges (CCC) who meet specific requirements. By participating in a Transfer Admission Guarantee (TAG) program, students can ensure their admission to a specific UC campus, some of which offer an early review of their academic records, early admission notification, and specific guidance on major preparation and general education coursework. For more information, visit http://admission.universityofcalifornia.edu/counselors/files/tag-matrix.pdf or/and your counselor in the Counseling Department or Career and Transfer Center.

Who can file a TAG?

Only students transferring directly from a CCC are considered for a TAG, including international students (those with a visa). A California community college transfer is one who has completed at least 30 semester (45 quarter) UC-transferable units at one or more CCC, and the last college the student attended in a regular session (fall/spring or fall/winter/spring) before admission to a UC campus is a CCC. All UC campuses that offer TAG's require students to meet this definition.

Students who have already earned a bachelor's degree, graduate degree, and/or professional degree cannot receive a TAG. Students who have previously enrolled at a UC campus during a regular term (not including summer session) cannot submit a TAG application to return to that campus. Students concurrently enrolled in high school are not eligible for TAG.

For the most up-to-date information on TAG, visit our Career and Transfer Center and/or schedule an appointment with a counselor.

Limitations on Transfer Credit

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.

1. All lower division units, whether from a 2-year and/ or 4-year college/university are limited to a maximum of 70 semester (105 quarter) units toward the UC degree and do not put applicants at risk of being denied admission for excessive units.

   b. Lower division units beyond the maximum for which credit is awarded will be granted subject credit and may be used to satisfy requirements.

   c. Units earned through AP, IB, and/or A-Level examinations are not included in the limitation and do not put applicants at risk of being denied admissions.

   d. Units earned at any UC campus (Extension, summer, cross/concurrent, and regular academic year enrollment) are not included in the limitation but are added to the maximum lower division credit allowed and might put applicants at risk of being denied admission due to excessive units.

   e. Duplicative Credit: UC will not grant credit for college courses in which the content duplicates material of a previously completed course or examination for which credit has already been granted; with the exception of the repeat of deficient (D/F) course grades.

2. Grades of D - a grade of D (including plus/minus) in a transferable course will count toward the number of transferable units completed. However, students must earn a grade of C or better when completing the seven-course pattern and, in most cases, grades of D do not satisfy major or general education requirements.

3. The UC system allows a maximum of 14 semester units graded Pass/ No Pass.
4. 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.
5. Internships may be presented for review after transfer but credit for internships rarely transfers to UC.
6. 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.
7. A maximum of 4 units of physical education activity (including intercollegiate athletics) will count towards degree or transfer unit requirements.
8. A maximum of 8 units of physical education theory courses will count towards degree or transfer unit requirements.
9. English as a Second Language Courses (ESL) and English Language Development (ELD): A maximum of 8 semester (12 quarter) units will earn transfer credit.
10. Students may take one series in Physics.
11. One course is allowed for credit in the areas of Health, First Aid, Business Law, College Success and Library Studies.

Military Coursework

UC may award lower division (freshman/sophomore level) units for military courses completed if the courses are consistent with University policy on granting transfer credit when there is an equivalent course taught at a UC campus. UC will consult the ACE recommendations for information regarding course content and as a guide to the awarding of credit. Contact the individual UC campus for more information.

NOTE: UC does not grant credit for work experience, military/recruit basic training, vocational or technical training, and remedial academic or personal enrichment courses.

Course Sequences

When requirements are stated as a full-year sequence, students are 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: http://admission.universityofcalifornia.edu, 2015;

http://ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/credit-limitations.html

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University of California Transfer Course Agreement (UC TCA) 2015-2016

This agreement lists courses transferable for unit credit at all UC campuses. How courses are applied may vary from campus to campus. Students are encouraged to go to **www.assist.org** and research their intended major. New courses added to the TCA or removed after this catalog was published can also be found on **www.assist.org**. Courses that fulfill General Education requirements at all UC campuses can be found on the IGETC Certification Plan on page 79. All students planning to apply to the UC should also consult a counselor in the Counseling Office.

American Ethnic Studies: AES V01, V02A*,V02B*, V10, V11, V12, V20,V21A, V21B, V22*, V23, V24, V31, V40A*, V40B*, V41, V42A, V42B, V61, V63*, V65, V66, V67 *(Any or All *AES and *HIST Combined: Max credit, four courses -12 units)*

Anatomy: ANAT V01* *(*ANAT V01, ANPH V01 and/or PHSO V01 combined: Max credit, two courses)*

Anatomy/Physiology: ANPH V01* *(*ANAT V01, ANPH V01 and/or PHSO V01 combined: Max credit, two courses)*

Anthropology: ANTH V01, V01L, V02, V03, V04, V05, V06, V07

Architecture: ARCH V23, V40, V41

Art: **ART** V01, V02A, V02B, V02C, V03, V04, V05, V06, V07, V08, V09, V11A, V11B, V12A, V12B, V13A, V13B, V13C, V13D, V15A, V15B, V15C, V16A, V16B, V19, V20A, V20B, V24, V25A, V25B, V26A, V26B, V31A, V31B, V33A, V33B, V34A, V34B, V34C, V36A, V36B, V37A, V37B, V38, V39A, V39B, V40A, V40B, V41A, V41B, V42A, V42B, V43A, V43B, V44A, V44B, V44C, V45A, V45B, V46A, V46B, V47A, V47B, V48, V50A, V51A, V51B, V52A, V52B, V53A, V53B, V54A, V54B, V69, V71+, V72+, V73A, V74A, V74B, *(+V71 and V72 must both be taken for credit)*

Astronomy: **AST** V01, V01L

Biology: BIOL V01*, V01L*, V03, V04, V10, V12*, V18, V23, V29, V29L, V30, V31, V41, V42 *(*No credit for V01, V01L, or V12 if taken after V03)*

Biotechnology: **BIOT** V18, V30, V31, V42

Business: **BUS** V01A, V01B, V17, V30, V33*, V53* *(*V33 and V53, combined: maximum credit, one course*)

Chemistry: **CHEM** V01A, V01AL, V01B, V01BL, V05, V12A*, V12AL*, V12B, V12BL, V20+, V20L+, V21*, V21L*, V30, V30L, *(+No credit for V20-V20L if taken after V01A -V01AL) (*V12A-12AL and V21-21L combined: Max credit, one couse with lab* - 5 units*)*

Chicano Studies: CHST V01, V02, V24

Child Development: CD V02*, V03*, V61 *(V02 and V03 combined: max credit, one course)*

Communication Studies: **COMM** V01, V03, V04, V05, V10, V12, V15, V16

Computer Science: **CS** V04, V11, V13, V15, V17, V19, V20, V30, V40, V42

Criminal Justice: CJ V01, V02, V03, V11A*, V11B*, V14, V25 *(Any or All *CJ and *PE Activity Combined: Max credit, 4 units)*

Dance: **DANC** V01, V02, V04,V10A, V10B, V10C, V10D, V13A, V13B, V13C, V13D, V14, V15A, V15B, V15D, V23, V27, V29A, V29B, V29C, V29D, V30A, V30B, V30C, V30D, V50A, V50B, V50C, V50D

Drafting: **DRFT** V05A

Economics: **ECON** V01A, V01B

Educational Assistance Center: EAC V01, V21*, V25*, V26*, V27*, V28* *(Any or All *PE Activity Combined: Max credit, 4 units)*

Engineering: **ENGR** V02, V12, V16, V16L, V18, V18L

English: **ENGL** V01A, V01B, V01C,V10, V11A, V11B, V15, V16, V21A, V21B, V22A, V22B, V23, V26, V29A+, V29B+, V30, V31, V33, V34, V35, V36A, V36B *(+Max credit, one course)*

Environmental Science and Resource Management: **ESRM** V01, V02, V03, V11, V14, V23

French: **FREN** V01*, V02, V03, V04 *(*Corresponds to two years of high school study)*

Geographic Information Systems: GIS V22

Geography: **GEOG** V01, V01L, V02, V05, V06, V08, V22

Geology: **GEOL** V02, V02L, V03, V07, V11, V21

German: **GERM** V01*, V02, V03, V04 *(*Corresponds to two years of high school study)*

Health Education: HED V70, V82, V87, V92, V93++, V94, V95++, V97 *(++HED V93 and V95 combined: Max credit, one course)*

History: **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, V30 *(Any or All *AES and *HIST Combined: Max credit, four courses -12 units)*

Intercollegiate Athletics: ICA V02*, V03*, V04*, V05*, V06*, V07*, V08*, V13*, V14*, V15*, V16*, V17*, V18*, V19* V20*, V22*, V23*, V24*, V30A*, V30B*, V31A*, V31B*, V36+, V69* *(Any or All *ICA and *PE Activity Combined: Max credit, 4 units) (Any or All +KIN Combined: Max credit, 8 units)*

Interdiciplinary Studies: IDS V08

Italian: **ITAL** V01*, V02, V03, V04 *(*Corresponds to two years of high school study)*

Japanese: **JAPN** V01*, V02*(*Corresponds to two years of high school study)*

Kinesiology: **KIN** V02-V4*, V6*, V10*, V12*, V14*, V16*, V18*, V20*, V22*, V23*, V24*, V26*, V28*, V32*, V34*, V40A*,V40B*, V42A*, V42B*, V44A*, V44B*, V46A*, V46B*, V48A*, V48B*, V50A*, V50B*,V52*, V70A*, V70B*, V73*, V74A*, V74B*, V76A*, V76B*, V81+ *(Any or All *KIN and *PE Activity Combined: Max credit, 4 units) (Any or All +KIN Combined: Max credit, 8 units)*

Library Instruction: LIB V01

Mathematics: **MATH** V04*, V20*, V21A+, V21B, V21C, V22, V23, V38, V40, V44^, V46+, V52 *(*V04 and V20 combined: maximum credit, one course.) (+V21A and V46 combined: maximum credit, one course) (^V44 and PSY V04 combined: maximum credit, one course)*

Microbiology: **MICR** V01

Music: **MUS** V01+, V02A, V02AL, V02B, V02BL, V02C, V02CL, V02D, V02DL, V02E, V02F, V02G, V02H, V03, V05, V06, V07, V08, V09A-09B, V10, V11, V12, V13, V14A-C, V15, V17, V18, V21A-C, V22A-C, V24A-D, V27, V30, V31A-H, V34, V35, V36, V37, V45, V46, V47, V55A-C, V57A-B, V61A-B (+No credit for V01 if taken after V02A)

Philosophy: **PHIL** V01, V02, V03A, V03B, V04, V05, V06A, V06B, V09, V10

Photography: **PHOT** V01*, V02*, V4B, V07, V73A *(*V01 and V02, combined: maximum credit, one course*)

Physical Science: PHSC V01* *(*No credit if taken after a college level course in Chemistry or Physics*)

Physics: **PHYS** V01+, V02A*, V02AL*, V02B*, V02BL*, V03A*, V03AL*, V03B*, V03BL*, V04*, V04L*, V05*, V05L*, V06*, V06L *(+No credit for V01 if taken after V02A, V03A or V04; * V02A, V02AL, V02B, V02BL and V03A, A03AL, A03B, V03BL and V04, V04L, V05, V05L, V06, V06L combined: maximum credit, one series. Deduct credit for duplication of topics.*

Physiology: **PHSO** V01* *(*ANAT V01, ANPH V01 and/or PHSO V01 combined: Max credit, two courses)*

Political Science: POLS V01, V02, V03, V04, V05, V08, V09, V10, V11, V12, V14, V15, V16

Psychology: **PSY** V01, V02, V03, V04^, V05, V07, V15, V25, V29, V30, V31*(^ V04 and MATH V44 combined: maximum credit, one course)*

Sign Language: **SL** V10A*, V10B, V10C*(*Corresponds to two years of high school study)*

Sociology: **SOC** V01, V02, V03, V04, V05, V07, V13, V24, V31

Spanish: **SPAN** V01*, V02, V03**, V03S**, V04+, V04S+, V20(* *Corresponds to two years of high school study) (**V03 and V03S combined; Max credit, one course)(+V04 and V04S combined; Max credit, one course)*

Theater Arts: THA V01, V02A, V02B, V05A, V05B, V06A, V06B, V10A, V10B, V10C, V10D, V14, V20, V21, V22A, V22B, V23,V29, V31A, V31B

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) CERTIFICATION PLAN 2015-2016

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

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

A: English Composition: **ENGL** V01A

B: Critical Thinking - English Composition (Must have English Composition as a prerequisite –cannot be met 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 (1) course of at least three (3) semester units (4-5 qtr. units) **CS** V17; **MATH** V04+, V20+, V21A+, V21B, V21C, V22, V23, V40, V44+, V46+, V52; **PSY** V04+.

Area 3: ARTS AND HUMANITIES: complete at least three (3) courses of at least three (3) semester units each (4-5 qtr. units), with at least one (1) course from Group A Arts and one (1) course from Group B Humanities and the third course from either group for a total of nine (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, V02; **ENGL** V29A+, V29B+; **MUS** V03, V06, V07, V08, V09A, V09B; **PHOT** V07; **THA** V01, V20, V29.

B: Humanities: **AES** V31, V61*, V63*+; **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*, V15*, V17*+, V18A*, V18B*; **IDS** V08; **ITAL** V02*, V03*, V04*; **JAPN** V02*; **PHIL** V01, V02, V03A, V03B, V06A, V06B, V09, V10*; **SL** V10B*, V10C*; **SPAN** V02*, V03*+, V03S*+, V04*+, V04S*+, V20; **THA** V23.

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

A: Anthropology and Archeology: **AES** V01; **ANTH** V02, V03, V04, V05, V06, V07.

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

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

D: Gender Studies: **ANTH** V06; **HIST** V02A+, V02B+; **PSY** V25; **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, V17*+, V18A*, V18B*, V21.

G: Interdisciplinary, Social & Behavioral Sciences: **CD** V03+, V61; **COMM** V12, V15*^, V16; **PHIL** V10*.

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, V30, V31; **SOC** V31.

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

Area 5: PHYSICAL AND BIOLOGICAL SCIENCES: complete two (2) courses, one (1) from group A and one (1) from group B; one (1) 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 three (3) semester units (4-5 qtr. units), except separate lab courses.

A: Physical Science: **AST** V01; **CHEM** V01A, V01B, V05, V12A+, V12B, V20+, V21+, V30; **ESRM** V02, V11; **GEOG** V01, V05; **GEOL** V02, V03, V07, V11, V21; **PHSC** V01+; **PHYS** V01+, V02A+, V02B+, V03A+, V03B+, V04+, V05+, V06+.

B: Biological Science: **ANAT** V01+; **ANPH** V01+; **ANTH** V01; **BIOL** V01+, V03, V04, V10, V12+, V18, V23, V29; **BIOT** V18; **ESRM** V01; **MICR** V01; **PHSO** V01+; **PSY** V03.

C: Laboratory Science: **ANAT** V01+; **ANPH** V01+; **ANTH** V01L; **AST** V01L; **BIOL** V01L+, V03, V04, 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+. (Must include a corresponding lecture course from above.)

Area 6: LANGUAGE OTHER THAN ENGLISH (UC REQUIREMENT ONLY): Languages other than English. Proficiency equivalent to two (2)years of high school in the same language with a "C" or better, or one (1) 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, V61, V63*+; **HIST** V02A, V02B, V03A, V03B, V04B, V05A, V05B, V07A, V07B, V12, V15, V17+.
Group 2: **POLS** V01, V03.

Courses listed in multiple areas shall not be certified in more than one area except for courses in Language Other Than English, which can be certified in both Areas 3B and 6A.
+Transfer credit is limited by either UC or CSU or both.*^ HIST V15 will no longer meet CSU US History requirement effective Fall 2016.
IGETC Certification must be requested prior to transferring. See UC TCA on previous pages for details on UC transfer limitations and consult with a counselor for all limitations. Certification is not automatic. See your counselor or the Transfer Center. Students completing IGETC Certification may also apply for a Certificate of Achievement.

IGETC INFORMATION

Reference: The 2014 IGETC Standards, Policies and Procedures Version 1.5
www.universityofcalifornia.edu

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. Many independent/private and out-of-state colleges and universities will also accept the IGETC.

Students who may use IGETC?

The IGETC was developed by the Academic Senates of the CCC, UC and CSU for use by California Community College transfer students. A student may be IGETC certified if they have completed coursework at a California Community College(s) without regard to current enrollment status or number of units accrued at a CCC.

Students who enroll at a UC or CSU campus, then leave and attend a community college, and subsequently return to a different UC or CSU campus may use the IGETC.

Students who are NOT eligible to use the IGETC

Students who initially enroll at a UC campus, then leave and attend a community college, and subsequently return to the same campus are considered "readmitts" by the UC. Such students cannot use the IGETC. CSU does not have a system-wide poli cy that addresses this issue. Questions regarding the use of IGETC for a student who has recently been enrolled at a CSU should be directed to the specific campus the student wishes to attend.

Which type of student should follow the 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 follow the 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.

Is completion of IGETC an admission requirement?

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.

NOTE: UC Berkeley's College of Letters and Sciences requires full completion of the IGETC pattern as selection criteria for admission into the College.

Certification of 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 (page 82) section of the catalog for more information.

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.

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.

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 Another California Community College

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. Courses with an approval date of fall 1991 may be applied to the IGETC if completed prior to fall 1991. Courses approved after fall 1991 may only be applied if completed on or after the approval date.

Non-California Community College Courses

Appropriate non-CCC general education courses in the humanities, mathematics, social sciences, and natural sciences that are completed at United States regionally accredited institutions should be routinely included in IGETC. However, care should be taken to carefully scrutinize course outlines for content, prerequisites, texts, units, and IGETC Area Standards (See Section 10.0 for Standards).

Particular care should be taken when evaluating non-CCC courses to fulfill IGETC Area 1B, Critical Thinking and Composition. Few non-CCC second semester English Composition courses offer a course in Critical Thinking/English Composition. Guidelines to determine if a course is appropriate can be found in Section 10.1.2b.

Coursework from all Other United States Regionally Accredited Institutions

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. 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.

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), these can be from non-United States institution. (*See Section 10.6.1 for details on Language Other than English).* Students with a substantial amount of foreign coursework at a non-United States regionally accredited institution should be encouraged to follow the CSU or UC campus specific general education pattern.

Online/Distance Education/Telecourses:

- **CCC Courses**

  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 course review process. The relevant CCC Code of Regulations for distance education courses can be found in Title 5, Sections 55205 through 55215.

- **Non-CCC Courses**

  Non-CCC Institutions online/distance education/telecourses may be used on IGETC. The same scrutiny should be applied when reviewing these courses as when reviewing other non-CCC courses. (See Section 5.2 of IGETC Standards for guidelines).

- **Area 1C: Oral Communication (CSU Only)**

  Strictly online Oral Communication courses may not be used on IGETC Area 1C (CSU Only). (See Section 10.1.3a) Hybrid-delivery courses may meet the area criteria.

Reference: The 2014 IGETC Standards, Policies and Procedures Version 1.5; www.universityofcalifornia.edu

Credit by External Exams

Advanced Placement (AP) and International Baccalaureate (IB) 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.

There is no limit on the number of external exams that can be applied to IGETC. However, 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.

Advanced Placement Exam (AP)
UC grants credit for College Board Advanced Placement (AP) examinations on which a student scores 3 or higher. Elective units awarded may be applied to UC graduation requirements for specific subjects and/or for general education/breadth requirements, as determined by each campus. **See AP chart on pg_**

International Baccalaureate (IB)
A score of 5 or higher on Higher Level is required to grant credit for IGETC certification. An acceptable IB score for IGETC equates to either 3 semester or 4 quarter units for certification purposes.

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.

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.

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. Check with a counselor, the college and/or visit **www.assist.org** to obtain the most current information.

Berkeley

College of Letters and Science: Either IGETC or the college's requirements (Reading and Composition, Quantitative Reasoning, and Language Other than English) are acceptable.

Colleges of Engineering and Chemistry: In general, IGETC is not appropriate.

College of Natural Resources: IGETC is acceptable; however specific lower divisionmajor requirements must still be satisfied.

College of Environmental Design: IGETC is acceptable with full certification to fulfill CED's breadth requirements. Partial certification will not complete the requirements.

Haas School of Business: IGETC is not accepted.

Davis

All under graduate colleges accept IGETC. However, Bachelor of Science degrees and high-unit majors often have many coursesfor lower-division preparation; in thesecases, IGETC is not recommended and the UC Davis general education pattern is the better 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

IGETC is acceptable in all schools except The Henry Samueli School of Engineering and Applied Science.

Merced

School of Engineering: IGETC is strongly discouraged but accepted as students are encouraged to focus on lower-division major preparation prior to transfer.

School of Natural Sciences: IGETC is not recommended but accepted as students are encouraged to focus on lower-division major preparation prior to transfer.

School of Social Sciences, Humanities, and Arts: IGETC is recommended and students are encouraged to complete as muchlower-division major preparation as possible prior to transfer.

Riverside

College of Humanities, Arts and Social Sciences: IGETC is recommended.

College of Natural and Agricultural Sciences: IGETC is not accepted.

The Marlan and Rosemary Bourns College of Engineering: IGETC is acceptable; some additional coursework may be required after enrollment.

School of Business Administration (SOBA): IGETC is required.

San Diego

John Muir, Earl Warren, Thurgood Marshall and Sixth Colleges: IGETC is acceptable.

Eleanor Roosevelt and Revelle Colleges: IGETC is acceptable; however some additional coursework may be required after enrollment.

Santa Barbara

College of Letters and Science: IGETC is acceptable.

College of Creative Studies: IGETC is acceptable.

College of Engineering: Students are encouraged to focus on major preparation rather than general education, but may use IGETC to substitute for most general education requirements. However, some additional coursework maybe required after enrollment to complete the depth requirement if not satisfied during IGETC certification. **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

For majors in the physical and biological sciences or the Jack Baskin School of Engineering, IGETC isnot recommended. Students should ensure completion of lower-division courses for their intended major, as indicated in the UCSC Catalog and on www.assist.org.

Reference (May 2015): http://admission.universityofcalifornia.edu/counselors/transfer/advising/igetc/

Transfer to an Independent or Private and/or 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 private 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 and compare and contrast CSU/UC/Independent colleges at 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.

1. Northern California —1
Simpson University - Redding

2. S.F. Bay Area — 20
California College of the Arts - San Francisco
Calif. Institute of Integral Studies - San Francisco
Dominican University of California - San Rafael
Golden Gate University - San Francisco
Holy Names University - Oakland
Menlo College - Atherton
Mills College - Oakland
Notre Dame de Namur University - Belmont
Pacific Union College - Angwin
Palo Alto University - Palo Alto
Saint Mary's College of California - Moraga
Samuel Merritt College - Oakland
San Francisco Art Institute - San Francisco
San Francisco Conservatory of Music - San Francisco
Santa Clara University - Santa Clara
Saybrook University - San Francisco
Sofia University - Santa Clara
Stanford University - Stanford
Touro University California - Vallejo
University of San Francisco - San Francisco

3. Central Valley — 4
Fresno Pacific University - Fresno
Humphreys College - Stockton
University of the Pacific - Stockton
William Jessup University - Rocklin

4. Central Coast — 4
California Lutheran University - Thousand Oaks
Fielding Graduate University - Santa Barbara
Thomas Aquinas College - Santa Paula
Westmont College - Santa Barbara

5. Los Angeles/Kern — 30
Amer. Academy of Dramatic Arts - L.A. Hollywood
American Jewish University - Bel Air
Antioch University Los Angeles - Los Angeles
Art Center College of Design - Pasadena
Azusa Pacific University - Azusa
Biola University - La Mirada
California Institute of Technology - Pasadena
California Institute of the Arts - Valencia
Chicago School of Prof. Psychology - L.A.
Claremont Graduate University - Claremont
Claremont McKenna College - Claremont
Harvey Mudd College - Claremont
Keck Graduate University - Claremont
Loyola Marymount University - Los Angeles
Marymount College* Rancho - Palos Verdes
Master's College - Santa Clarita
Mount St. Mary's College - L.A.
Occidental College - Los Angeles
Otis College - Los Angeles
Pacific Oaks College - Pasadena
Pepperdine University - Malibu
Pitzer College - Claremont
Pomona College - Claremont
Scripps College - Claremont
So. Cal Univ. of Health Sciences - Whittier
University of La Verne - La Verne
Univ.of Southern California - Los Angeles
Western Univ.of Health Sciences - Pomona
Whittier College - Whittier
Woodbury University - Burbank

6. Orange — 7
Brandman University - Irvine
Chapman University - Orange
Concordia University Irvine - Irvine
Hope International University - Fullerton
Laguna College of Art & Design - Laguna Beach
Soka University - Aliso Viejo
Vanguard University - Costa Mesa

7. Riverside/San Bernardino — 4
California Baptist University - Riverside
La Sierra University - Riverside
Loma Linda Univ. - Loma Linda
Univ. of Redlands - Redlands

8. San Diego/Imperial — 5
Alliant International University - San Diego
National University - La Jolla
Point Loma Nazarene University - San Diego
San Diego Christian College - El Cajon
University of San Diego - San Diego

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	www.alliant.edu
Azusa Pacific University	Yes	Yes	Yes*	www.apu.edu
Biola University	Yes	No	Yes*	www.biola.edu
Brandman University	Yes	Yes	No	www.brandman.edu
California Baptist University	Yes	Yes	Yes*	www.calbaptist.edu
California College of Arts	Yes	Yes	Yes*	www.cca.edu
California Lutheran University	Yes	No	Yes*	www.callutheran.edu
Chapman University	Yes	Yes	Yes*	www.chapman.edu
Concordia University	Yes	Yes	Yes*	www.cui.edu
Fresno Pacific University	Yes	No	Yes*	www.fresno.edu
Golden Gate University	Yes	Yes	Yes*	www.ggu.edu
Holy Names University	Yes	No	Yes*	www.hnu.edu
Hope International University	Yes	Yes	Yes*	www.hiu.edu
Humphreys College	Yes	Yes	Yes*	www.humphreys.edu
La Sierra University	Yes	No	No	www.lasierra.edu
Laguna College of Art & Design	Yes	Yes	Yes*	www.lagunacollege.edu
Loma Linda University	Yes	Yes	Yes*	www.llu.edu
Loyola Marymount University	Yes	Yes	Yes*	www.lmu.edu
Marymount College	Yes	Yes	Yes*	www.marymount.edu
Menlo College	Yes	No	Yes*	www.menlo.edu
Mills College	Yes	Yes	Yes*	www.mills.edu
Mount St. Mary's College	Yes	Yes	Yes*	www.msmc.la.edu
National University	Yes	Yes	Yes*	www.nu.edu
Notre Dame de Namur University	Yes	Yes	Yes*	www.ndnu.edu

* See the college catalog or website for more information.

GE Articulation Information continued on next page

GE Articulation Information continued from previous page

Occidental College	Yes	Yes	Yes*	www.oxy.edu
Pacific Union Univeristy	Yes	No	-	www.puc.edu
Pepperdine University	Yes	Yes	Yes*	www.pepperdine.edu
Pitzer College	Yes	Yes	Yes*	www.pitzer.edu
Point Loma Nazarene University	Yes	Yes	Yes*	www.ptloma.edu
Pomona College	Yes	Yes	Yes*	www.pomona.edu
Saint Mary's College of California	Yes	No	Yes*	www.stmarys-ca.edu
San Diego Christian College	Yes	Yes	Yes*	www.sdcc.edu
San Francisco Conservatory of Music	Yes	Yes	Yes*	www.sfcm.edu
Scripps College	Yes	No	Yes*	www.scrippscollege.edu
Simpson University	Yes	Yes	Yes*	www.simpsonuniversity.edu
University of La Verne	Yes	Yes	Yes*	www.ulv.edu
University of Redlands	Yes	Yes	Yes*	www.redlands.edu
University of San Diego	Yes	Yes	Yes*	www.sandiego.edu
University of San Francisco	Yes	Yes	Yes*	www.usfca.edu
University of the Pacific	Yes	Yes	Yes*	www.pacific.edu
Vanguard University of Southern California	Yes	Yes	Yes*	www.vanguard.edu
Westmont College	Yes	No	Yes	www.westmont.edu
Whittier College	Yes	Yes	Yes	www.whittier.edu
William Jessup University	Yes	Yes	Yes	www.jessup.edu
Woodbury University	Yes	Yes	Yes*	www.woodbury.edu

Extracted from AICCU website 2015

https://secure.californiacolleges.edu/college_planning/california_independent_colleges/Admission_Requirements/Transfer_Admission.aspx

* See the college catalog or website for more information.

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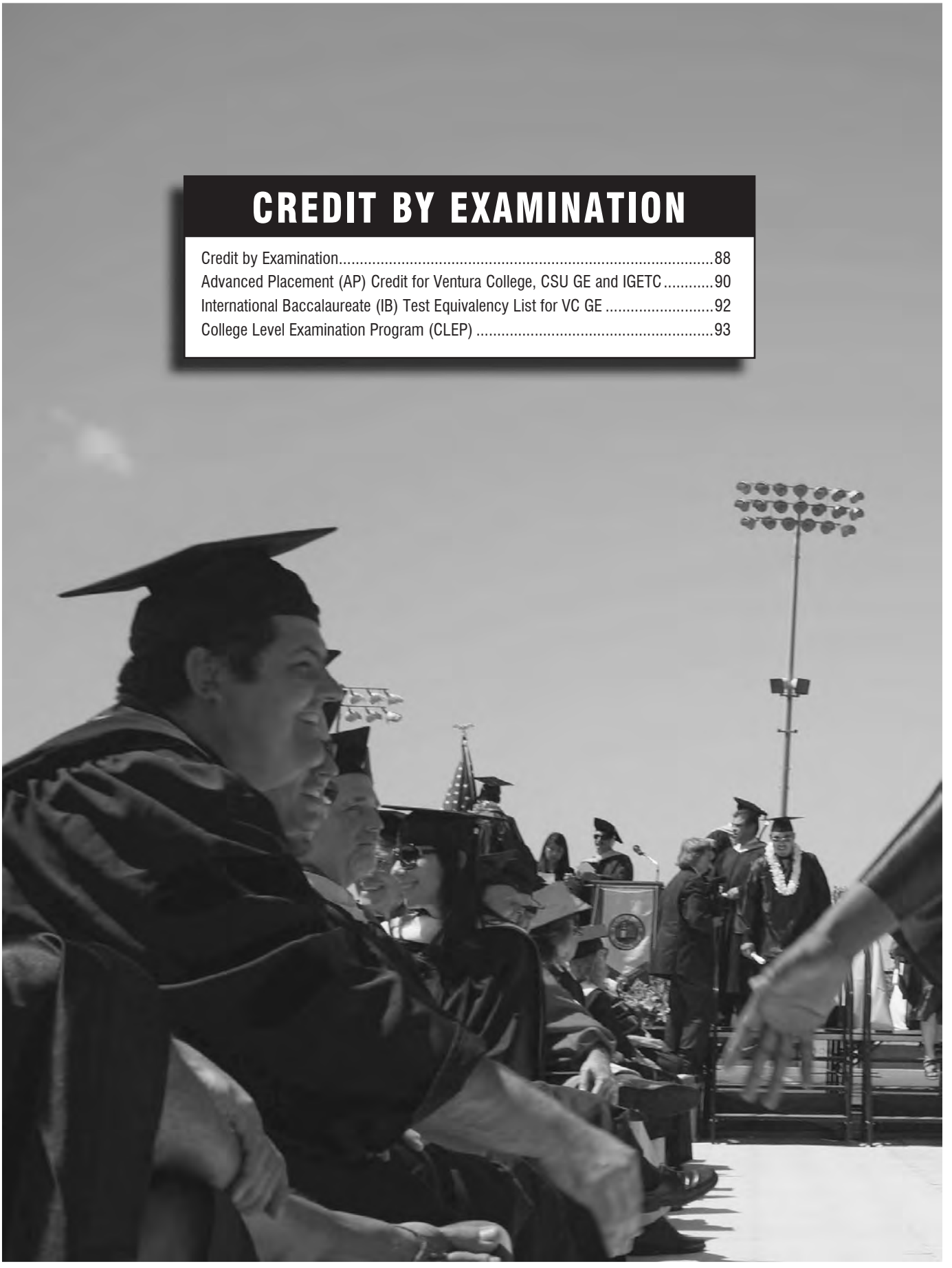

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ATHLETE

CREDIT BY EXAMINATION

AP 4235 Credit by Examination –adopted July 2009. Last revised April 2015

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. Course and unit credit can be obtained either through the Credit for External Exam Process (AP/IB/CLEP) or credit for Internal Exam Process, also known as locally administered exam.

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

Credit for External Exams

- **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.

Credit for Internal Exams (Locally Administered Exams)

- **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 with a letter grade and notated as "Credit by Exam". The per-unit fee for credit by examination will not be charged for credit awarded under this provision.

Cut Scores for Credit by Examinations (AP, IB, and CLEP):

- 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.

Internal Credit by Exam Process (Locally Administered Exam):

- 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 Academic Affairs and Student Learning maintains a current list of courses excluded from Credit by Examination.

To Receive Credit by Examination for a Locally Administered Exam:

- 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 Exam):

- 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.

Units and Grades Recorded for Credit by Examination (Locally Administered Exam):

- Transcript entries shall distinguish credit units obtained by examination from credit units obtained as a result of regular course enrollment.
- A student seeking credit by examination will receive the appropriate letter grade (A, B, C, D, F, or P/NP) and will be charged the current enrollment fee per unit regardless of the grade received. Students who are unsuccessful in an attempt to challenge a course by examination will receive a D, F, or NP, and a record of the attempt for credit by examination will appear on a student's transcript.

To Receive Credit by Examination for a High School Articulated Course:

- The student will apply online to one of the colleges in the VCCCD and create an account in the CATEMA tracking system.
- The High School Petition for Credit by Examination with required signatures will be completed at the time the student is enrolled in the equivalent high school course and submitted to the Registrar after the student successfully completes the course.
- The student passes the college's course via a comprehensive exam or evaluation determined solely by college faculty in the discipline.

Determination for Eligibility for Credit by Examination (High School Articulated Course):

- 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 advance subject matter; and, has not received a grade (A, B, C, D, F, CR, CRE, NC, or NP or equivalent), in the course for which he or she is seeking Credit by Examiniation at this or any other educational institutions.

Units and Grades Recorded for Credit by Examination (High School Articulated Course):

- The student will receive the appropriate credit units if he or she satisfactorily passes the examination; a letter grade and units will be recorded and "Credit by Examination" will be notated on the transcript for the term in which it was earned.
- Students who are unsuccessful in obtaining a standard grade of C or better will not be allowed to petition for credit and no record of the attempt for credit by examination will appear on a student's transcript.

Limits of Credit by Examination (All Methods):

- Students may challenge a given course only once.
- Credits aquired by examination are not applicable to meeting unit load requirements such 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.

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

Advanced Placement (AP Exam)	VC Course Equivalent	VC GE Area	VC GE Units Earned	Total VC Units Earned (includes GE units)	American Institutions and/or CSU GE Breadth Area	CSU GE Units Earned Toward CSU-GE Certification (sem)	CSU Min. Semester Credit Earned Toward Transfer	IGETC Area	IGETC Units Earned Toward IGETC Cert. (qtr/sem)	UC Units Earned Toward Transfer (qtr/sem)
Art History	ART V02A	C1	3	6	C1 or C2	3	6	3A or 3B	4/3	8/5.3
Studio Art: Drawing	ART V12A	C1	3	6	n/a	0	3	n/a	n/a	8/5.3
Studio Art: 2D	ART V11A	C1	3	6	n/a	0	3	n/a	n/a	8/5.3
Studio Art: 3D	ART V19	C1	3	6	n/a	0	3	n/a	n/a	8/5.3
Art Exam Limitation								8 qtr./5.3 sem. units max for all 3 Studio Arts exams		
Biology	BIOL V01-V01L	A1	4	6	B2+B3	4	6	5B and 5C	5/4	8/5.3
Calculus AB*	MATH V20 MATH V21A	D2	3	3	B4	3	3	2A	4/3	4/2.7
Calculus BC*	MATH V21A MATH V21B	D2	3	6	B4	3	6	2A	4/3	8/5.3
Calculus BC/AB Subscore	n/a	n/a	0	0	B4	3	3	2A	4/3	8/5.3
Calculus Exam Limitation	Max credit: one exam				Only one exam may be used for transfer/applied to the baccalaureate degree.			8 qtr./5.3 sem. units max for both exams		
Chemistry	CHEM V20-V20L CHEM V01A-V01AL	A2	4	6	B1+B3 (prior F'09) B1+B3 (after F'09)	6 4	6 6	5A and 5C	5/4	8/5.3
Chinese Lang./Culture*	n/a	C2	3	6	C2	3	6	3B and 6A	4/3	8/5.3
Comparative Government & Politics	POLS V02	B2	3	3	D8	3	3	4H	4/3	4/2.7
Computer Science A	CS V40	D2	4	4	n/a	n/a	3	n/a	n/a	
Computer Science AB Computer Science AB (Exam is no longer offered)	n/a	n/a	n/a	3	n/a	n/a	6	n/a	n/a	8/5.3
CS Exam Limitation	Max 4 units for both exams				Only one exam may be used for transfer/applied to the baccalaureate degree.			4 qtr./2.7 sem. Units max for both exams		
Economics: Macroeconomics	ECON V01A	B2	3	3	D2	3	3	4B	4/3	4/2.7
Enomomics: Microeconomics	ECON V01B	B2	3	3	D2	3	3	4B	4/3	4/2.7
English Language	ENGL V01A	D1	3	6	A2	3	6	1A	4/3	8/5.3
English Literature/Composition*	ENGL V01A, V01B	D1 and D2 or C2	6	6	A2 + C2	6	6	1A or 3B	4/3	8/5.3
English Exam Limits	Max: 6 units for both exams							8 qtr/5.3 sem. units max for both exams		
Environmental Science	ESRM V02	A2	4	4	B2+B3 (prior F'09) B1 + B3 (after F'09)	4	4	5A and 5C	4/3	4/2.7
European History	HIST V01A, HIST V01B	B2 or C2	3	6	C2 or D6	3	6	3B or F	4/3	8/5.3
French Language*	FREN V02	C2	3	6	C2 C2	6 (prior F'09) 3 (F'09 or after)	6 6	3B and 6A	4/3	8/5.3
Advanced Placement (AP Exam)	VC Course Equivalent	VC GE Area	VC GE Units Earned	Total VC Units Earned (includes GE units)	American Institutions and/or CSU GE Breadth Area	CSU GE Units Earned Toward CSU-GE Certification (sem)	CSU Min. Semester Credit Earned Toward Transfer	IGETC Area	IGETC Units Earned Toward IGETC Cert. (qtr/sem)	UC Units Earned Toward Transfer (qtr/sem)
French Language & Culture	n/a	n/a	0	0	C2	3	6	3B and 6A	4/3	8/5.3
French Literature*	FREN V03	C2	3	6	C2	3 (prior F'09)	6	3B and 6A	4/3	8/5.3
German Language*	GERM V02	C2	3	6	C2 C2	6 (prior F'09) 3 (F'09 or after)	6 6	3B and 6A	4/3	8/5.3

AP chart continued on next page

AP chart continued from previous page

Advanced Placement (AP Exam)	VC Course Equivalent	VC GE Area	VC GE Units Earned	Total VC Units Earned (includes GE units)	American Institutions and/or CSU GE Breadth Area	CSU GE Units Earned Toward CSU-GE Certification (sem)	CSU Min. Semester Credit Earned Toward Transfer	IGETC Area	IGETC Units Earned Toward IGETC Cert. (qtr/sem)	UC Units Earned Toward Transfer (qtr/sem)
German Language & Culture	n/a	n/a	0	0	C2	3	6	3B and 6A	4/3	8/5.3
Human Geography	GEOG V02	B2	3	3	D5	3	3	4E	4/3	4/2.7
Italian Language/Culture*	ITAL V01, V02	C2	3	6	C2	3	6	3B and 6A	4/3	8/5.3
Japanese Language/Culture*	JAPN V01, V02	C2	3	6	C2	3	6	3B and 6A	4/3	8/5.3
Latin Literature	n/a				C2	3 (prior to F'09)	6	3B and 6A	4/3	4/2.7
Latin: Vergil (prior to F12)	n/a				C2	3	3	3B and 6A	4/3	4/2.7
Latin Exam Limitations								Max 4/3 units for both exams		
Music Theory	MUS V02A, V02AL	C1	3	6	C1	3 (prior to F'09)	6	N/A	N/A	8/5.3
Physics 1	n/a	n/a	n/a	n/a	B1 + B3	4	4	n/a	n/a	n/a
Physics 2	n/a	n/a	n/a	n/a	B1 + B3	4	4	n/a	n/a	n/a
Physics B (Physics B has been replaced by Physics 1 and 2 beginning 2014-2015)	PHYS V02A, V02AL	A2	5	5	B1 + B3 B1 + B3	6 (prior F'09) 4 (F'09-F/13)	6 6	5A and 5C	5/4	8/5.3
Physics C: Elect/Mag	PHYS V05, V05L	A2	5	5	B1 + B3	4	4	5A and 5C	4/3	4/2.7
Physics C: Mechanics	PHYS V04, V04L	A2	3	5	B1 + B3	4	4	5A and 5C	4/3	4/2.7
Physics Exam Limitations	Max 6 units for all exams				Max 4 sem units towards GE and 6 units for transfer/applied to the baccalaureate degree.			8 qtr./5.3 sem. unit max for all 3 exams		
Psychology	PSY V01	B2	3	3	D9	3	3	4I	4/3	4/2.7
Seminar	n/a	n/a	n/a	n/a	n/a	0	3	n/a	n/a	n/a
Spanish Language*	SPAN V01, V02	C2	3	6	C2 C2	6 (prior F'09)	6 6	3B and 6A	4/3	8/5.3
Spanish Language & Culture	n/a	n/a	0	0	C2	3	6	3B and 6A	4/3	8/5.3
Spanish Literature*	SPAN V03	C2	3	6	C2 C2	6 (prior F'09)	6 6	3B and 6A	4/3	8/5.3
Statistics	MATH V44	D2	4	4	B4	3	3	2A	3	4/2.7
U.S. Government and Politics	POLS V01	B1 or B2	3	3	D8 + US - 2	3	3	4H + US - 2	4/3	4/2.7
U.S. History*	HIST V07A, V07B	B1 or C2	3	6	C2 or D6 + US - 1	3	6	3B or 4F + US-1	4/3	8/5.3
World History*	HIST V18A, V18B	B2 or C2	3	6	C2 or D6	3	6	3B or 4F	4/3	8/5.3

Note: *AP exams may be used in either area regardless of where the certifying CCC's discipline is located.

Rules for use of AP scores on IGETC, CSU GE-Breadth and VC 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 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 the IGETC Area 1B - Critical Thinking/ Composition or CSU GE Breadth Area A3 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 at http://admission.universityofcalifornia.edu/counselors/files/ap-satisfied-admission-and-IGETC-req.pdf and IGETC Standards, Policies and Procedures, version 1.5 (2014).
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 VC GE

International Baccalaureate (IB) Exam	VC GE Category	VC GE Units earned	Total VC Units Earned (includes GE units)	Minimum Passing Score for CSU	CSU Min. Semester Credit Earned toward transfer (includes GE Units	CSU GE Units earned toward CSU GE- Breadth Cert.	CSU GE Area	IGETC Area	IGETC Units earned toward Cert. (qtr/sem)	TotalUC Units earned toward Transfer (includes GE units) (qtr/sem)
IB Biology HL	A1	3	6	5	6	3	B2	5B (w/out lab)	4/3	8/5.3
IB Chemistry HL	A2	3	6	5	6	3	B1	5A (w/out lab)	4/3	8/5.3
IB Economics HL	B2	3	6	5	6	3	D2	4B	4/3	8/5.3
IB Geography HL	B2	3	6	5	6	3	D5	4E	4/3	8/5.3
IB History (any region) HL	B2	3	6	5	6	3	*C2 or D6	*3B or 4F	4/3	8/5.3
IB Language A Literature HL	C2	3	6	4	6	3	C2	n/a	n/a	n/a
IB Language A Language and Literature HL	C2	3	6	4	6	3	C2	n/a	n/a	n/a
IB Language A1 (any language)HL	C2	3	6	4	6	3 (Prior F13)	C2	3B	4/3	8/5.3
IB Language A2 (any language) HL	C2	3	6	4	6	3 (Prior F13)	C2	3B	4/3	8/5.3
IB Language A1 (any language except English) HL	C2	3	6	4	n/a	n/a	n/a	3B and 6A	4/3	8/5.3
IB Language A2 (any language except English) HL	C2	3	6	4	n/a	n/a	n/a	3B and 6A	4/3	8/5.3
IB Language B (any language) HL	C2	3	6	4	6	0	n/a	6A	4/3	8/5.3
**IB Mathematics HL	D2	3	6	4	6	3	B4	2A	4/3	8/5.3
IB Physics HL	A2	3	6	5	6	3	B1	5A	4/3	8/5.3
IB Psychology HL	B2	3	6	5	3	3	D9	4I	4/3	8/5.3
IB Theatre HL	C1	3	6	4	6	3	C1	3A	4/3	8/5.3

IB Exam may be used in either area regardless of where the certifying CCC's discipline is located.

****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.***

Note: All units shown on this chart are semester units except those listed for IGETC which include quarter and semester units.

Rules for using International Baccalaureate (IB) credit for IGETC, CSU GE-Breadth and VC 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 more information about course credit awarded for admission and in majors by individual campuses, visit http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html
5. CSU also grants unit credit for transfer purposes of IB HL exams (see CSU policy http://www.calstate.edu/AcadAff/codedMemos/AA-2015-02.pdf). 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 1.5 2014 (section 7.2) , CSU E.O. 1036 section 1.2.4 and Coded Memo AA-2015-02.

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.
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 units in residence at Ventura College required for an Associate Degree.

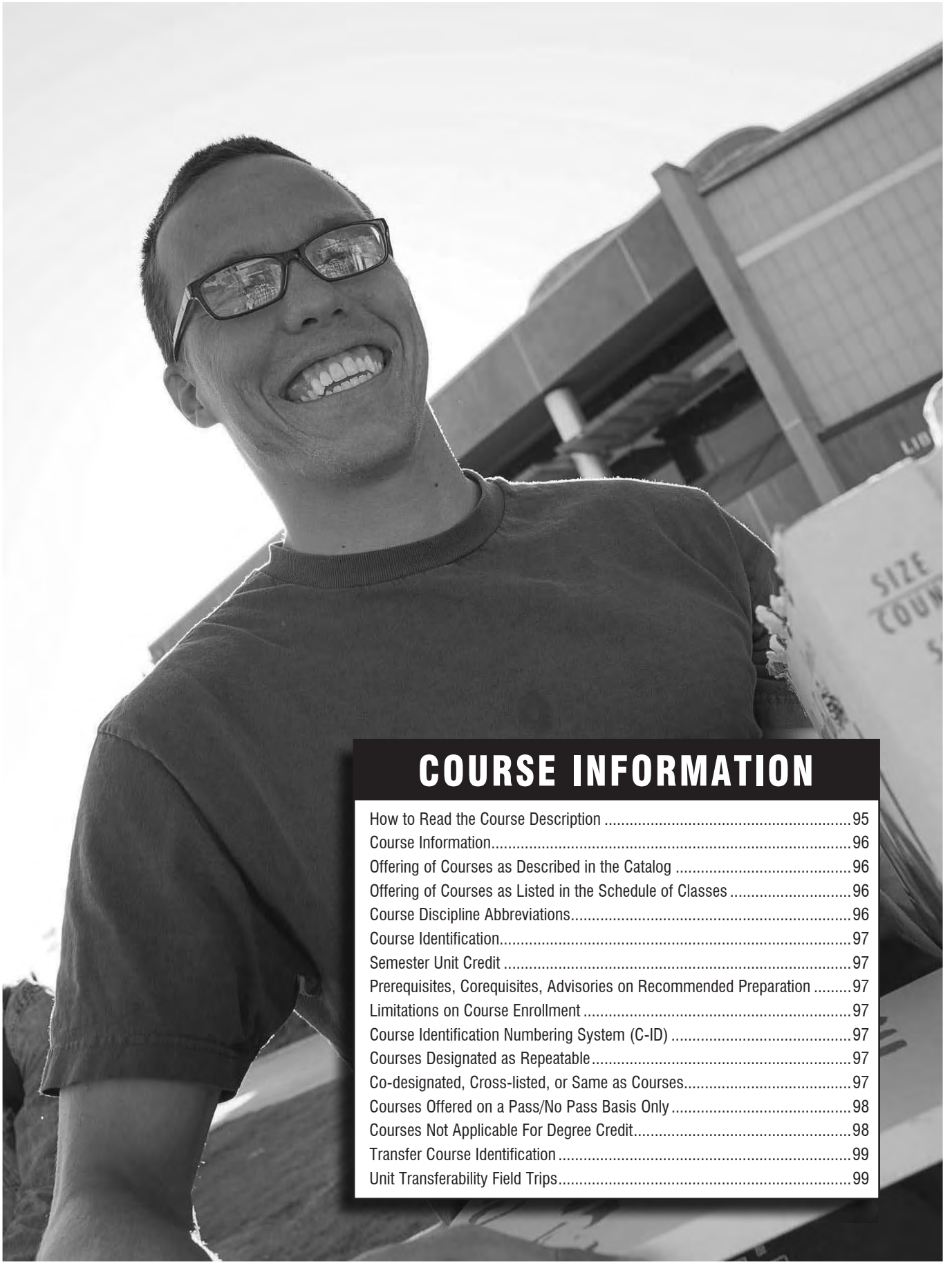
College Level Examination Program (CLEP)

For Ventura College GE and CSU-GE Breadth

Students who earned a score of 50 or higher or as specified below on CLEP exam will receive 3-6 units depending on the exam.

CLEP Exam	Passing Score	CSU GE Breadth and/or American Institutions Area	Semester Credits Toward GE-Breadth Certification	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 (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

Note: *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 baccalaureate. For each test in a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of GE Breadth, as noted. Reference: CSU EO 1036 and CSU Coded Memorandum AA-2015-02 and ASCCC Resolution 9.01 S11 CCC CLEP Exam Equivalency List.



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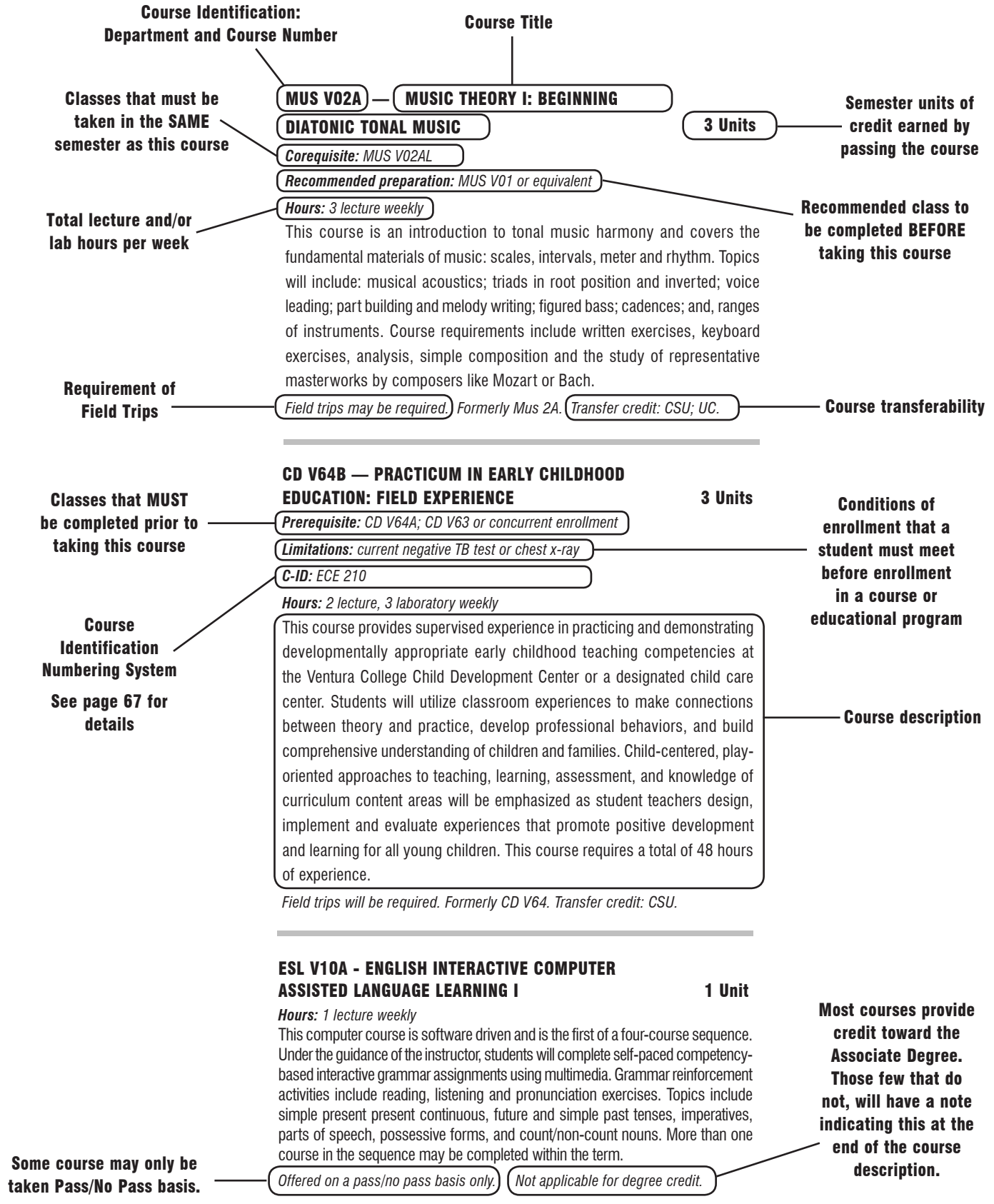


COURSE INFORMATION

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 online version of the catalog, 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:

AES - American Ethnic Studies

ATEB - Applied Technology and Employability -Business Essentials

ATEC - Applied Technology and Employability -Career Exploration

ATEM - Applied Technology and Employability -Mathematics

ATET - Applied Technology and Employability -Principles of Technology

ATEW - Applied Technology and Employability-Writing

ANAT - Anatomy

ANPH - Anatomy/Physiology

ANTH - Anthropology

ARCH - Architecture

ART - Art

ACT - Assistive Computer Technology

AST - Astronomy

AUTO - Automotive

BIOL - Biology

BIOT - Biotechnology

BUS - Business

CHEM - Chemistry

CHST - Chicano Studies

CD - Child Development

CDL - Cognitively Diverse Learners

COMM - Communication Studies

COUN - Counseling

CS - Computer Science

CT - Construction Technology

CJ - Criminal Justice

DANC - Dance

DRFT - Drafting

ECON - Economics

EAC - Educational Assistance Center

EMT - Emergency Medical Technology

ENGR - Engineering

ENGL - English

ENGM - English for Multilingual Students

ESL - English as a Second Language

ESRM - Environmental Science and Resource Management

FREN - French

GIS - Geographic Information Systems

GEOG - Geography

GEOL - Geology

GERM - German

HED - Health Education

HS - Health Sciences

HIST - History

HUM - Humanities

HMSV - Human Services

ICA - Intercollegiate Athletics

IDS - Interdisciplinary Studies

INTR - Internship

ITAL - Italian

JAPN - Japanese

KIN - Kinesiology

LS - Learning Skills

LIB - Library Instruction

MT - Manufacturing Technology

MATH - Mathematics

MICR - Microbiology

MUS - Music

NS - Nursing Science

PM - Paramedic

PHIL - Philosophy

PHOT - Photography

PHSC - Physical Science

PHYS - Physics

PHSO - Physiology

POLS - Political Science

POSC - Police Science

PSY - Psychology

SL - Sign Language

SOC - Sociology

SPAN - Spanish

SS - Study Skills

SUP - Supervision

THA - Theatre Arts

WS - Water Science

WEL - Welding

WEXP - Work Experience

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(e.g., ART V12A).

Courses requiring a year (two semesters) in which to complete the full offering may be designated by number and letter (e.g., 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 (e.g., 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, the hours of instruction in some variable unit courses may be reduced and credit reduced proportionately.

Prerequisites, Corequisites and Advisories on 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.

• **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.

Limitations on Course Enrollment

• **Limitations -**Conditions of enrollment that a student must meet before enrollment in a course or educational program. 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.

(e.g., CD V64A-*Limitations: current negative TB test or chest x-ray)*

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 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.

(e.g.,CD V64A-*C-ID: ECE 200)*

For further infomation, please refer to C-ID information on page 65 and http://www.c-id.net/

Courses Designated as Repeatable

A statement following the course description noting the repeatability of a course will specify the number of times an active participatory course or courses can be repeated. Students shall be permitted to enroll in no more than four semesters in an active participatory course in physical education, visual arts or performing arts that are "related in content" to other courses (Title 5, §55000(l)) of the courses that are similar in content.

Courses are related in content when the courses have "similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation." Ventura College has defined courses related in content as a "family of courses" for the following disciplines: Art, Dance, Kinesiology, Music and Theatre Arts.

(e.g. KIN V02-Ventura College faculty has defined Aquatics as a family of courses which includes KIN V02, KIN V03, KIN V04, and KIN V06. A student may take a maximum of four (4) courses from a family).

For more information refer to Appendix XIV, page 279.

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, V05, V08, V25, V88; **AUTO** V32A, V32B, V32C, V32E, V49, V95, V96; **BIOL** V31, V32, V95, V96; **BIOT** V31, V32; **BUS** V95, V96; **CD** V95, V96; **CDL** V01, V03, V88; **COUN** V03, V04, V10A, V10B, V10C, V88, V89; **CS** V95, V96; **CT** V95, V96; **CJ** V41, V42, V45, V46, V85, V86, V95, V96; **DRFT** V99; **EAC** 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, V30A, V30B, V40A, V40B, V88; **ENGM** V21, V22, V31, V32, V41, V42, V50A, V50B, V51A, V51B; **GIS** V24; **GEOG** V16, V24, V95, V96; **HS** V12, V95, V96; **HMSV** V95, V96; **IDS** V02, V09, V13; **INTR** V95, V96; **KIN** V95, V96; **LS** V01L; **MT** V18; **MATH** V06; **NS** V15, V16, V75, V84A, V84B, V84C, V84D, V85, V95, V96; **PM** V95; **POLS** V30; **PSY** V04S; **SOC** V95, V96; **SS** V01, V03, V04; **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, 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, V30A, V30B, V40A, V40B, V53A, V53B, V54, V88; **ENGM** V21, V22, V31, V32, V41, V42, V50A, V50B, V51A, V51B; **LS** V01, V01L, V02, V03A, V03B, V03C, V07, V08, V09, V10, V14, V25, V88; **MATH** V09, V10; **NS** V84A, V84B, V84C, V84D, 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.
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** website.

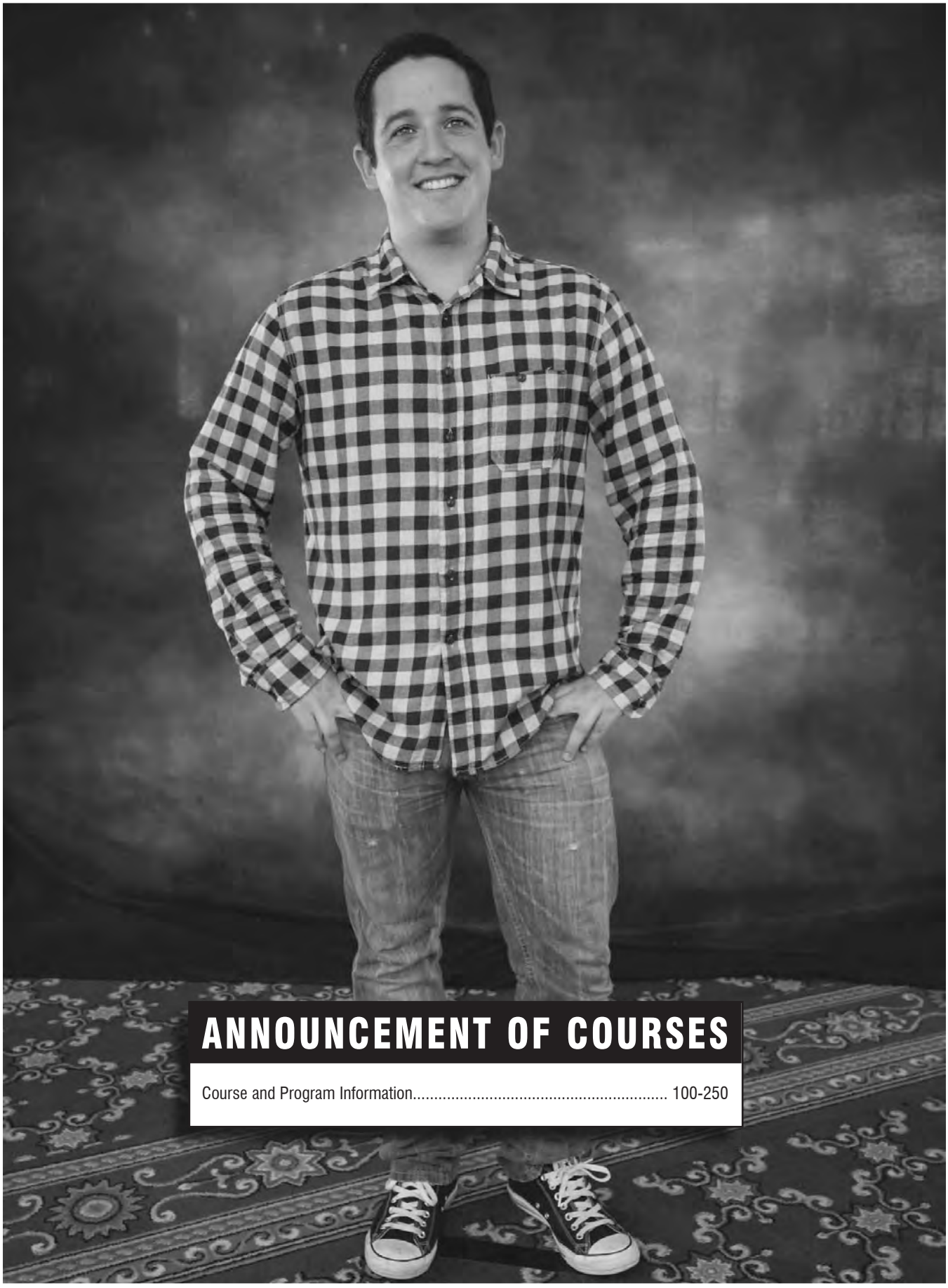
Unit Transferability

While all California community colleges have transfer agreements with various educational institutions, it is important for students to understand there are limits on the number and type of course credits a student can transfer. Each college develops courses and curriculum based on the expertise of its faculty and District standards. Each course is assigned a number of units depending upon the course content. While the majority of our courses are articulated to transfer to the UC system and/or CSU system, there is a possibility that not all units for every course will transfer in their entirety to every transfer institution due to the receiving institution unit limitations. Students need to connect with a community college academic counselor as soon as possible, visit the Career Transfer Center, and regularly check **www.assist.org** to learn whether their specific courses are transferable to an institution of choice. Taking more credits than needed to transfer to another institution can also limit an eligible student's financial aid opportunities. By working closely with academic counselors, the financial aid office, and a receiving institution's support services, eligible students can maintain maximum levels of financial aid resources and transfer of credits.

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.



ANNOUNCEMENT OF COURSES

Course and Program Information..... 100-250

ACCOUNTING

See Business

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.

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 emphases on the role and history of Native American Indians, changing United States Indian policy, and the interactions between divergent cultures. 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. It requires students to analyze a variety of materials, think critically, and write thesis-based essays and/or research papers.
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.

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.

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.

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.

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.

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.

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.

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.

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.

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 and Reconstruction to the present. It will begin with the struggles the nation faced to reconstruct the Union and to accommodate the newly freed African Americans as citizens of the nation, and trace the parallel struggles of the nation itself and those African American citizens to become one united nation. The course will also analyze Constitutional amendments, industrialization, Jim Crow laws, the Populist Party, the Spanish American War, and subsequent American wars. It will analyze the significant political, cultural, and economic changes in the post World War II era, including the Civil Rights movement and various attempts to address issues of poverty and incomplete citizenship for African Americans and other minorities. The course will emphasize the roles, involvement, and contributions of African Americans, as well as relevant institutions, trends, concepts, movements, and problems. 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.

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.

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, 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 AES 42B. Same as HIST V14B. Transfer credit: CSU; UC.

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.

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.

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.

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

Recommended preparation: *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.

Associate in Arts Degree
ANTHROPOLOGY FOR TRANSFER

The Associate in Arts in Anthropology for Transfer Degree (Anthropology 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 Anthropology for Transfer Degree may transfer to a CSU Campus to complete a Bachelor's Degree in Anthropology or similar programs.

To earn an Anthropology 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-CSU) 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 on transfer courses.
3. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis. *Although a "P" grade is allowed (Title 5, Section 55063), it is recommended that students take the course for a letter grade (A, B, or C) due to unit limitations on "P/NP" courses.*
4. Complete a minimum of 12 units in residency at the college granting the degree.

REQUIRED CORE (9 units):		UNITS
ANTH V01	Biological Anthropology	3
ANTH V02	Cultural Anthropology	3
ANTH V03	Archaeology and World Prehistory	3

LIST A:
Select one (1) of the following courses (3-4 units):

ANTH V01L	Biological Anthropology Laboratory	1
ANTH V05	Linguistic Anthropology: Culture and Communication	3
PSY V04	Introductory Statistics for the Social and Behavioral Sciences	4
OR		
MATH V44	Elementary Statistics	4

LIST B:
Select one or two (1-2) of the following courses (3-5 units):
Any course not used in LIST A:
ANTH V01L, ANTH V05, PSY V04 or MATH V44 **1-4**

PSY V07	Introduction to Research Methods in the Social and Behavioral Sciences	3
GEOL V02	Physical Geology	3
AND		
GEOL V02L	Physical Geology Laboratory	1

LIST C:
Select one (1) of the following courses (3 units):
Any course from LIST A or B not already used **1-4**

ANTH V04/ AES V01	Native Peoples of North America	3
ANTH V07	The Anthropology Magic, Witchcraft and Religion	3
COMM V12	Intercultural Communication	3
GEOG V02	Introduction to Human Geography	3
PSY V30	Multicultural Psychology	3
SOC V01	Introduction to Sociology	3
SOC V03/ AES V11	Racial and Ethnic Group Relations	3

Major Units	18-21
CSU General Education or IGETC-CSU Pattern	37-39
Electives (CSU transferrable units to reach 60)	
Double-Counted Units	(14-17)
DEGREE TOTAL	**60**

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

For other course descriptions, see American Ethnic Studies, Communication Studies, Geology, Geography, Mathematics, Psychology, and Sociology

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Proficiency Award
ANTHROPOLOGY
(Awarded by the Anthropology Department)

REQUIRED COURSES:		Units
ANTH V01	Biological Anthropology	3
ANTH V02	Cultural Anthropology	3
ANTH V03	Archaeology and World Prehistory	3
TOTAL		9

For more information contact: Maria Teresa (Gigi) Fiumerodo at (805) 289-6007 or at mtfiumerodo@vcccd.edu.

PROGRAM STUDENT LEARNING OUTCOMES

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

- Show comprehension of the interaction between biology and culture.
- Demonstrate the ability to identify and apply anthropological theories to evaluate biological, cultural and/or archaeological data.
- Have the ability to analyze and interpret the anthropological models of human evolution.
- Have the ability to analyze and interpret the anthropological models of socio-cultural structures.

COURSE DESCRIPTIONS

ANTH V01 - BIOLOGICAL ANTHROPOLOGY — 3 Units

C-ID: *ANTH 110*
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 ANTHROPOLGY 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

C-ID: *ANTH 120*
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, methods, and theories of anthropological archaeology. It provides a survey of our ancient ancestors' prehistory from the Pleistocene to the first civilizations.
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.

ANTH V05 - LINGUISTIC ANTHROPOLOGY: CULTURE AND COMMUNICATION 3 Units

Recommended preparation: *ANTH V02*
Hours: *3 lecture weekly*
This course introduces the socio-cultural perspective in linguistic anthropology. Students will be provided with an overview of the relationship between language and culture, including the basic structure of language, human interaction using verbal language and non-verbal cues, how language reflects and shapes thought, the expression of social status and identity, and the construction of social relationships. The course also exposes students to anthropological theories of language origin, variation in language, language change, and language endangerment.
Transfer credit: CSU; UC.

ANTH V06 - ANTHROPOLOGY OF WOMEN 3 Units

Recommended preparation: *ANTH V01 and ANTH V02*
Hours: *3 lecture weekly*
This course is an exploration of women's roles, accomplishments and stereotypes, past and present, as they are affected by different types of cultures, simple and complex, including examples from all continents. Information and issues concerning American women are discussed from a cross-cultural perspective.
Formerly Anthro 6. Transfer credit: CSU; UC.

ANTH V07 - THE ANTHROPOLOGY 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*
C-ID: *AJ 150*
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.

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.
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. Formerly Anthro 90. Transfer credit: CSU; for UC, determined after admission.

ARCHITECTURE

ARCH V10 - INTRODUCTION TO ARCHITECTURAL DESIGN 2 Units

Hours: *2 lecture weekly*
This course 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, and 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.
Field trips may be required. 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.
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.
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-dmensional drawings. Industry trends, practices, and employer expectations will be addressed.
Field trips may be required. Formerly Arch 23. Same as DRFT V05A. Transfer credit: CSU; UC.

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).
Field trips may be required. 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.
Field trips may be required. Transfer credit: CSU.

ARCH V31 - REVIT 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.
Field trips may be required. Formerly Arch 31. Transfer credit: CSU.

ARCH V32 - REVIT 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.
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: *2 lecture, 3 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).
Field trips may be required. Formerly Arch 33. Transfer credit: CSU.

ARCH V40 - ARCHITECTURAL DESIGN I 3 Units

Recommended preparation: *DRFT V03 or 1 year of drafting experience*
Hours: *1.5 lecture, 4.5 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.
Field trips may be required. Formerly Arch 40. Transfer credit: CSU; UC.

ARCH V41 - ARCHITECTURAL DESIGN II 3 Units

Recommended preparation: *ARCH V40*
Hours: *1.5 lecture, 4.5 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.
Field trips may be required. Formerly Arch 41. Transfer credit: CSU; UC.

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 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.

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

ART

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.

Associate in Arts Degree

ART HISTORY FOR TRANSFER

The Associate in Arts in Art History for Transfer Degree (Art History 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 Art History for Transfer Degree may transfer to a CSU Campus to complete a Bachelor's Degree in Art, Art History, Fine Arts, History, Studio Arts or similar programs.

To earn an Art History 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-CSU) 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 on transfer courses.
3. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis. *Although a "P" grade is allowed (Title 5, Section 55063), it is recommended that students take the course for a letter grade (A, B, or C) due to unit limitations on "P/NP" courses.*
4. Complete a minimum of 12 units in residency at the college granting the degree.

REQUIRED CORE (9 units):		**UNITS**
ART V02A	Introduction to the History of Western Art I	3
ART V02B	Introduction to the History of Western Art II	3
ART V12A	Drawing & Composition I	3

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

ART V02C/ AES V67	Introduction to Non-Western Art	3
ART V03/ AES V10	Introduction to African and Pre-Columbian Art	3
ART V08/ AES V65	Introduction to Asian Art	3

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

ART V11A	Color & Design: 2D Design	3
ART V19	Three-Dimensional Design	3
ART V73A/ PHOT V73A	Digital Imaging	3
ART V51A	Beginning Ceramics I	3
ART V25A	Beginning Sculpture I	3
PHOT V01	Beginning Photography	3

LIST C:
Select one (1) of the following courses (3-4 units):

Any course from LIST A or B not already used		**3**
OR		
Any CSU transferable Art History course (Except ART V01) not already used		3
ART V04	Introduction to Renaissance and Baroque 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 V09	Introduction to Modern and Contemporary Latin American Art	3
OR		
Any CSU GE course from Areas C1, C2, D1, D3, D4, or D6		3-5

Please refer to CSU General Education-Breadth Certification (may be found in the Counseling Office or in the VC Catalog on page 71).

Major Units	18-20
CSU General Education or IGETC-CSU Pattern	37-39
Electives (CSU transferrable units to reach 60)	
Double-Counted Units	(16)
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.

For other course descriptions, see American Ethnic Studies and Photography

Associate in Arts 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-CSU) 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 on transfer courses.
3. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis. *Although a "P" grade is allowed (Title 5, Section 55063), it is recommended that students take the course for a letter grade (A, B, or C) due to unit limitations on "P/NP" courses.*

4. Complete a minimum of 12 units in residency at the college granting the degree.

REQUIRED CORE (12 units):		**Units**
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/ AES V65	Introduction to Asian Art	3
ART V03/ AES V10	Introduction to African and Pre-Columbian Art	3
ART V02C/ AES V67	Introduction to Non-Western Art	3
ART V04	Introduction to Renaissance and Baroque 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	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
CERAMICS:		
ART V51A	Beginning Ceramics I	3
SCULPTURE:		
ART V25A	Beginning Sculpture I	3
DIGITAL ART:		
ART V73A/ PHOT V73A	Digital Imaging	3
PHOTOGRAPHY:		
PHOT V01	Beginning Photography	3
PHOT V02	Beginning Photography with Digital Techniques	3
PHOT V06A	Introduction to Color Photography I	3
COLOR:		
ART V11B	Color and Design: Color Theory	3
OTHER MEDIA:		
ART V28A	Visual Technologies for Graphic Communications I	3
ART V29A	Illustration I	3
ART V71	Computer Graphic and Design I	3

Second Semester Courses:

ART V16B	Beginning Oil Painting II	3
ART V51B	Beginning Ceramics II	3
ART V25B	Beginning Sculpture II	3
ART V72	Computer Graphic and Design II	3

Major Units	24
CSU General Education or IGETC-CSU Pattern	37-39
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.

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

Associate in Arts Degree
Certificate of Achievement

CERAMICS

Transfer requirements may differ
See counselor or consult assist.org

REQUIRED COURSES:		Units
ART V11A	Color and Design: Two-Dimensional Design	3
ART V12A	Drawing and Composition I	3
ART V19	Three-Dimensional Design	3
ART V25A	Beginning Sculpture I	3
ART V50A	Handbuilding Ceramics 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	3

REQUIRED ADDITIONAL COURSES:
Select one (1) of the following courses:

ART V02A	Introduction to the History of Western Art I	3
ART V02B	Introduction to the History of Western Art II	3
ART V02C/ AES V67	Introduction to Non-Western Art	3
TOTAL		**33**

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, V16A, V16B, V25B, V28A, V28B, V30A, V30B, V53B, 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.

For other course descriptions, see American Ethnic Studies

Associate in Arts Degree
Certificate of Achievement

FINE ART

Transfer requirements may differ
See counselor or consult assist.org

REQUIRED COURSES:		Units
ART V11A	Color and Design: 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 V20C	Portfolio Development	3

REQUIRED ADDITIONAL COURSES:
Select two (2) of the following courses:

ART V02A	Introduction to the History of Western Art I	3
ART V02B	Introduction to the History of Western Art II	3
ART V02C/ AES V67	Introduction to Non-Western Art	3

REQUIRED ADDITIONAL COURSES FOR SPECIALIZATION AREAS:
Select six (6) units from the same area:

ART HISTORY AREA:

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 and Baroque 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 V50A	Handbuilding Ceramics I	3
ART V51A	Beginning Ceramics I	3
ART V51B	Beginning Ceramics II	3
ART V52A	Ceramic Design I	3
ART V52B	Ceramic Design II	3
ART V53A	Ceramic Glaze Theory I	3
ART V53B	Ceramic Glaze Theory II	3
ART V54A	Special Techniques in Raku, Saggar and Primitive-Style Firing I	3
ART V54B	Special Techniques in Raku, Saggar and Primitive-Style Firing II	3
ART V55A	Decorating Techniques for Ceramics I	3
ART V55B	Decorating Techniques for Ceramics II	3
ART V56	Ceramic Tile/Mosaic Techniques	3

COMMERCIAL ART AREA:

ART V28A	Visual Technologies for Graphic Communications I	3
ART V28B	Visual Technologies for Graphic Communications II	3
ART V29A	Illustration I	3
ART V29B	Illustration II	3
ART V71	Computer Graphic Design I	3
ART V72	Computer Graphic Design II	3
ART V73A/ PHOT V73A	Digital Imaging	3
ART V74A	Digital Painting I	3
ART V74B	Digital Painting II	3

DRAWING AREA:

ART V13B	Life Drawing II	3
ART V13C	Life Drawing III	3
ART V31A	Head Drawing I	3
ART V31B	Head Drawing II	3
ART V33A	Intermediate Head Drawing I	3
ART V33B	Intermediate Head Drawing II	3
ART V34A	Two-Dimensional Mixed Media I	3
ART V34B	Two-Dimensional Mixed Media II	3
ART V34C	Two-Dimensional Mixed Media III	3

PAINTING AREA:

ART V15A	Life Painting I	3
ART V15B	Life Painting II	3
ART V15C	Life Painting III	3
ART V16A	Beginning Oil Painting I	3
ART V16B	Beginning Oil Painting II	3
ART V20A	Intermediate Oil Painting I	3
ART V20B	Intermediate Oil Painting II	3
ART V36A	Head Painting I	3
ART V36B	Head Painting II	3
ART V37A	Watercolor Painting I	3
ART V37B	Watercolor Painting II	3
ART V38	Landscape Painting	3
ART V39A	Intermediate Head Painting I	3
ART V39B	Intermediate Head Painting II	3
ART V40A	Intermediate Watercolor Painting I	3
ART V40B	Intermediate Watercolor Painting II	3
ART V46A	Beginning Acrylic Painting I	3
ART V46B	Beginning Acrylic Painting II	3
ART V47A	Intermediate Acrylic Painting I	3
ART V47B	Intermediate Acrylic Painting II	3

PHOTOGRAPHY AREA:

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

PRINTMAKING AREA:

ART V41A	Relief Printmaking I	3
ART V41B	Relief Printmaking II	3
ART V42A	Intaglio Printmaking I	3
ART V42B	Intaglio Printmaking II	3
ART V43A	Silkscreen Printmaking I	3
ART V43B	Silkscreen Printmaking II	3
ART V44A	Lithography I	3
ART V44B	Lithography II	3
ART V44C	Lithography: Introduction to Color	3
ART V45A	Intermediate Silkscreen Printmaking I	3
ART V45B	Intermediate Silkscreen Printmaking II	3
ART V48	Introduction to Printmaking	3

SCULPTURE AREA:

ART V24	Collage and Assemblage	3
ART V25A	Beginning Sculpture I	3
ART V25B	Beginning Sculpture II	3
ART V26A	Intermediate Sculpture I	3
ART V26B	Intermediate Sculpture II	3

TOTAL **33**

For other course descriptions,
see American Ethnic Studies and Photography

PROGRAM STUDENT LEARNING OUTCOMES

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

For Art History Program:

- Analyze works of art in terms of their historical contexts and social and cultural values.

For Digital Arts:

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

For 2D Arts:

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

For 3D Arts:

- Demonstrate three-dimensional techniques in creating objects.

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

C-ID: *ARTH 110*
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.

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.

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.

ART V04 - INTRODUCTION TO RENAISSANCE AND BAROQUE ART 3 Units

Hours: *3 lecture weekly*
This course is a survey of the painting, sculpture, and architecture produced throughout Europe between the fourteenth and eighteenth centuries as a form of historical, cultural, and social expression.
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.

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.

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: *2 lecture, 4 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. Formerly Art 10. Transfer credit: CSU.

ART V11A - COLOR AND DESIGN: TWO-DIMENSIONAL DESIGN 3 Units

Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 11A. Transfer credit: CSU; UC.

ART V11B - COLOR AND DESIGN: COLOR THEORY AND PRACTICE 3 Units

Prerequisite: *ART V11A*
C-ID: *ARTS 270*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 11B. Transfer credit: CSU; UC.

ART V12A - DRAWING AND COMPOSITION I **3 Units**

Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 12A. Transfer credit: CSU; UC.

ART V12B - DRAWING AND COMPOSITION II **3 Units**

Prerequisite: *ART V12A*
C-ID: *ARTS 205*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 12B. Transfer credit: CSU; UC.

ART V13A - LIFE DRAWING I **3 Units**

Prerequisite: *ART V12A*
C-ID: *ARTS 200*
Hours: *2 lecture, 4 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.
Ventura College faculty has defined Life Drawing as a family of courses which includes ART V13A, ART V13B, ART V13C, and ART V13D. A student may take a maximum of four (4) courses from a family.
Field trips may be required. Formerly Art 13A. Transfer credit: CSU; UC.

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

Prerequisite: *ART V13A*
Hours: *2 lecture, 4 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.
Ventura College faculty has defined Life Drawing as a family of courses which includes ART V13A, ART V13B, ART V13C, and ART V13D. A student may take a maximum of four (4) courses from a family.
Field trips may be required. Formerly Art 13B. Transfer credit: CSU; UC.

ART V13C - LIFE DRAWING III **3 Units**

Prerequisite: *ART V13B*
Hours: *2 lecture, 4 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.
Ventura College faculty has defined Life Drawing as a family of courses which includes ART V13A, ART V13B, ART V13C, and ART V13D. A student may take a maximum of four (4) courses from a family.
Field trips may be required. Formerly Art 13C. Transfer credit: CSU; UC.

ART V13D - LIFE DRAWING IV **3 Units**

Prerequisite: *ART V13C*
Hours: *2 lecture, 4 laboratory weekly*
This course provides advanced instruction in drawing the human figure from the live model. Emphasis will be on demonstrating the figure's allegorical and symbolic potential, as well as the most advanced level of human anatomy and proportion. Course exercises will cover advanced surface musculature and skeletal anatomy, but will also develop students' repertoire of non-traditional and mixed medias. Students will produce large-scale drawings, sequential drawings, and colored drawings. Ventura College faculty has defined Life Drawing as a family of courses which includes ART V13A, ART V13B, ART V13C, and ART V13D. A student may take a maximum of four (4) courses from a family.
Field trips may be required. Transfer credit: CSU; UC.

ART V15A - LIFE PAINTING I **3 Units**

Prerequisite: *ART V13A*
Recommended preparation: *ART V13B*
Hours: *2 lecture, 4 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: *2 lecture, 4 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: *2 lecture, 4 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: *2 lecture, 4 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.
Field trips may be required. Formerly Art 16A. Transfer credit: CSU; UC.

ART V16B - BEGINNING OIL PAINTING II **3 Units**

Prerequisite: *ART V16A*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 16B. Transfer credit: CSU; UC.

ART V19 - THREE-DIMENSIONAL DESIGN 3 Units

C-ID: *AARTS 101*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 19. Transfer credit: CSU; UC.

ART V20A - INTERMEDIATE OIL PAINTING I 3 Units

Prerequisite: *ART V16B or ART V46B*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 20A. Transfer credit: CSU; UC.

ART V20B - INTERMEDIATE OIL PAINTING II 3 Units

Prerequisite: *ART V20A*
Hours: *2 lecture, 4 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.
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: *2 lecture, 4 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. Transfer credit: CSU.

ART V24 - COLLAGE AND ASSEMBLAGE 3 Units

Prerequisite: *ART V11A and ART V12A*
Hours: *2 lecture, 4 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.

ART V25A - BEGINNING SCULPTURE I 3 Units

Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 25A. Transfer credit: CSU; UC.

ART V25B - BEGINNING SCULPTURE II 3 Units

Prerequisite: *ART V25A*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 25B. Transfer credit: CSU; UC.

ART V26A - INTERMEDIATE SCULPTURE I 3 Units

Prerequisite: *ART V25B*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 26A. Transfer credit: CSU; UC.

ART V26B - INTERMEDIATE SCULPTURE II 3 Units

Prerequisite: *ART V26A*
Hours: *2 lecture, 4 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.
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: *1.5 lecture, 4.5 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.
Field trips may be required. Same as WEL V27.

ART V28A - VISUAL TECHNOLOGIES FOR GRAPHIC COMMUNICATIONS I 3 Units

Prerequisite: *ART V11A and ART V12A*
Hours: *2 lecture, 4 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

ART V28B - VISUAL TECHNOLOGIES FOR GRAPHIC COMMUNICATIONS II 3 Units

Prerequisite: *ART V28A*
Recommended preparation: *ART V29A*
Hours: *2 lecture, 4 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.

ART V29A - ILLUSTRATION I 3 Units

Prerequisite: *ART V11A or ART V12A or ART V69*
Hours: *2 lecture, 4 laboratory weekly*
An introduction to basic illustration materials and rendering techniques applicable to graphics, Web design, fashion, gaming, and animation. Experiments in a variety of media and styles using traditional media and computer illustration software. Focus will be on how to put ideas to paper for real world presentation, with emphasis on perspective theory, light and shadow and proportion. Students will work on a variety of projects to develop a Illustration portfolio. Media will include pencil, pen, felt marker, pastels and computer.
Field trips may be required. Formerly Art 29A. Transfer credit: CSU.

ART V29B - ILLUSTRATION II **3 Units**

Prerequisite: *ART V29A*
Hours: *2 lecture, 4 laboratory weekly*
An introduction to intermediate illustration materials and rendering techniques applicable to graphics, Web design, fashion, gaming, and animation. Experiments in a variety of media and styles using traditional media and computer illustration software. Focus will be on how to put ideas to paper for real world presentation, with emphasis on perspective theory, light and shadow and proportion. Students will work on a variety of projects to develop an Illustration portfolio. Media will include pencil, pen, felt marker, pastels and computer.
Field trips may be required. Formerly Art 29B. Transfer credit: CSU;

ART V31A - HEAD DRAWING I **3 Units**

Prerequisite: *ART V12A*
Hours: *2 lecture, 4 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: *2 lecture, 4 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 V33A - INTERMEDIATE HEAD DRAWING I **3 Units**

Prerequisite: *ART V31B*
Hours: *2 lecture, 4 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: *2 lecture, 4 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 V11A or ART V12A*
Hours: *2 lecture, 4 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.
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: *2 lecture, 4 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.
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: *2 lecture, 4 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.
Field trips may be required. Formerly Art 34C. Transfer credit: CSU; UC.

ART V36A - HEAD PAINTING I **3 Units**

Prerequisite: *ART V31A*
Hours: *2 lecture, 4 laboratory weekly*
This is a beginning course in head painting. There will be strong emphasis on color, tonality, drawing, design and the anatomy of the head. 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: *2 lecture, 4 laboratory weekly*
This course is a continuation of the study of head painting with an expanded 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 V11A or ART V12A*
Hours: *2 lecture, 4 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: *2 lecture, 4 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 or ART V12A*
Hours: *2 lecture, 4 laboratory weekly*
This course introduces painting skills and concepts applicable to landscape painting, both indoor and outdoor. Students will paint in a variety of media, including acrylic, oil, and watercolor.
Field trips may be required. Transfer credit: CSU; UC.

ART V39A - INTERMEDIATE HEAD PAINTING I **3 Units**

Prerequisite: *ART V36B*
Hours: *2 lecture, 4 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: *2 lecture, 4 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: *2 lecture, 4 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: *2 lecture, 4 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: *2 lecture, 4 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.
Field trips may be required. Formerly Art 41A. Transfer credit: CSU; UC.

ART V41B - RELIEF PRINTMAKING II **3 Units**

Prerequisite: *ART V41A*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 41B. Transfer credit: CSU; UC.

ART V42A - INTAGLIO PRINTMAKING I **3 Units**

Prerequisite: *ART V12A*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 42A. Transfer credit: CSU; UC.

ART V42B - INTAGLIO PRINTMAKING II **3 Units**

Prerequisite: *ART V42A*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 42B. Transfer credit: CSU; UC.

ART V43A - SILKSCREEN PRINTMAKING I **3 Units**

Prerequisite: *ART V12A*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 43A. Transfer credit: CSU; UC.

ART V43B - SILKSCREEN PRINTMAKING II **3 Units**

Prerequisite: *ART V43A*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 43B. Transfer credit: CSU; UC.

ART V44A - LITHOGRAPHY I **3 Units**

Prerequisite: *ART V12A*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 44A. Transfer credit: CSU; UC.

ART V44B - LITHOGRAPHY II **3 Units**

Prerequisite: *ART V44A*
Hours: *2 lecture, 4 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, Manniere Noire acid tinting, litho engraving and current trends in the field. Emphasis will be on the history, design, and production of fine art lithography.
Field trips may be required. Formerly Art 44B. Transfer credit: CSU; UC.

ART V44C - LITHOGRAPHY: INTRODUCTION TO COLOR **3 Units**

Prerequisite: *ART V44B*
Hours: *2 lecture, 4 laboratory weekly*
This course introduces color lithography with an emphasis on history, techniques of registration, color mixing, ink modification, and special effects.
Field trips may be required. Formerly Art 44C. Transfer credit: CSU; UC.

ART V45A - INTERMEDIATE SILKSCREEN PRINTMAKING I **3 Units**

Prerequisite: *ART V43B*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 45A. Transfer credit: CSU; UC.

ART V45B - INTERMEDIATE SILKSCREEN PRINTMAKING II **3 Units**

Prerequisite: *ART V45A*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 45B. Transfer credit: CSU; UC.

ART V46A - BEGINNING ACRYLIC PAINTING I **3 Units**

Prerequisite: *ART V11A or ART V12A*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 46A. Transfer credit: CSU; UC.

ART V46B - BEGINNING ACRYLIC PAINTING II **3 Units**

Prerequisite: *ART V46A*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 46B. Transfer credit: CSU; UC.

ART V47A - INTERMEDIATE ACRYLIC PAINTING I **3 Units**

Prerequisite: *ART V46B*
Hours: *2 lecture, 4 laboratory weekly*
This is an intermediate acrylic painting course with an emphasis on contemporary methods, theme development and expressive values.
Field trips may be required. Formerly Art 47A. Transfer credit: CSU; UC.

ART V47B - INTERMEDIATE ACRYLIC PAINTING II **3 Units**

Prerequisite: *ART V47A*
Hours: *2 lecture, 4 laboratory weekly*
This is an intermediate acrylic painting course. Emphasis will be on expressive use of color employing abstract and non-objective themes.
Field trips may be required. Formerly Art 47B. Transfer credit: CSU; UC.

ART V48 - INTRODUCTION TO PRINTMAKING **3 Units**

Prerequisite: *ART V12A*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 48. Transfer credit: CSU; UC.

ART V50A - HANDBUILDING CERAMICS I **3 Units**

Hours: *2 lecture, 4 laboratory weekly*
This course is an introduction to the development of ceramic handbuilt forms. Experimentation with basic techniques, and decoration related to non-wheel thrown historical forms. Ventura College faculty has defined Handbuilding Ceramics as a family of courses which includes ART V50A, ART V50B, ART V50C, and ART V50D. A student may take a maximum of four (4) courses from a family.
Field trips may be required. Transfer credit: CSU; UC.

ART V50B - HANDBUILDING CERAMICS II **3 Units**

Hours: *2 lecture, 4 laboratory weekly*
This course provides investigative approaches to the enhancement of intermediate level ceramic handbuilt forms. Emphasis will be on demonstration of surface decoration on clay structure through altering textures, inlays, color slips, oxides, sgraffito, and slip trailing. Exploring the nature of clay – plastic, leather-hard, bone-dry clay. Ventura College faculty has defined Handbuilding Ceramics as a family of courses which includes ART V50A, ART V50B, ART V50C, and ART V50D. A student may take a maximum of four (4) courses from a family.
Field trips may be required. Transfer credit: CSU.

ART V50C - HANDBUILDING CERAMICS III **3 Units**

Hours: *2 lecture, 4 laboratory weekly*
This course provides development of individual projects in handbuilt ceramics focusing on personal aesthetics. Emphasis will be on demonstration of two techniques combined with but not limited to – slab construction, extruder, pinch and coil construction to reflect a personal expression in clay sculpture. Introduction to non-traditional glazing techniques for sculpture. Explore the possibilities of various firing processes. Ventura College faculty has defined Handbuilding Ceramics as a family of courses which includes ART V50A, ART V50B, ART V50C, and ART V50D. A student may take a maximum of four (4) courses from a family.
Field trips may be required. Transfer credit: CSU.

ART V50C - HANDBUILDING CERAMICS IV **3 Units**

Hours: *2 lecture, 4 laboratory weekly*
This course provides advanced level instruction leading to advanced projects in ceramics, integrating multiple handbuilding techniques used to create a cohesive body of work. Emphasis will be on demonstration of a large scale construction in clay using structural support. Course exercises will cover advanced surface decoration and glazing. Students will focus on producing a unified series of large scale sculptures as well as have hands-on experience with firing kilns. Ventura College faculty has defined Handbuilding Ceramics as a family of courses which includes ART V50A, ART V50B, ART V50C, and ART V50D. A student may take a maximum of four (4) courses from a family.
Field trips may be required. Transfer credit: CSU.

ART V51A - BEGINNING CERAMICS I **3 Units**

Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 51A. Transfer credit: CSU; UC.

ART V51B - BEGINNING CERAMICS II **3 Units**

Prerequisite: *ART V51A*
Hours: *2 lecture, 4 laboratory weekly*
This course provides continued practice in ceramic techniques. Students will experiment with sculptural ceramic forms.
Field trips may be required. Formerly Art 51B. Transfer credit: CSU; UC.

ART V52A - CERAMIC DESIGN I **3 Units**

Prerequisite: *ART V51B*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 52A. Transfer credit: CSU; UC.

ART V52B - CERAMIC DESIGN II **3 Units**

Prerequisite: *ART V52A*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 52B. Transfer credit: CSU; UC.

ART V53A - CERAMIC GLAZE THEORY I **3 Units**

Prerequisite: *ART V51A*
Hours: *2 lecture, 4 laboratory weekly*
This course is an introduction and investigation into the nature of clay and glaze ingredients. Students will experiment with found clays and simple glaze formulation and testing.
Field trips may be required. Formerly Art 53A. Transfer credit: CSU; UC.

ART V53B - CERAMIC GLAZE THEORY II **3 Units**

Prerequisite: *ART V53A*
Hours: *2lecture, 4 laboratory weekly*
This course provides continuing 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.
Field trips may be required. Formerly Art 53B. Transfer credit: CSU; UC.

ART V54A - SPECIAL TECHNIQUES IN RAKU, SAGGAR AND PRIMITIVE-STYLE FIRING I **3 Units**

Prerequisite: *ART V51A*
Hours: *2 lecture, 4 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.
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: *2 lecture, 4 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.
Field trips may be required. Transfer credit: CSU; UC.

ART V55A - DECORATING TECHNIQUES FOR CERAMICS I **3 Units**

Prerequisite: *ART V51A*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly ART V55. Transfer credit: CSU.

ART V55B - DECORATING TECHNIQUES FOR CERAMICS II **3 Units**

Prerequisite: *ART V55A*
Hours: *2 lecture, 4 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.
Field trips may be required. Transfer credit: CSU.

ART V56 - CERAMIC TILE/MOSAIC TECHNIQUES **3 Units**

Prerequisite: *ART V51A*
Hours: *2 lecture, 4 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.
Field trips may be required. Transfer credit: CSU.

ART V68 - INTRODUCTION TO DIGITAL ART APPLICATIONS **3 Units**

Recommended preparation: *ART V11A and/or ART V12A; and computer fundamentals.*
Hours: *2 lecture, 4 laboratory weekly*
This course is designed for students who wish to pursue a career in digital media or are interested in utilizing media arts tools in their current profession. It is an overview of the digital media arts industry including commercial, artistic, and technical aspects of development and production, including philosophical and cultural implications. Topics include defining media arts, history of digital arts, digital arts hardware/software, digital arts applications, occupational opportunities, composition of development teams, critical evaluation of digital media arts, and the future of digital art.
Formerly MM V10. Transfer credit: CSU.

ART V69 - VISUAL DESIGN FOR DIGITAL ART **3 Units**

Recommended preparation: *ART V68 or equivalent; and ART V11A and/or ART V12A; and computer fundamentals.*
Hours: *2 lecture, 4 laboratory weekly*
This course is an introduction to the visual elements and principles of design, and their application to digital media. Using the computer and traditional media, students will work with line, shape/form, value, space, light, volume, perspective, texture/pattern, scale/proportion, typographical design, and color in a series of progressive projects designed to develop the aesthetic sensitivity and basic technical knowledge required to create effective digital media images.
Formerly MM V20. Transfer credit: CSU; UC.

ART V70A - ADOBE PHOTOSHOP I FOR DIGITAL AND FINE ART **3 Units**

Recommended preparation: *ART V11A and/or ART V12A; and computer fundamentals.*
Hours: *2 lecture, 4 laboratory weekly*
This course is designed for students who desire hands-on experience in industry-standard digital image processing software. The image correction and manipulation software gives students an understanding of the tools and techniques needed to produce professional quality results for print and Web images. Students will complete technical tutorials, create a CD-ROM cover, Web banners, and a final print or Web project.
Field trips may be required. Formerly MM V74A. Same as PHOT V70A. Transfer credit: CSU.

ART V70B - ADOBE PHOTOSHOP II FOR DIGITAL AND FINE ART **3 Units**

Prerequisite: *ART V70A or PHOT V70A*
Recommended preparation: *ART V11A and/or ART V12A; and computer fundamentals.*
Hours: *2 lecture, 4 laboratory weekly*
This course is designed as a hands-on, intermediate course in the technical and artistic aspects of Adobe Photoshop. Students will learn intermediate tools and techniques needed to produce professional quality results for print and Web images. The course will include independent creative projects comprised of written proposals, timelines, and storyboarding.
Field trips may be required. Formerly MM V74B. Same as PHOT V70B. Transfer credit: CSU.

ART V71 - COMPUTER GRAPHIC DESIGN I **3 Units**

Prerequisite: *ART V11A or ART V12A or ART V69*
Hours: *2 lecture, 4 laboratory weekly*
An introduction to concepts of graphic design for print and electronic media with an emphasis on typography and layout. 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 develop fundamental skills leading to the ability to communicate ideas through the use of text and visual imagery.
Field trips may be required. Formerly Art 71. Transfer credit: CSU; UC; credit limitations - see counselor.

ART V72 - COMPUTER GRAPHIC DESIGN II 3 Units

Prerequisite: *ART V71 or equivalent skills*
Hours: *2 lecture, 4 laboratory weekly*
This course explores intermediate visual graphic design techniques and concepts involved in the production of interactive media. A series of projects will apply the elements of design and aesthetic principles to produce digital imagery, illustration, and text for print, Internet and interactive applications.
Field trips may be required. Formerly Art 72. Transfer credit: CSU; UC; credit limitations - see counselor.

ART V73A - DIGITAL IMAGING 3 Units

Prerequisite: *ART V11A or ART V69; and ART V12A*
Recommended preparation: *ART V70A or equivalent skills; and computer fundamentals*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly ART V73. Same as PHOT V73A. Transfer credit: CSU; UC.

ART V74A - DIGITAL PAINTING I 3 Units

Prerequisite: *ART V11A and ART V12A*
Recommended preparation: *ART V70A and ART V71*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly Art 74. Transfer credit: CSU; UC.

ART V74B - DIGITAL PAINTING II 3 Units

Prerequisite: *ART V74A*
Hours: *2 lecture. 4 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.
Field trips may be required. Transfer credit: CSU; UC.

ART V77 - WEBSITE DESIGN 3 Units

Prerequisite: *ART V11A and/or ART V12A; and computer fundamentals.*
Hours: *2 lecture, 4 laboratory weekly*
This course is designed to introduce the basics of website development, using graphics, text, animation, and current computer software. Students will preview how these essentials are organized in order to plan and construct websites, adding links, navigation, frames, and tables. Students will create a website, learn the delivery process, and learn how to access and work with a Web server.
Field trips may be required. Formerly MM V80. Transfer credit: CSU.

ART V78 - FLASH FOR ANIMATION AND WEB DEVELOPMENT 3 Units

Recommended preparation: *ART V11A and/or ART V12A; and computer fundamentals including use of image processing software.*
Hours: *2 lecture, 4 laboratory weekly*
This course is designed to introduce the basics of vector-based animation principles to deliver low band-width animations, presentations, and websites. Students will preview how these essentials are used to construct games, add interfaces, create training courses, and prepare streaming video.
Field trips may be required. Formerly MM V82. Transfer credit: CSU.

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.

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.
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. 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. 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. 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: *.5 lecture, 3 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.
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: *.5 lecture, 3 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.

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: *.5 lecture, 3 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.

Formerly ACT V03A. 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: *.5 lecture, 3 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.

Offered on a pass/no pass basis only. Not applicable for degree credit.

ACT V08 - ASSISTIVE COMPUTER TECHNOLOGY: SPELLING SKILLS — 1.5 Units

Hours: *.5 lecture, 3 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.

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: *.5 lecture, 3 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.

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.

Formerly ACT V89. Offered on a pass/no pass basis only. Not applicable for degree credit.

ASTRONOMY

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:		Units
AUTO V26	Automotive Brakes Service and Repair	2
AUTO V26LA	Automotive Brakes Service and Repair Laboratories A	1
AUTO V26LB	Automotive Brakes Service and Repair Laboratories B	1
AUTO V27	Automotive Electrical	2
AUTO V27L	Automotive Electrical Laboratory	1.5
AUTO V28	Automotive Suspension Systems	2
AUTO V28LA	Automotive Suspensions Laboratory	1
AUTO V28LB	Automotive Alignment Laboratory	1
AUTO V30	Automotive Transmission Diagnosis and Repair	2
AUTO V30L	Automotive Transmission Diagnosis and Repair Laboratory	2
AUTO V33	Manual Transmissions and Driveline	2
AUTO V33L	Manual Transmissions and Driveline Laboratory	1
AUTO V34	Engine Repair	2
AUTO V34L	Engine Repair Laboratory	2
AUTO V38	Heating and Air Conditioning	2
AUTO V38L	Heating and Air Conditioning Laboratory	1
AUTO V42	Automotive Engine Management	4
AUTO V43	Automotive Electronics	2
AUTO V43L	Automotive Electronics Laboratory	1.5
AUTO V47	Engine Driveability	4

REQUIRED ADDITIONAL COURSES:
Select one (1) of the following groups and complete courses as listed:

GROUP A		
AUTO V10	Introduction to Automotive Technology	1.5
GROUP B		
AUTO V11	Vehichle Maintenance for the Technician	2
AUTO V12	Introduction to Automotive Industry	1

TOTAL 38.5-40

Recommended courses: ***Students needing to complete dealership internship requirement for the Toyota T-TEN certification will also take AUTO V96 (3 units).***
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:

- Practice safety in the repair and service associated with automotive systems.
- Use a systematic approach to select the proper method to diagnose, repair and test automotive systems.
- 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: *.5 lecture, 3 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 V11 - VEHICLE MAINTENANCE FOR THE TECHNICIAN 2 Units

Hours: *1 lecture, 3 laboratory weekly*
This course will help the student develop the skills needed for an entry level position as an automotive lubrication service technician.
Field trips may be required.

AUTO V12 - INTRODUCTION TO AUTOMOTIVE INDUSTRY 1 Unit

Hours: *1 lecture weekly*
This course will help the student understand the opportunities in the automotive industry. The student will prepare the documents needed to apply for a position in the automotive industry and learn how to get that first job.
Field trips may be required.

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 V27 - AUTOMOTIVE ELECTRICAL — 2 Units

Corequisite: *AUTO V27L*
Hours: *2 lecture weekly*
This course covers technical, operational, and diagnostic skills need to understand and repair automotive electrical systems. It will include charging, starting, and accessories systems. Wiring diagrams and the skills necessary to diagnose electrical problems will also be covered.
Preparation for the Automotive Service Excellence (ASE) Electrical (A6) certification test is included.
Field trips may be required. Formerly AUTO V14.

AUTO V27L - AUTOMOTIVE ELECTRICAL LABORATORY — 1.5 Units

Corequisite: *AUTO V27*
Hours: *4.5 laboratory weekly*
This laboratory course is the co-requisite to the Automotive Electrical lecture course (AUTO V27). This hands-on course will be the companion course that will use electrical trainer devices and lab vehicles. This course covers technical, operational, and diagnostic skills needed to understand and repair automotive electrical systems.
Field trips may be required. Formerly AUTO V14LA.

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 V30 - AUTOMOTIVE TRANSMISSION DIAGNOSIS AND REPAIR — 2 Units

Corequisite: *AUTO V30L*
Hours: *2 lecture weekly*
This course will prepare an automotive student in the theory and skills necessary to diagnose, adjust, maintain, and repair automatic transmissions. Preparation for the Automotive Service Excellence (ASE) test in automotive transmissions will be included.
Field trips may be required. Formerly AUTO V22.

AUTO V30L - AUTOMOTIVE TRANSMISSION DIAGNOSIS AND REPAIR LABORATORY — 2 Units

Corequisite: *AUTO V30*
Hours: *6 laboratory weekly*
This course will provide hands-on vocational preparation in the diagnosis, adjustment, maintenance, and repair of automatic transmissions, including torque converters, gear trains, and hydraulic and electronic systems. Preparation for the Automotive Service Excellence (ASE) test in automotive transmissions will be included.
Field trips may be required. Formerly AUTO V22LA

AUTO V32A - ASE PREPARATION FOR ENGINES AND ENGINE PERFORMANCE — 1 Unit

Recommended preparation: *Working in the automotive industry*
Hours: *3 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 in engines (A1) and engine performance (A8).
Field trips may be required. Formerly AUTO V32. Offered on a pass/no pass basis only.

AUTO V32B - ASE PREPARATION FOR TRANSMISSIONS AND DRIVELINES — 1 Unit

Recommended preparation: *Working in the automotive industry*
Hours: *3 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 in automatic transmissions (A2) and manual transmissions and drive axles (A3).
Field trips may be required. Offered on a pass/no pass basis only.

AUTO V32C - ASE PREPARATION FOR BRAKES AND SUSPENSIONS — 1 Unit

Recommended preparation: *Working in the automotive industry*
Hours: *3 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 in Automotive Brakes (A5) and Suspensions (A4).
Field trips may be required. Offered on a pass/no pass basis only.

AUTO V32E - ASE PREPARATION FOR ELECTRICAL AND HEATING/AIR CONDITIONING — 1 Unit

Recommended preparation: *Working in the automotive industry*
Hours: *3 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 in Electrical (A6) and Heating/Air conditioning (A7).
Field trips may be required. Offered on a pass/no pass basis only.

AUTO V33 - MANUAL TRANSMISSIONS AND DRIVELINE — 2 Units

Corequisite: *AUTO V33L*
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 manual transmissions, manual transaxles, 4-wheel drive systems, and differentials. This course will provide preparation for certification tests in manual transmissions and driveline.
Field trips may be required.

AUTO V33L - MANUAL TRANSMISSIONS AND DRIVELINE LABORATORY 1 Unit

Corequisite: *AUTO V33*
Hours: *3 Laboratory weekly*
This course will provide vocational preparation in the service and repair of manual transmissions, transaxles, 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.

AUTO V34 - ENGINE REPAIR 2 Units

Corequisite: *AUTO V34L*
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 engines. This course will provide preparation for certification tests in engine repair.
Field trips may be required. Formerly AUTO V20.

AUTO V34L - ENGINE REPAIR LABORATORY 2 Units

Corequisite: *AUTO V34*
Hours: *6 laboratory weekly*
This course is designed to prepare an automotive student in the 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 V20LA.

AUTO V38 - HEATING AND AIR CONDITIONING 2 Units

Corequisite: *AUTO V38L*
Hours: *2 lecture weekly*
This course will provide vocational preparation in the theoretical background required to diagnose, adjust, test, and repair automotive heating/air conditioning and cooling systems. This course will also provide preparation for certification tests in heating/air conditioning.
Field trips may be required. Formerly AUTO V18.

AUTO V38L - HEATING AND AIR CONDITIONING LABORATORY 2 Units

Corequisite: *AUTO V38*
Hours: *3 laboratory weekly*
This course will provide vocational preparation in the practical skills required to diagnose, adjust, test, and repair automotive heating/air conditioning and cooling systems. This course will also provide preparation for certification tests in heating/air conditioning.
Field trips may be required. Formerly AUTO V18L

AUTO V42 - AUTOMOTIVE ENGINE MANAGEMENT 4 Units

Recommended preparation: *AUTO V10*
Hours: *2 lecture, 6 laboratory weekly*
This course provides technical preparation in the skills required to diagnose engine control management systems. Inputs and outputs to the engine control computer will be covered, as well as how other computer control systems interact through networks such as CAN (Controller Area Network). Students will use manufacturer approved scan tools, lab scopes, digital voltmeters, and other state-of-the-art test equipment. Hybrid vehicle controls will be covered. Preparation for the ASE certification in engine performance will also be included.
Field trips may be required.

AUTO V43 - AUTOMOTIVE ELECTRONICS 2 Units

Recommended preparation: *AUTO V27*
Corequisite: *AUTO V43L*
Hours: *2 lecture weekly*
This course covers technical, operational, and diagnostic skills for various types of automotive electronic systems, computer communication systems, and high voltage electrical systems. Preparation for the ASE electrical (A6) exam is included.
Field trips may be required.

AUTO V43L - AUTOMOTIVE ELECTRONICS LABORATORY 1.5 Units

Corequisite: *AUTO V43*
Hours: *4.5 laboratory weekly*
This lab course covers technical and diagnostic skills for automotive electronic systems. It complements the lecture course AUTO V43.
Field trips may be required.

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 V47 – ENGINE DRIVABILITY 4 Units

Recommended preparation: *AUTO V10 or Basic knowledge of automotive systems*
Hours: *2 lecture and 6 laboratory weekly*
This course will focus on engine computer management, ignition systems, and engine mis-firing problems, and is intended to teach the skills required to diagnose, service, and repair these systems. It includes preparation for the ASE certification test in engine performance.
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 V49 - CALIFORNIA BAR SMOG LICENSE UPDATE COURSE 1 Unit

Recommended preparation: *Student should be an automotive major or have a California smog license.*
Hours: *1 lecture weekly*
This short course will cover selected areas of automotive technology. This course will meet the smog license update training requirements of the State of California, Bureau of Automotive Repair.
Field trips may be required. Offered on a pass/no pass basis only.

AUTO V88 - AUTOMOTIVE WORKSHOPS .5-10 Units

Prerequisite: *varies with topic*
Hours: *lecture and/or laboratory as required by unit formula*
Designed to meet specific needs of the college and community as required and/or requested by persons whose needs in this area are not met by present course offerings.
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. 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. This is a paid occupational work experience course, where 1 unit of credit is earned for each 75 hours of paid internship. A maximum of 4 units can be completed in a semester.
Field trips will be required. Offered on a pass/no pass basis only.

BILINGUAL/CROSS-CULTURAL STUDIES

Associate in Arts Degree
Certificate of Achievement

BILINGUAL/CROSS-CULTURAL STUDIES

Transfer requirements may differ
See counselor or consult assist.org

REQUIRED COURSES:		Units
AES V20/ CHST V01	Introduction to Chicano Studies	3
AES V22/ HIST V12	United States History: Focus on Chicanos	3
ENGL V01A	English Composition	4
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
TOTAL		**34**

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

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Bilingual/Cross-Cultural** Studies program students will be able to:

- Demonstrate an understanding of the effects of time and place on shaping and molding the Chicano(a) experience.
- Demonstrate the ability to think critically, analytically, and creatively about the multicultural experience in a local and global society.
- Demonstrate an understanding of the varieties of the Spanish language throughout Latin America. Through oral presentations and small group dicussions, students will analyze the multilingual and multicultural experience.

BIOLOGY

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

REQUIRED COURSES:		Units
BIOL V03	Introduction to Organismal Biology and Ecology	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: Algebra/Trig-based & Laboratory	4-1
PHYS V02B-V02BL	General Physics II: Algebra/Trig-based & 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

TOTAL **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: 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

TOTAL **26**

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
TOTAL		**17**

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:

- Collect, organize, analyze, and interpret data using the scientific method and contrast ideas resulting from this method with non-scientific ideas, by using appropriate tools and techniques.
- Demonstrate a coherent understanding of the characteristic themes and concepts that pervade and/or unify the discipline of biology, specifically evolution, information transfer, and energetics.
- Locate, identify, evaluate, and discuss information from current primary and secondary literature on biological topics.
- Identify, explain, and evaluate in an analytical matter the hierarchical structure of biological organization.

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 BIOLOGY AND ECOLOGY 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*
C-ID: *BIOL 140*
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.

BIOL V12 - PRINCIPLES OF HUMAN BIOLOGY 3 Units

Recommended preparation: *1 year of 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.
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 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.

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.

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.

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; UC; 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 within past 5 years with grade C or better*
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.

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.

Field trips may be required.

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.

Field trips may be required. 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. 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. 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. Offered on a pass/no pass basis only. Transfer credit: for CSU, credit limitations - see counselor; for UC, determined after admission.

BIOTECHNOLOGY

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 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.

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.

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; UC.

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.

BUSINESS

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.

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 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:
   a. The Intersegmental General Education Transfer Curriculum (IGETC-CSU) 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 on transfer courses.
3. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis. *Although a "P" grade is allowed (Title 5, Section 55063), it is recommended that students take the course for a letter grade (A, B, or C) due to unit limitations on "P/NP" courses.*
4. Complete a minimum of 12 units in residency at the college granting the degree.

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

Major Units	27
CSU General Education or IGETC-CSU Pattern	37-39
Electives (CSU transferrable units to reach 60)	
Double-Counted Units	(10)
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.

For other course descriptions, see Economics, Mathematics, and Psychology

Associate in Science Degree
Certificate of Achievement

ACCOUNTING

Transfer requirements may differ
See counselor or consult assist.org

The Accounting Program enables students to demonstrate an understanding of basic accounting principles and procedures, as well as the role of accounting and bookkeeping within various business organizations. They will be able to analyze, process and report financial information within established manual and computerized protocols. Finally, they will understand the importance of ethics and social responsibility in the accounting profession.

Study in accounting leads to a variety of employment 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.

REQUIRED COURSES:		**Units**
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

TOTAL **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 V07A 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.

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 prepare financial information within established protocols.
- Present and interpret financial information.

Associate in Science Degree
Certificate of Achievement

ADMINISTRATIVE ASSISTANT

The Administrative Assistant Program assists students in developing the skills needed for a career as an Administrative Assistant or any other of a wide variety of office positions in a very broad arena of businesses of all types. This comprehensive program is offered in an accelerated format and provides the opportunity for students to develop effective communication skills, computer skills, and specialized skills that lead to success working in a variety of office settings. Jobs in this field include administrative assistant, front office assistant, receptionist, front office specialists in a number of categories (sales, production, inventory, production control, purchasing, manufacturing, etc.) and may lead to advancement to various office supervisorial positions.

REQUIRED COURSES:		**Units**
BUS V07A	Business Calculations	2.5
BUS V21	Administrative Assistant	16

TOTAL **18.5**

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 V03, V30, V31, V40, V44, V45. 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 **Administrative Assistant** program students will be able to:

- Acquire and apply the technical skills, including appropriate communications and teamwork skills, to secure employment as an Administrative Assistant.
- Know how to prepare a resume and cover letter and accomplish a successful job interview.
- Use computer skills to produce word processing documents, data worksheets, perform internet searches, and prepare professional e-mails.
- Know proper records management rules and methods.
- Identify and organize data and complete a wide variety of calculations relatd to real-world problem solving.

Associate in Science Degree
Certificate of Achievement

BUSINESS MANAGEMENT

Transfer requirements may differ
See counselor or consult assist.org

The Business Management Program enables students to become effective managers of business situations, projects and personnel. The curriculum will provide the necessary skills to contribute to the company's bottom line. A variety of courses will provide a foundation of general management theory and practice, accounting, introduction to business and economics, and communications. The purpose of this degree track is to prepare non-transfer students for entry-level supervisory positions and/or provide knowledge and skill as a foundation for business ownership.

REQUIRED COURSES:		Units
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	Small Business Management	3
BUS V40/ SUP V92	Organizational Behavior	3
BUS V43	Introduction to International Business	3
BUS V44/ SUP V81	Business English	3
BUS V46	Marketing	3

TOTAL **21**

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

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Business** and **Business Management** program students will be able to:

- Explain the fundamental principles of business.
- Examine various approaches to decision-making.
- Create, analyze, and interpret written and verbal communication in business applications.

The Medical Assistant Program assists students in developing the skills needed for a career as a medical assistant, trained in either administrative (front office) or clinical (back office) skills or both. This comprehensive program provides the opportunity for students to develop effective communication skills, computer skills, and technical skills that lead to success in working in a variety of healthcare settings. Jobs in this field include, front office medical assistant, medical secretary, back office medical assistant, entry level medical biller, hospital admitting clerk, hospital unit coordinator and entry level medical records clerk.

Students who successfully complete this program may be eligible to take the certification exam offered by the California Certifying Board for Medical Assistants to become a California Certified Medical Assistant – Administrative (CCMA-A), Clinical (CCMA-C) or Administrative and Clinical (CCMA-AC).

Associate in Science Degree
Certificate of Achievement

MEDICAL ASSISTANT - ADMINISTRATIVE

REQUIRED COURSES:		**Units**
BUS V25	Medical Coding	3
BUS V26	Electronic Health Records	3
BUS V27A	Beginning Medical Terminology	3
BUS V28A	Medical Office Procedure: Front Office	3
BUS V29	Medical Insurance	3

REQUIRED ADDITIONAL COURSES:
Select one (1) of the following courses:

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

TOTAL **18**

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; BIOL V12; BUS V03, BUS V17, BUS V27B; 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

Associate in Science Degree
Certificate of Achievement

MEDICAL ASSISTANT - MULTI-SKILLED

REQUIRED COURSES:		Units
BUS V26	Electronic Health Records	3
BUS V27A	Beginning Medical Terminology	3
BUS V97	Multi-Skilled Medical Assistant	16
TOTAL		**22**

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 V25, V27B, V29, V44, V45. 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 **Medical Assisting** program students will be able to:

- Demonstrate performance of appropriate medical administrative or clinical 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.

Proficiency Award
ADMINISTRATIVE ASSISTANT
(Awarded by the Department)

REQUIRED COURSE:		Units
BUS V21	Administrative Assistant	16
TOTAL		**16**

Proficiency Award
BOOKKEEPING
(Awarded by the Department)

REQUIRED COURSES:		Units
BUS V03	Introduction to Accounting	3
BUS V04	Computerized Payroll Accounting	3
BUS V07A	Business Calculations	2.5
BUS V08	Computerized Accounting	3
BUS V17	Computer Applications	3
TOTAL		**14.5**

Proficiency Award
MEDICAL INSURANCE BILLING
(Awarded by the Department)

REQUIRED COURSE:		Units
BUS V25	Medical Coding	3
BUS V26	Electronic Health Records	3
BUS V27A	Beginning Medical Terminology	3
BUS V29	Medical Insurance	3
TOTAL		**12**

Recommended course: BUS V45.

Proficiency Award
RECEPTION SKILLS
(Awarded by the Department)

REQUIRED COURSE:		Units
BUS V94	Professional Reception Skills	4
TOTAL		**4**

COURSE DESCRIPTIONS

BUS V01A - FINANCIAL ACCOUNTING — 4 Units

Prerequisite: *BUS V03 or 1 year of high school bookkeeping with grade of C or better*
Hours: *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*
C-ID: *ACCT 120*
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 V07A - BUSINESS CALCULATIONS 2.5 Units

Recommended preparation: *MATH V01 or 1 to 2 years of high school Algebra with a grade C or better*
Hours: *1 lecture, 4.5 laboratory weekly*
This course is a skills-based course in calculations used in business. It includes fractions, decimal notations, percentages, and equations that are applied to business-related topics. Topics include sequential operations, trade discounts, partial payment of loans, early payoff, operating ratios, chain discounts, markup and markdown, payroll, taxes (payroll, real estate, sales, loans), proration, simple and compound interest, and part compared to the whole; calculation of present and future value when evaluating annuities and other assets; and U.S. rule and Merchant's rule for calculating interest. It also includes insurance costs related to both personal and business liabilities. Inventory and turnover methods, including depreciation, will be covered. Business financial statements will be created and evaluated and used to make business decisions in business-related class assignments. Students will learn how to complete basic business math calculations 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: *1 lecture, 4.5 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 V17 - COMPUTER APPLICATIONS 3 Units

C-ID: *ITIS 120*
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 BIS 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.
Formerly BIS V98.

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 AND HUMAN DISEASE 3 Units

Prerequisite: *BUS V27A*
Hours: *3 lecture weekly*
This course will enable students in health related fields to communicate and understand the language of medicine by expanding their knowledge of medical terminology and reinforcing concepts of basic medical terminology. Human diseases commonly seen in the healthcare setting are explored, with analysis of the causes, treatments, and recommended preventive measures. Medical terms and abbreviations commonly used in diagnostic procedures, treatment regimens, and surgical procedures are taught using an organ/systems approach. Identification and definition of complex medical terms is 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: *2 lecture, 3 laboratory 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 V29 - MEDICAL INSURANCE 3 Units

Recommended preparation: *typing 30 wpm*
Hours: *2.5 lecture, 1.5 laboratory weekly*
This course develops an understanding of the leading types of medical insurance programs with instruction and drill in performing the steps in medical billing for Blue Cross, Blue Shield, PPOs, and HMOs, as well as Workers' Compensation, Medicare, Tricare, and Medicaid. Basic skills in professional service coding and diagnostic coding are also covered. This course includes instruction in the overall claims process from claim submission to reimbursement. Collection strategies are also covered.
Formerly Bus 29.

BUS V30 - INTRODUCTION TO BUSINESS 3 Units

C-ID: *BUS 110*
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.
Formerly Bus 32. Same as SUP V93. Transfer credit: CSU; credit limitations - see counselor.

BUS V33 - BUSINESS LAW 3 Units

Hours: *3 lecture weekly*
This course covers the fundamental principles of law applicable to business operations and transactions. In addition to the fundamental legal principles, the course will cover introduction to the legal process, sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes.
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.
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 V92. Transfer credit: CSU; credit limitations - see counselor.

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

Prerequisite: *ENGL V01A*
C-ID: *BUS 115*
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 V46 - MARKETING 3 Units

Recommended preparation: *BUS V30*
Hours*: 3 lecture weekly*
This course introduces the basic concepts and practices of modern marketing, including building customer relationships, strategic planning, market research, buyer behavior, market segmentation, target marketing, new product development, pricing, channels of distribution, retailing, integrated marketing communication, global marketing, marketing in the Internet age, and ethics.
Transfer credit: CSU.

BUS V47 - SALES TECHNIQUES 3 Units

Hours*: 3 lecture weekly*
This course introduces the principles of personal selling, including strategies for long-term selling relationships. Focus will be on adaptive selling techniques, prospecting, handling objections, gaining commitment, negotiation, and closing the sale.
Transfer credit: CSU.

BUS V49 - INTRODUCTION TO SOCIAL MEDIA MARKETING **3 Units**

Recommended preparation: *Student should have basic computer skills*
Hours*: 3 lecture weekly*
This course is designed to provide students with a foundation in social media using interactive Internet and mobile applications. Students will learn and develop social media strategies for use in business and learn how to implement social media campaigns as part of a marketing strategy.
Transfer credit: CSU.

BUS V50 - PUBLIC RELATIONS **3 Units**

Hours*: 3 lecture weekly*
This course examines public relations techniques used to influence public opinion, manage good will, and protect an organization's reputation. Students will learn PR strategies and techniques to communicate to their public, and study PR channels including (but not limited to) press releases, news conferences, and social media. This course will also cover the strategies and tactics necessary to plan and manage a PR campaign. Working in collaborative teams, students will complete a PR campaign.
Transfer credit: CSU.

BUS V53 - LEGAL ENVIRONMENT OF BUSINESS **3 Units**

Recommended preparation: *ENGL V01A*
C-ID: *BUS 120*
Hours: *3 lecture weekly*
This course provides an overview of the fundamental legal principles pertaining to business transactions and an introduction to the law as an instrument of social and political control in society. Topics include sources of law and ethics, contracts, torts, agency, judicial and administrative processes, employment law, forms of business organizations, and domestic and international governmental regulations.
Formerly Bus 53. Transfer credit: CSU; UC; credit limitations - see counselor.

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.
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. 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**

Prerequisite: *successful completion of at least 9 units towards a specific business department Certificate of Achievement or AA/AS degree*
Corequisite: *enrolled in a minimum of 6 units to include internship*
Enrollment Limitation: *approval of the department chair*
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. This is an unpaid occupational work experience course, where 1 unit of credit is earned for each 60 hours of unpaid internship. A maximum of 4 units can be completed in a semester, and no more than 16 units can be earned in total.
Field trips will be required. 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. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

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 inteviews.

CHEMISTRY

The Department of Chemistry at Ventura College offers a variety of lower-division courses covering general, organic, and biochemistry topics meant to prepare students for degrees in science, veterinary medicine, and healthcare as well as satisfying most general education science requirements through on site as well as hybrid (online/onsite) offerings in both lecture and laboratory settings. A background in chemistry is essential for many fields. 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.
NOTE: *All students taking a laboratory course must attend the entire mandatory safety lecture given at the start of the first class meeting or may be dropped from the class unless prior arrangements are made with the instructor.*

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 V13B or 1 year of high school intermediate algebra (Algebra II) with grades of C or better*
C-ID: *CHEM 110 [CHEM V01A + CHEM V01AL]; CHEM 120S [CHEM V01A + CHEM V01AL + CHEM V01B + CHEM V01BL]*
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.

CHEM V01AL - GENERAL CHEMISTRY I LABORATORY 2 Units

Prerequisite: *CHEM V01A with grade of C or better or concurrent enrollment*
C-ID: *CHEM 110 [CHEM V01A + CHEM V01AL]; CHEM 120S [CHEM V01A + CHEM V01AL + CHEM V01B + CHEM V01BL]*
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.

CHEM V01B - GENERAL CHEMISTRY II 3 Units

Prerequisite: *CHEM V01A with grade of C or better*
C-ID: *CHEM 120S [CHEM V01A + CHEM V01AL + CHEM V01B + CHEM V01BL]*
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.

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*
C-ID: *CHEM 120S [CHEM V01A + CHEM V01AL + CHEM V01B + CHEM V01BL]*
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.

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*
C-ID: *CHEM 150 [CHEM V12A + CHEM V12AL]; CHEM 160S [CHEM V12A + CHEM V12AL + CHEM V12B + CHEM V12BL]*
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*
C-ID: *CHEM 150 [CHEM V12A + CHEM V12AL]; CHEM 160S [CHEM V12A + CHEM V12AL + CHEM V12B + CHEM V12BL]*
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*
C-ID: *CHEM 160S [CHEM V12A + CHEM V12AL + CHEM V12B + CHEM V12BL]*
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*
C-ID: *CHEM 160S [CHEM V12A + CHEM V12AL + CHEM V12B + CHEM V12BL]*
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 V01E or MATH V11B or 1 year of high school beginning algebra with grade of C or better*
Recommended preparation: *MATH V03 or MATH 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 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.
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. Formerly Chem 90. Transfer credit: CSU; for UC, determined after admission.

CHICANO STUDIES

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.

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.

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.

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.

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.
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. Formerly ChStd 90. Transfer credit: CSU; for UC, determined after admission.

CHILD DEVELOPMENT

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

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, and Liberal Studies.

To earn an Early Childhood Education 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-CSU) 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 on transfer courses.
3. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis. *Although a "P" grade is allowed (Title 5, Section 55063), it is recommended that students take the course for a letter grade (A, B, or C) due to unit limitations on "P/NP" courses.*
4. Complete a minimum of 12 units in residency at the college granting the degree.

REQUIRED CORE (24 units):		**Units**
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-CSU Pattern	37-39
Electives (CSU transferrable units to reach 60)	
Double-Counted Units	(9)
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.

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Associate in Science Degree
Certificate of Achievement

CHILD DEVELOPMENT

Transfer requirements may differ
See counselor or consult assist.org

REQUIRED COURSES:		**Units**
CD V01	Introduction to Careers in 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

REQUIRED ADDITIONAL COURSES:

Select three (3) units from the following courses:

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
TOTAL		**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.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Child Development** program students will be able to:

- Analyze the psychological, physical, and cognitive influences of teaching and classroom practices on children's development.
- Develop awareness of and skills in intentional teaching consistent with developmentally appropriate practices.
- Practicum students completing fieldwork wil apply professional and ethical standards of behavior with children, families, and colleagues.

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

C-ID: *CDEV 100*
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

C-ID: *ECE 230*
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

Recommended preparation: *enrollment in one additional course in the discipline*
Limitations: *current negative TB test report*
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.

CD V10 - INTRODUCTION TO CHILDREN WITH SPECIAL NEEDS — 3 Units

Recommended preparation: *CD V02 and CD V62*
Hours: *3 lecture weekly*

This course introduces the variations in development of children with special needs ages birth through eight, and the resulting impact on families. It includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process.
Field trips may be required. Transfer credit: CSU.

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 V20 - CURRICULUM AND STRATEGIES FOR CHILDREN WITH SPECIAL NEEDS 3 Units

***Hours:** 3 lecture weekly*
This course covers curriculum and intervention strategies for working with children with special needs in partnership with their families. It focuses on the use of observation and assessment in meeting the individual needs of children in inclusive and natural environments. Included is the role of the teacher as a professional working with families, collaboration with interdisciplinary teams, and cultural competence.
Transfer credit: CSU.

CD V23 - CREATIVE EXPERIENCES, MATERIALS, AND ENVIRONMENTS IN ECE 3 Units

***Hours:** 3 lecture weekly*
This is a study of how to find, select, and develop age-appropriate experiences for young children in the domains of visual and performing arts, language and literacy, science, math, and social studies. Students will examine curriculum ideas and the materials, environments, and teaching strategies needed to create experiences which will promote the learning and development of all young children. Emphasis is on application of developmental theory, curriculum design, and resources.
Field trips may be required. Transfer credit: CSU.

CD V24 - CHILD NUTRITION, HEALTH AND SAFETY 3 Units

***C-ID:** ECE 220*
***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 V27 - INFANT AND TODDLER DEVELOPMENT 3 Units

***Hours:** 3 lecture weekly*
This course is a study of infants and toddlers from pre-conception to age three, including physical, cognitive, language, social, and emotional growth and development. It applies theoretical frameworks to interpret behavior and interactions between heredity and environment. It emphasizes the role of family and relationships in development.
Field trips will be required. 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.
Same as BUS V38. Transfer credit: CSU; credit limitations - see counselor.

CD V61 - CHILD, FAMILY AND COMMUNITY 3 Units

***C-ID:** CDEV 110*
***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; UC.

CD V62 - PRINCIPLES AND PRACTICES IN EARLY CHILDHOOD EDUCATION 3 Units

***C-ID:** ECE 120*
***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*
***C-ID:** ECE 130*
***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*
Limitations: *current negative TB test or chest x-ray*
C-ID: *ECE 200*
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. A total of 24 hours of child observations are required.
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*
Limitations: *current negative TB test or chest x-ray*
C-ID: *ECE 210*
Hours: *2 lecture, 3 laboratory weekly*
This course provides supervised experience in practicing and demonstrating developmentally appropriate 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. This course requires a total of 48 hours of experience.
Field trips will 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.
Field trips may be required. 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. 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. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

CD V96 - CHILD DEVELOPMENT INTERNSHIP II 1-4 Units

Corequisite: *enrolled in a minimum of 7 units to include internship*
Recommended preparation*: completion of or concurrent enrollment in one course in the discipline*
Hours: *75 per unit*
This course offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.
Field trips will be required. 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 3 Units

Hours: 2.5 lecture, 1.5 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. 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.
Offered on a pass/no pass basis only. Not applicable for degree credit.

COMMUNICATION STUDIES

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 similar programs.

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-CSU) 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 on transfer courses.
3. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis. *Although a "P" grade is allowed (Title 5, Section 55063), it is recommended that students take the course for a letter grade (A, B, or C) due to unit limitations on "P/NP" courses.*
4. Complete a minimum of 12 units in residency at the college granting the degree.

REQUIRED CORE (3 units):		**Units**
COMM V01	Introduction to Speech Communication	3
LIST A:		
Select two (2) of the following courses (6 units):		
COMM V03	Group Communication	3
COMM V10	Critical Thinking in Oral Communication: Argument and Debate	3
COMM V15	Interpersonal Communication	3
LIST B:		
Select two (2) of the following courses (6 units):		
Any course not used in LIST A:		
COMM V03, V10, V15		3
COMM V05	Oral Interpretation and Communication Literature	3
COMM V16	Mass Communication	3
COMM V12	Intercultural Communication	3
LIST C:		
Select one (1) of the following courses (3 units):		
ANTH V02	Cultural Anthropology	3
ENGL V01B	Critical Thinking and Compostition through Literature	3
PSY V01	Introduction to Psychology	3
SOC V01	Introduction to Sociology	3

Major Units	18
CSU General Education or IGETC-CSU Pattern	37-39
Electives (CSU transferrable units to reach 60)	
Double-Counted Units	(12)
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.

For other course descriptions, see Anthropology, English, Psychology, and Sociology

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Communication Studies** program, students will be able to:

- Effectively communicate their ideas verbally and/or nonverbally.
- Effectively communicate in interpersonal, group, and intercultural settings.
- Effectively identify communication theory utilized within various communication contexts.

COURSE DESCRIPTIONS

COMM V01 - INTRODUCTION TO SPEECH COMMUNICATION 3 Units

Recommended preparation: *ENGL V01A*
C-ID: *COMM 110*
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

C-ID: *COMM 140*
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*
C-ID: *COMM 170*
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*
C-ID: *COMM 120*
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 V12 - INTERCULTURAL COMMUNICATION 3 Units

C-ID: *COMM 150*
Hours: *3 lecture weekly*
This course provides an introduction to intercultural communication principles and processes. It leads to a greater appreciation of other cultures through increased awareness of, and sensitivity to, different cultural viewpoints. Topics include cultural characteristics such as language, verbal and nonverbal communication, perception, and technology across many different cultures. This course allows students to examine and improve their intercultural communication competence not just across racial lines, but also such topics such as ethnicity, age, religion, sexual orientation, and physical abilities.
Field trips may be required. Transfer credit: CSU; UC.

COMM V13 - FORENSICS 2 Units

Prerequisite: *COMM V01*
Recommended preparation: *ENGL V01A*
C-ID: *COMM 160B*
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

C-ID: *COMM 130*
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

C-ID: *JOUR 100*
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.

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.
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.
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. 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 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

C-ID: *BUS 140*
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.
Field trips may be required. Formerly MATH V50. Transfer credit: CSU; UC.

CS V11 - PROGRAMMING FUNDAMENTALS 3 Units

Recommended preparation: *CS V04; and MATH V03 or MATH V03E or MATH V13B*
C-ID: *COMP 112*
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.
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 V03E or MATH V13B or 1 year of high school intermediate algebra (Algebra II) or any higher-level math course with grade of C or better.*
C-ID: *COMP 132*
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.
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.
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*
C-ID: *COMP 152*
Hours: *3 lecture weekly*
This course introduces the student to discrete mathematics as it is used in computer science. Topics includes formal logic, proofs, sets, combinatorics, probability, functions, graph theory, Boolean Algebra, and Modeling with programming.
Field trips may be required. Same as MATH V52. Transfer credit: CSU; UC.

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

CS V30 - BEGINNING C++ 3 Units

Prerequisite: *MATH V03 or MATH V03E or MATH V13B or 1 year of high school intermediate algebra (Algebra II) or any higher-level math course with grade of C or better*
Hours: *2.5 lecture, 1.5 laboratory weekly*
This course introduces the student to the concepts of object-oriented programming. The course 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.
Field trips may be required. Formerly MATH V55. Transfer credit: CSU; UC.

CS V40 - BEGINNING JAVA 3 Units

Prerequisite: *MATH V03 or MATH V03E or MATH V13B or 1 year of high school intermediate algebra (Algebra II) or any higher-level math course 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.
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.
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.

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.
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. 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. 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. Offered on a pass/no pass basis only. Transfer credit: for CSU, credit limitation–see counselor; for UC, determined after admission.

CONSTRUCTION TECHNOLOGY

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

TOTAL **28-30**

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

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

TOTAL **30**

For other course descriptions, see Architecture and Drafting

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Construction Technology** program students will be able to:

- Estimate construction costs.
- Interpret blueprints and specifications.
- Schedule the proper sequence of construction activities.
- Understand office operations and field operations.
- Understand building code requirements.

Proficiency Award
CONSTRUCTION TECHNOLOGY
Electrician Trainee
(Awarded by the Department)

REQUIRED COURSES:		Units
CT V20/ARCH V11/ DRFT V02B	Blueprint Reading: Architectural/ Construction	3
CT V66	National Electrical Code	3
CT V76	Construction Job Site Management	3
DRFT V04/ MT V04	Measurements and Computations	3
TOTAL		**12**

For other course descriptions, see Architecture, Drafting, and Manufacturing Technology

COURSE DESCRIPTIONS

CT V12 - ADVANCED BLUEPRINT READING: COMMERCIAL/INDUSTRIAL — 3 Units

Recommended preparation: *ARCH V11 or CT V20 or DRFT V02B or equivalent*
Hours: *3 lecture weekly*
This is an advanced blueprint reading course for inspectors, contractors, and designers interested in commercial and industrial construction. This course will provide training in blueprint reading comprehension, system assemblies, and material specifications. Subjects to be covered will include soils, foundations, site work, concrete, masonry, structural steel, welding, and 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: *1 lecture, 6 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.
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 in 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 Efficency 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: *1 lecture, 6 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.

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.

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

COUNSELING

Counseling courses provide students with information an dskills needed to take responsibility for and control of their own academic success, explore and develop career, academic and personal goals, and understand the services and requirements to achieve their goals.

COUN V01 - COLLEGE SUCCESS 3 Units

Hours: *3 lecture weekly*

This course provides an exploration of cognitive, psychological, social, and physical factors influencing success in college and in life. This will be accomplished by emphasizing three areas: (1) academic skills; (2) behavioral principals; and (3) relational skills.

Transfer credit: CSU.

COUN V02 - CAREER EXPLORATION AND LIFE PLANNING 3 Units

Hours: *3 lecture weekly*

This course provides an exploration of cognitive, psychological, social, and physical factors influencing success in college and in life. This will be accomplished by emphasizing three areas: (1) academic skills; (2) behavioral principals; and (3) relational skills.

Transfer credit: CSU.

COUN V03 - COLLEGE ORIENTATION 1 Unit

Hours: *1 lecture weekly*

This course is designed to provide new students a comprehensive orientation to facilities, programs, services, college policies and faculty at Ventura College. Students will experience a tour of the campus facilities, receive financial aid information, learn about graduation and transfer requirements, acquaint themselves with the college assessment process, counseling and transfer services.

Formerly GW V02A. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

COUN V04 - STRATEGIES FO ACADEMIC SUCCESS 1 Unit

Hours: *1 lecture weekly*

This course introduces strategies, attitudes and skills that promote academic success. Identifies personal barriers to academic success. Topics include time management, test taking, communication skills, study techniques, academic probation and dismissal, learning resource center, financial aid and other support services available.

Formerly GW V02B. Field trips may be required. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

COUN V10A - 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 V02X. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

COUN V10B - EOPS SUCCESS ACADEMY .5 Unit

Hours: *.5 lecture 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.

Formerly GW V02Y. Field trips may be required. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

COUN V10C - 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 V02Q. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

COUN 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.
Formerly GW V88. Offered on a pass/no pass basis only.

COUN 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.
Formerly GW V89. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

CRIMINAL JUSTICE

See Also Police Science

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-CSU) 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 on transfer courses.
3. Obtainment of a "C" grade or better in all courses required for the major.
4. Complete a minimum of 12 units in residency at the college granting the degree.

REQUIRED CORE (6 units):		**Units**
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
CJ V35L/ ANTH V35L	Introduction to Forensic Science Lab	1

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

Major Units	18-20
CSU General Education or IGETC-CSU Pattern	37-39
Electives (CSU transferrable units to reach 60)	
Double-Counted Units	(9-13)
DEGREE TOTAL	**60**

Associate in Science Degrees
Certificate of Achievement

CRIMINAL JUSTICE

Transfer requirements may differ
See counselor or consult assist.org

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

REQUIRED ADDITIONAL COURSES:
Select nine (9) units from the following courses:

CJ V04	Legal Aspects of Evidence	3
CJ V06	Criminal Justice Report Writing	3
CJ V07	Patrol Procedures	3
CJ V08	Criminal Investigation	3
CJ V14	Juvenile Law and Procedures in California	3
CJ 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	Criminal Justice Internship I	1-4
CJ V96	Criminal Justice Internship II	1-4

TOTAL **21**

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 V11A; KIN V50A; 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, its obligations to the community and the scope of responsibilities of the various local, state, and federal law enforcement agencies beginning with arrest, through corrections.
- Articulate the major criminological theories regarding criminal behavior, the social implications of crime and how these concepts relate to crime, criminal behavior, and victimology.
- Analyze concepts of law and utilize legal investigative proficiencies applied to preparing and presenting case work. Demonstrate the ability to translate this information to written, verbal, and electronic formats.
- Collaborate to describe the importance of standards relating to ethics, communication, and cooperation within a variety of cultures and situations in the Criminal Justice System.

COURSE DESCRIPTIONS

CJ V01 - INTRODUCTION TO CRIMINAL JUSTICE — 3 Units

C-ID: *AJ 110*
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.

CJ V02 - CONCEPTS OF CRIMINAL LAW — 3 Units

Recommended preparation: *ENGL V01A*
C-ID: *AJ 120*
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, religion, 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

C-ID: *AJ 124*
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

C-ID: *AJ 122*
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

C-ID: *AJ 140*
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 V11A - AIKIDO I 1 Unit

Hours: *.5 lecture, 2.5 laboratory weekly*
This course is designed for students who want to develop introductory skills in aikido. Aikido is a powerful martial art developed in Japan. The practice of Aikido includes warm up and flexibility exercises, practical combative and defensive techniques 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.
Ventura College faculty has defined Combatives as a family of courses which includes KIN V50A/CJ V11A, KIN V50B/CJ V11B, KIN V52, KIN V76A, KIN V76B. A student may take a maximum of four (4) courses from a family.
Formerly CJ V11. Same as KIN V50A. Transfer credit: CSU; UC; credit limitations - see counselor.

CJ V11B - AIKIDO II 1 Unit

Hours: *.5 lecture, 2.5 laboratory weekly*
This course is designed for students who want to develop advanced skills in aikido. Class consists of advanced flexibility exercises and practical combative and defensive techniques, combined with an advanced understanding and appreciation of etiquette.
Ventura College faculty has defined Combatives as a family of courses which includes KIN V50A/CJ V11A, KIN V50B/CJ V11B, KIN V52, KIN V76A, and KIN V76B. A student may take a maximum of four (4) courses from a family.
Field trips may be required. Same as KIN V50B. Transfer credit: CSU; UC. credit limitations - see counselor.

CJ V14 - JUVENILE LAW AND PROCEDURES IN CALIFORNIA 3 Units

C-ID: *AJ 220*
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; UC.

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

C-ID: *AJ 200*
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; UC.

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*
C-ID: *AJ 150*
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 forensice 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 V41 - BASIC COMPLAINT DISPATCHER UPDATE I .5 Unit

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.
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

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.
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.
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.
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 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*
Limitations: *no felony convictions per California Penal Code*
Hours: *1.5 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.
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.
Field trips may be required. 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.
Field trips may be required. 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. Formerly CJ 90. Transfer credit: CSU.

CJ V95 - CRIMINAL JUSTICE INTERNSHIP I **1-4 Units**

Corequisite: *enrolled in a minimum of 7 units to include internship*
Limitations: *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*
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. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

CJ V96 - CRIMINAL JUSTICE INTERNSHIP II **1-4 Units**

Corequisite: *enrolled in a minimum of 7 units to include internship*
Limitations: *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*
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. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

DANCE

The Ventura College Associates Degree in Dance provides a choice of an emphasis in Performance or Composition. The Performance Emphasis is intended for students who desire a formal course of study in Dance Performance and is anchored by a progression of technical, pedagogical, historical and compositional courses. The Composition Emphasis is intended for students who desire a formal course of study in Dance Composition and is anchored by a progression of technical, historical and compositional courses. The Associates Degree in Dance with an emphasis in Composition is designed to prepare and enhance their abilities in communication, critical thinking and self-expression to further their academic dance pursuits, their professional careers in dance and other dance-related fields. Upon completion of the associate degree, students will be able to transfer to a baccalaureate program.

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 V02 - DANCE HISTORY **3 Units**

Recommended preparation: *DANC V01*
Hours: *3 lecture weekly*
Dance history explores the artistic developments in the field of Western concert dance from the 17th century to the present time. The course focuses on the cultural, social and political topics of Ballet and Modern Dance, with a strong underpinning of social vernacular/ Jazz Dance and other forms influenced by the African Diaspora. Through readings, lectures, discussions, and extensive viewing of film/video and live performance, students come to understand the rich lineage of these dance forms.
Field trips may be required. Transfer credit: CSU.

DANC V03 - ANATOMY FOR DANCERS **3 Units**

Recommended preparation: *DANC V10A*
Hours: *3 lecture weekly*
This course is an introduction to human anatomy and basic movement analysis. The course will emphasize analysis of skeletal and muscular systems, individual differences, common dance injuries, and proper conditioning for dancers. Dance kinesiology and multiple somatic principles will also be explored.
Field trips will be required. Transfer credit: CSU.

DANC V04 - DANCE IMPROVISATION **2 Units**

Recommended preparation: *DANC V10A*
Hours: *1 lecture, 3 laboratory weekly*
This course is an introduction to improvisational and compositional skills that explore multiple ways to spontaneously create movement. Course exercises will facilitate a variety of creative explorations that utilize levels, shapes, and dynamic and rhythmic patterning. These explorations will encourage the dancer to discover and evaluate movement habits while exploring multiple ways to break habitual movement patterns.
Field trips may be required. May be taken for a maximum of 4 times. Transfer credit: CSU.

DANC V06A - DANCE PEDAGOGY I 3 Units
Recommended preparation: *DANC V02, DANC V03*
Hours: *3 lecture weekly*
Students taking this course will develop an understanding of multiple teaching philosophies in relationship to dance. The focus of the course is the development of a personal pedagogy and philosophy of teaching appropriate for multiple dance education and dance training settings. Social and cultural elements of the dancing body are explored.
Field trips may be required. Transfer credit: CSU.

DANC V06B - DANCE PEDAGOGY II 3 Units
Recommended preparation: *DANC V06A*
Hours: *3 lecture weekly*
Building on the concepts explored in Dance Pedagogy I, this course will emphasize creating curriculum and dance lesson plans in relationship to specific dance genres. Understanding dance education in K-12, community, and private settings will be addressed. The course will emphasize how specific dance genres relate to anatomical organization, energy of the body, music, and space. Multiple modes of learning will be incorporated, including moving, reading, writing, visual observation, and verbal response.
Field trips may be required. Transfer credit: CSU.

DANC V06C - DANCE PEDAGOGY III 3 Units
Prerequisite: *DANC V06B*
Hours: *3 lecture weekly*
This course is a teaching practicum conducted with faculty supervision, and offers students an opportunity to work directly in a K-12, community, or private setting. Focus will be placed on a comprehensive teaching internship, including observation by a mentor teacher, demonstration of classroom material, and implementation of unique dance lessons. Throughout the semester students will be responsible for teaching small units of a class, and for facilitating small discussion groups. By the end of the semester, students will be responsible for teaching a full-length hour and half class in a community setting.
Field trips may be required. Transfer credit: CSU.

DANC V10A - MODERN I 2 Units
Hours: *1 lecture, 3 laboratory weekly*
This course is an introduction to modern dance techniques and skills, and the experience and appreciation of modern dance as an art form.
Field trips may be required. May be taken for a maximum of 4 times. Formerly DANC V10. Transfer credit: CSU; UC.

DANC V10B - MODERN II 2 Units
Recommended preparation: *DANC V10A*
Limitation: *Commensurate skills demonstration*
Hours: *1 lecture, 3 laboratory weekly*
The course builds on techniques and skills learned in Modern 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 4 times. Transfer credit: CSU; UC.

DANC V10C - MODERN III 2 Units
Recommended preparation: *DANC V10B*
Limitation: *Commensurate skills demonstration*
Hours: *1 lecture, 3 laboratory weekly*
The course builds on techniques and skills learned in Modern I and II. 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 4 times. Transfer credit: CSU; UC.

DANC V10D - MODERN IV 2 Units
Recommended preparation: *DANC V10C*
Limitation: *Commensurate skills demonstration*
Hours: *1 lecture, 3 laboratory weekly*
The course builds on techniques and skills learned in Modern I, II, and III. Emphasis will be placed on the refinement of technique, the introduction of new movement, and the development of advanced technical skills.
Field trips may be required. May be taken for a maximum of 4 times. Transfer credit: CSU; UC.

DANC V13A - TAP I 2 Units
Hours: *1 lecture, 3 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 4 times. Formerly DANC V13. Transfer credit: CSU; UC.

DANC V13B - TAP II 2 Units
Recommended preparation: *DANC V13A*
Limitation: *Commensurate skills demonstration*
Hours: *1 lecture, 3 laboratory weekly*
This course builds on techniques and skills learned in Tap 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 4 times. Formerly DANC V18. Transfer credit: CSU; UC.

DANC V13C - TAP III 2 Units
Recommended preparation: *DANC V13B*
Limitation: *Commensurate skills demonstration*
Hours: *1 lecture, 3 laboratory weekly*
This course builds on techniques and skills learned in Tap I and II. Emphasis will be placed on the refinement of technique, the introduction of new movement, and the development of technical skills to intermediate/advanced level.
Field trips may be required. May be taken for a maximum of 4 times. Transfer credit: CSU; UC.

DANC V13D - TAP IV 2 Units
Recommended preparation: *DANC V13C*
Limitation: *Commensurate skills demonstration*
Hours: *1 lecture, 3 laboratory weekly*
This course builds on techniques and skills learned in Tap I, II, and III. Emphasis will be placed on the refinement of technique, the introduction of new movement, and the development of technical skills at an advanced level.
Field trips may be required. May be taken for a maximum of 4 times. Transfer credit: CSU; UC.

DANC V14 - MOVEMENT FOR THE THEATRE 2 Units
Hours: *1 lecture, 3 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. May be taken 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 2 Units

Hours: *1 lecture, 3 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 4 times. Formerly DANC V15. Transfer credit: CSU; UC.

DANC V15B - BALLET II 2 Units

Recommended preparation: *DANC V15A*
Limitation: *Commensurate skills demonstration*
Hours: *1 lecture, 3 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 of new movement, and the development of heightened technical skills.

Field trips may be required. May be taken for a maximum of 4 times. Formerly DANC V19. Transfer credit: CSU; UC.

DANC V15C - BALLET III 2 Units

Recommended preparation: *DANC V15B*
Limitation: *Commensurate skills demonstration*
Hours: *1 lecture, 3 laboratory weekly*

The course builds on techniques and skills learned in Ballet II. Emphasis will be placed on the refinement of technique, the introduction of new movement, and the development of technical ballet skills at an intermediate/advanced level.

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

DANC V15D - BALLET IV 2 Units

Recommended preparation: *DANC V15C*
Limitation: *Commensurate skills demonstration*
Hours: *1 lecture, 3 laboratory weekly*

The course builds on techniques and skills learned in Ballet III. Emphasis will be placed on the refinement of technique, the introduction of new movement, and the development of technical ballet skills at an advanced level.

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

DANC V23 - BALLROOM DANCE 2 Units

Hours: *1 lecture, 3 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 2 Units

Hours: *1 lecture, 3 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 I 2 Units

Hours: *1 lecture, 3 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 4 times. Formerly DANC V29. Transfer credit: CSU; UC.

DANC V29B - JAZZ II 2 Units

Recommended preparation: *DANC V29A*
Limitation: *Commensurate skills demonstration*
Hours: *1 lecture, 3 laboratory weekly*

The course builds on techniques and skills learned in Jazz 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 4 times. Formerly DANC V31. Transfer credit: CSU; UC.

DANC V29C - JAZZ III 2 Units

Recommended preparation: *DANC V29B*
Limitation: *Commensurate skills demonstration*
Hours: *1 lecture, 3 laboratory weekly*

The course builds on techniques and skills learned in Jazz II. 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 as an art form, both in cultural and historical contexts.

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

DANC V29D - JAZZ IV 2 Units

Recommended preparation: *DANC V29C*
Limitation: *Commensurate skills demonstration*
Hours: *1 lecture, 3 laboratory weekly*

The course builds on techniques and skills learned in Jazz III. 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 as an art form, both in cultural and historical contexts.

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

DANC V30A - DANCE PERFORMANCE I 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.

Ventura College faculty has defined Dance Performance as a family of courses which includes DANC V30A, DANC V30B, DANC V30C, and DANC V30D. A student may take a maximum of four (4) courses from a family.

Field trips may be required. Formerly DANC V30. Transfer credit: CSU; UC.

DANC V30B - DANCE PERFORMANCE II 3 Units

Recommended preparation: *DANC V30A or equivalent skills*
Hours: *1 lecture, 6 laboratory weekly*

This course supplies students with the opportunity to develop professional performance skills at an intermediate level. 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.

Ventura College faculty has defined Dance Performance as a family of courses which includes DANC V30A, DANC V30B, DANC V30C, and DANC V30D. A student may take a maximum of four (4) courses from a family.

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

DANC V30C - DANCE PERFORMANCE III **3 Units**

Recommended preparation: *DANC V30B or equivalent skills*
Hours: *1 lecture, 6 laboratory weekly*
This course supplies students with the opportunity to develop professional performance skills at an intermediate/advanced level. 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.
Ventura College faculty has defined Dance Performance as a family of courses which includes DANC V30A, DANC V30B, DANC V30C, and DANC V30D. A student may take a maximum of four (4) courses from a family.
Field trips may be required. Transfer credit: CSU; UC.

DANC V30D - DANCE PERFORMANCE IV **3 Units**

Recommended preparation: *DANC V30C or equivalent skills*
Hours: *1 lecture, 6 laboratory weekly*
This course supplies students with the opportunity to develop professional performance skills at an advanced level. 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.
Ventura College faculty has defined Dance Performance as a family of courses which includes DANC V30A, DANC V30B, DANC V30C, and DANC V30D. A student may take a maximum of four (4) courses from a family.
Field trips may be required. Transfer credit: CSU; UC.

DANC V50A - COMPOSITION I **2 Units**

Recommended preparation: *DANC V10A or V13A or V15A or V29A or equivalent skills*
Hours: *1 lecture, 3 laboratory weekly*
This course is an introduction to multiple processes and tools that have been used in creating choreography for western concert dance. Students will learn basic choreographic structures, the use of improvisation to create movement, clarity of intention, and an introductory understanding of the relationship between music/sound and dance. Students will be asked to create short solo and small group work based on historical choreographic styles. Topics will include movement intention, the relationship between music/sound and dance, spatial clarity, and energy. Ventura College faculty has defined Composition as a family of courses which includes DANC V50A, DANC V50B, DANC V50C, and DANC V50D. A student may take a maximum of four (4) courses from a family.
Field trips may be required. Formerly DANC V50. Transfer credit: CSU; UC.

DANC V50B - COMPOSITION II **2 Units**

Recommended preparation: *DANC V50A or equivalent skills*
Hours: *1 lecture, 3 laboratory weekly*
This course builds on techniques and skills learned in 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.
Ventura College faculty has defined Composition as a family of courses which includes DANC V50A, DANC V50B, DANC V50C, and DANC V50D. A student may take a maximum of four (4) courses from a family.
Field trips may be required. Transfer credit: CSU; UC.

DANC V50C - COMPOSITION III **2 Units**

Recommended preparation: *DANC V50B or equivalent skills*
Hours: *1 lecture, 3 laboratory weekly*
This course builds on skills learned in Composition II. Emphasis will be placed on developing group work for the stage and site-specific choreography. Through improvisation the student will examine a variety of environments to develop movement, and set works in relationship to the space. Topics will include experimenting with time, dynamics, shaping, and multiple performance techniques, and how they relate to the environment, other bodies in the space, and the audience.
Ventura College faculty has defined Composition as a family of courses which includes DANC V50A, DANC V50B, DANC V50C, and DANC V50D. A student may take a maximum of four (4) courses from a family.
Field trips may be required. Transfer credit: CSU; UC.

DANC V50D - COMPOSITION IV **2 Units**

Recommended preparation: *DANC V50C or equivalent skills*
Hours: *1 lecture, 3 laboratory weekly*
This course builds on skills learned in Composition III. It will focus on creating hybrid choreographic processes. Students will create three short studies and one fully realized ten minute work that will be performed in the dance performance concert. Class time will be spent working on choreography, viewing and examining how identity, multiple dance genres, space, music, technology, theatricality, narrative, and text are combined in contemporary performances. Topics will include improvisation as a source for movement invention, mixing of multiple dance styles, text, music/sound design, props, and theatrical conventions.
Ventura College faculty has defined Composition as a family of courses which includes DANC V50A, DANC V50B, DANC V50C, and DANC V50D. A student may take a maximum of four (4) courses from a family.
Field trips may be required. Transfer credit: CSU; UC.

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.
Field trips may be required.

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.
Field trips may be required. 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. Formerly Dance 90. Transfer credit: CSU; for UC, determined after admission.

DRAFTING

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

Industrial Design and Manufacturing Option

Transfer requirements may differ
See counselor or consult assist.org

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

REQUIRED ADDITIONAL COURSES:
Select three (3) of the following courses:

DRFT V02A/ WEL V02	Blueprint Reading: Manufacturing	3
DRFT V04/ MT V04	Measurements and Computations	3
DRFT V14A	Technical Illustration I	3
DRFT V18	Drafting Projects	3
MT V02	Applied Machining I	2
MT V35	Production Machining and Tooling Design Techniques	3
WEL V01	Introduction to Welding	2

TOTAL **27-29**

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 information to develop solutions to technical aspects of a design problem.

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.
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-dmensional drawings. Industry trends, practices, and employer expectations will be addressed.
Field trips may be required. 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).
Field trips may be required. Formerly Drft 5B. Same as ARCH V24.

DRFT V14A - TECHNICAL ILLUSTRATION I 3 Units

Prerequisite: *DRFT V03 or 1 year of drafting experience*
Hours: *2 lecture, 3 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.
Formerly Drft 14A. Transfer credit: CSU.

DRFT V14B - TECHNICAL ILLUSTRATION II 3 Units

Prerequisite: *DRFT V14A*
Hours: *2 lecture, 3 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.
Formerly Drft 14B. Transfer credit: CSU.

DRFT V18 - DRAFTING PROJECTS 3 Units

Prerequisite: *ARCH V23 or DRFT V05A*
Hours: *2 lecture, 3 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.
Field trips may be required. 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.
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.
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.
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.
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. Formerly Drft 99. Offered on a pass/no pass basis only.

EARLY CHILDHOOD EDUCATION

See Child Development

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.

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.

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. 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. 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. Transfer credit: for CSU, credit limitations - see counselor; for UC, determined after admission.

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 students 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 developing independent critical thinking skills while providing opportunity for construction and implementation of plans for success. Instruction is designed to meet the educational needs of students with or without disabilities.

Transfer credit: CSU; UC

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: *.5 lecture, 3 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.

Formerly EAC 21. Transfer credit: CSU; UC; credit limitations - see counselor.

EAC V25 - INTRODUCTION TO DANCE: ADAPTIVE 1.5 Units

Hours: *.5 lecture, 3 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.

Formerly EAC 25. Transfer credit: CSU; UC; credit limitations - see counselor.

EAC V26 - INDIVIDUAL AND TEAM SPORTS: ADAPTIVE 1.5 Units

Hours: *.5 lecture, 3 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 emphasised.

Formerly EAC 26. Transfer credit: CSU; UC; credit limitations - see counselor.

EAC V27 - INTRODUCTION TO SWIMMING AND AQUATIC FITNESS: ADAPTIVE 1.5 Units

Hours: *.5 lecture, 3 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.

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

EAC V28 - EXPLORING MULTICULTURAL DANCE FORMS: ADAPTIVE 1.5 Units

Hours: *.5 lecture, 3 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.

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.

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

EMERGENCY MEDICAL TECHNOLOGY

A community depends on an emergency medical system that responds quickly with well educated and competent EMTs. Successful completion of the EMT course 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 course is a prerequisite for most Paramedic Programs throughout the United States.

COURSE DESCRIPTIONS

EMT V01 - EMERGENCY MEDICAL TECHNICIAN 8.5 Units

Prerequisite: *Current CPR certification for health care provider or professional rescuer*

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*

Limitations: *Criminal background clearance; drug and alcohol clearance; proof of freedom from and immunity to communicable diseases; physical examination demonstrating general good health; must have acheived the age of 18 by midterm examination; no visible tattoos or visible body piercings except single studs in ear lobes; no acrylic or long nails in clinical settings; students must be present on the first night of class.*

Hours: *7 lecture, 4.5 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.

Field trips will be required. Formerly EMT V01 & V01L.

EMT V10 - EMERGENCY MEDICAL TECHNICIAN RECERTIFICATION 2 Units

Limitations: *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

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.

Associate in Science Degree
Certificate of Achievement

ENGINEERING

Transfer requirements may differ
See counselor or consult assist.org

REQUIRED COURSES:		Units
CHEM V01A	General Chemistry I	3
CHEM V01AL	General Chemistry I Laboratory	2
ENGR V01	Introduction to Engineering	1
MATH V21A	Calculus with Analytic Geometry I	5
MATH V21B	Calculus with Analytic Geometry II	5
PHYS V04-V04L	Mechanics for Scientists and Engineers & Laboratory	4-1
PHYS V05-V05L	Electricity and Magnetism for Scientists and Engineers & Laboratory	4-1

REQUIRED ADDITIONAL COURSES:		
Select eight (8) units from the following courses:		
CHEM V01B	General Chemistry II	3
CHEM V01BL	General Chemistry II Laboratory	2
MATH V21C	Multivariable Calculus	5
MATH V22	Introduction to Linear Algebra	3
MATH V23	Introduction to Differential Equations	3
PHYS V06-V06L	Optics, Heat and Modern Physics for Scientists and Engineers & 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 V30	Beginning C++	3
CS V40	Beginning Java	3
TOTAL		**43**

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

REQUIRED COURSES:		**Units**
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	Engineering Circuits and Devices	3
ENGR V16L	Engineering Circuits and Devices Laboratory	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: Algebra/Trig-based & Laboratory	4-1
PHYS V02B-V02BL	General Physics II: Algebra/Trig-based & 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 for Scientists and Engineers & Laboratory	4-1

TOTAL **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

PROGRAM STUDENT LEARNING OUTCOMES

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

- Analyze and interpret data to make engineering problem decisions.
- Identify, formulate, and solve basic engineering problems

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.

ENGR V02 - ENGINEERING GRAPHICS AND DESIGN — 3 Units

Prerequisite: *MATH V05 or high school equivalent 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 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 scalers.

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; UC.

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.
Field trips may be required.

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.
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.

Associate in Arts Degree for Transfer
ENGLISH

The Associate in Arts in English for Transfer (English 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 English for Transfer may transfer to a CSU Campus to complete a Bachelor's Degree in English or similar programs.

To earn an English 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-CSU) 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 on transfer courses.
3. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis. *Although a "P" grade is allowed (Title 5, Section 55063), it is recommended that students take the course for a letter grade (A, B, or C) due to unit limitations on "P/NP" courses.*
4. Complete a minimum of 12 units in residency at the college granting the degree.

REQUIRED CORE (4 units):		**UNITS**
ENGL V01C	Intro to Literature: Critical Thinking and Argumentative Writing	4

LIST A (6 units):
Select two (2) courses from the following:

ENGL V21A	Survey of British Literature I	3
ENGL V21B	Survey of British Literature II	3
ENGL V22A	Survey of American Literature: Colonial Period to 1865	3
ENGL V22B	Survey of American Literature: 1865 to Present	3
ENGL V30	Survey of World Literature I	3
ENGL V31	Survey of World Literature II	3

LIST B (6 units):
Select two (2) courses from the following:
Any course from LIST A not already used (ENGL V21A, V21B, V22A, V22B, V30, or V31)

ENGL V10	Creative Writing	3
ENGL V11A	Intermediate Creative Writing I	3
ENGL V11B	Intermediate Creative Writing II	3
ENGL V15	Introduction to Poetry	3
ENGL V16	Introduction to Fiction	3
ENGL V23 /THA V23	Introduction to Dramatic Literature	3
ENGL V26	Introduction to Shakespeare	3
ENGL V29A	Aesthetics of Film I	3
ENGL V29B	Aesthetics of Film II	3
ENGL V33	Introduction to African-American Literature	3
ENGL V34	Introduction to Chicano Literature	3
ENGL V35	Multicultural American Literature	3
ENGL V36A	Survey of Women in Literature I	3
ENGL V36B	Survey of Women in Literature II	3

LIST C (3-5 units):
Select one (1) course from the following:
Any course from LIST A or B not already used (ENGL V10, V11A, V11B, V15, V16, V21A, V21B, V22A, V22B, V23, V26, V29A, V29B, V30, V31, V33, V34, V35, V36A, or V36B)
Any language course other than English that is articulated to fulfill CSU-GE Area C or IGETC Area 3B.

Please refer to CSU General Education-Breadth Certification or Intersegmental General Education Transfer Curriculum (may be found in the Counseling Office or in the VC Catalog on page 70 or 78).

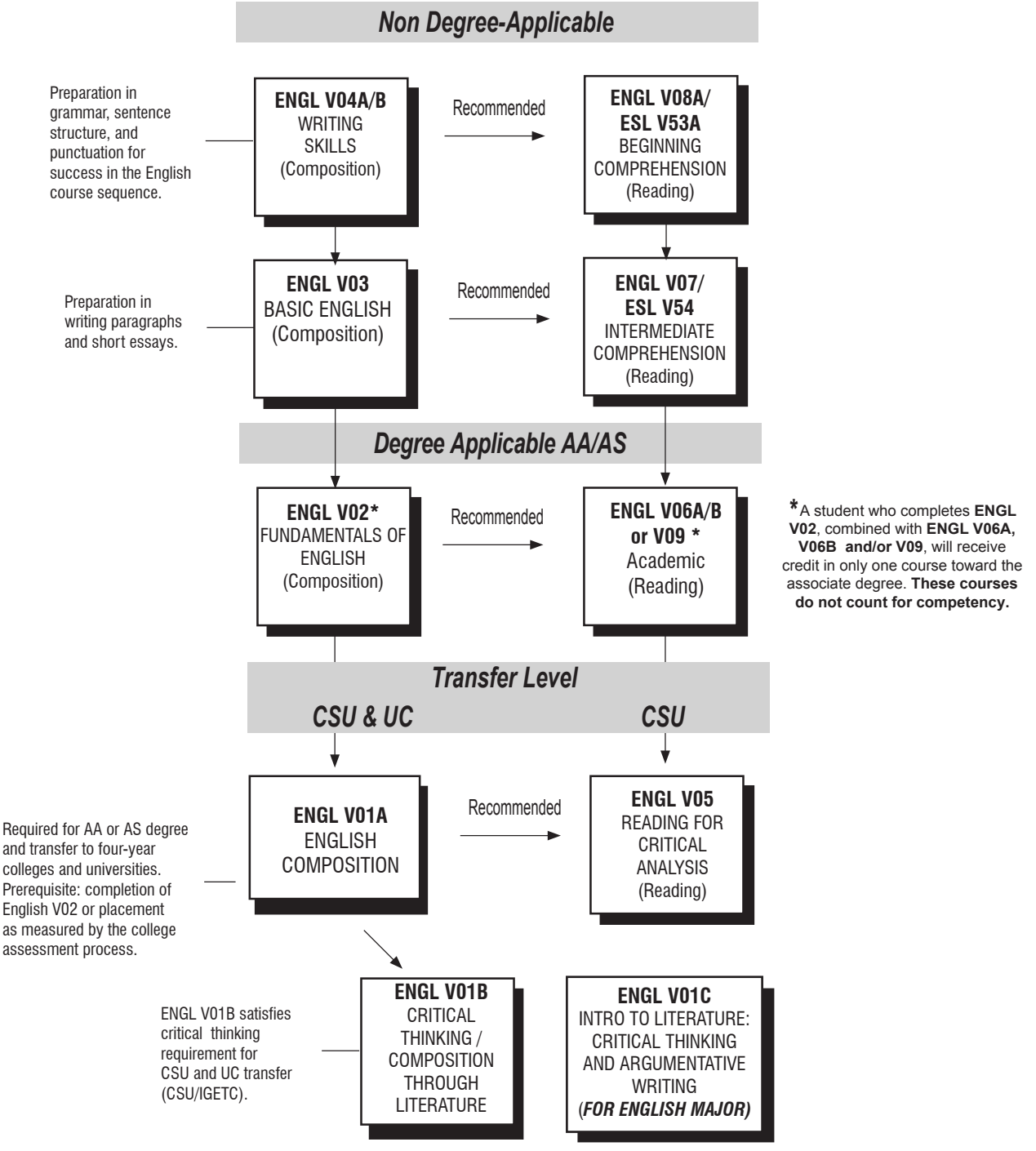
Major Units	19-21
CSU General Education or IGETC-CSU Pattern	37-39
Electives (CSU transferrable units to reach 60)	6-19
Double-Counted Units	6-15
DEGREE TOTAL	**60**

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

For other course descriptions, see French, German, Italian, Japanese, Sign Language, and Spanish.

Sequence of English and Reading Courses

To determine the best starting point in the English sequence, take the English Assessment and meet with a Counselor:
- Call for an appointment:
  Assessment Office: (805) 289-6402 or (805) 289-6400 Ext. 1302
  Counseling Office: (805) 289-6448
- Information on the Assessment process can be found at
  http://www.venturacollege.edu/departments/student_services/matriculation/activities.shtml



PROGRAM STUDENT LEARNING OUTCOMES

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

- Recognize diverse social, critical, historical and cultural perspectives by reading and responding to a range of literary texts.
- Analyze texts representing a wide range of genres including poetry, drama, fiction, and film.
- Identify and make relevant connections between texts of various historical periods.
- Synthesize historical, formal, and critical ideas in interpreting a text.
- Write well-developed and effectively organized essays including in-class essays, interpretive arguments, and essays incorporating research.

COURSE DESCRIPTIONS

ENGL V01A - ENGLISH COMPOSITION 4 Units

C-ID: *ENGL 100*
Prerequisite: *ENGL V02 with grade of C or better or placement as measured by the college assessment process*
Hours: *3.5 lecture, 2 laboratory 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 V01C - INTRO TO LITERATURE: CRITICAL THINKING AND ARGUMENTATIVE WRITING 4 Units

Prerequisite: *ENGL V01A*
C-ID: *ENGL 110*
Hours: *4 lecture weekly*
This course offers instruction in analytical, critical, and argumentative writing, critical thinking, research strategies, information literacy, and proper documentation through the study of literary works from major genres, while developing students' close reading skills and promoting an appreciation for the aesthetic qualities of literature. Open to all advanced students, it is intended primarily for students to satisfy the requirements of the Associate in Arts for Transfer in English.
Field trips may be required. Transfer credit: CSU.

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 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 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: *.5 lecture, 1.5 laboratory weekly*
This course is designed for students who want to improve their reading in areas such as reading speed, comprehension, spelling, vocabulary, and study skills. After appropriate diagnosis and discussion with the instructor, students will begin work in specific skill areas. A student who completes ENGL V09, combined with ENGL V02, ENGL V06A, and/or ENGL V06B, will receive credit in only one course toward the associate degree.
Formerly READ V10. Offered on a pass/no pass basis only.

ENGL V10 - CREATIVE WRITING 3 Units

Prerequisite: *ENGL V01A*
C-ID: *ENGL 200*
Hours: *3 lecture weekly*
Introduction to the craft of creative writing through the study and analysis of the works of established and peer writers. Students will practice writing in various genres and will be introduced to the workshop method.
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 BRITISH LITERATURE I 3 Units

Prerequisite: *ENGL V01A*
C-ID: *ENGL 160*
Hours: *3 lecture weekly*
This course presents a survey of British 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 BRITISH LITERATURE II 3 Units

Prerequisite: *ENGL V01A*
C-ID: *ENGL 165*
Hours: *3 lecture weekly*
This course surveys British literature from the late eighteenth century to contemporary British and post-colonial texts.
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*
C-ID: *ENGL130*
Hours: *3 lecture weekly*
This course introduces students to America's literary traditions from their beginnings to the second half of the nineteenth century. 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, Hispanic American writers--and commentators on the young republic. Readings will encompass both the traditional canon and more recent, multicultural sources.
Transfer credit: CSU; UC.

ENGL V22B - SURVEY OF AMERICAN LITERATURE: 1865 TO PRESENT — 3 Units

Prerequisite: *ENGL V01A*
C-ID: *ENGL 135*
Hours: *3 lecture weekly*
This course introduces students to a wide range of American authors and their relationship to major literary and intellectual movements from the second half of the nineteenth century.
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*
C-ID: *ENGL 140*
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*
C-ID: *ENGL 145*
Hours: *3 lecture weekly*
This course is a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from the mid or late seventeenth century 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.

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.
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. 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

See Also
English for Multilingual Students

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

ESL 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 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.

ESL 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.

ESL V10C - ENGLISH INTERACTIVE COMPUTER ASSISTED LANGUAGE LEARNING III 1 Unit

Recommended preparation: *ESL V10B or equivalent skills*
Hours: *1 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: *1 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 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 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 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.
Offered on a pass/no pass basis only. Not applicable for degree credit.

ENGLISH FOR MULTILINGUAL STUDENTS

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 n 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 V21 - INTERMEDIATE ORAL COMMUNICATION 4 Units

Recommended preparation: *ESL V20A or ESL V20B or the equivalent; and concurrent enrollment in ENGM Reading and Vocabulary and ENGM 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 V21. Offered on a pass/no pass basis only. Not applicable for degree credit.

ENGM V22 - ADVANCED ORAL COMMUNICATION 4 Units

Recommended preparation: *ENGM V21 or the equivalent; and concurrent enrollment in ENGM Reading and Vocabulary and ENGM 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 V22. Offered on a pass/no pass basis only. Not applicable for degree credit.

ENGM V31 - INTERMEDIATE READING AND VOCABULARY 4 Units

Recommended preparation: *ESL V30B or the equivalent; and concurrent enrollment in ESL Oral Communication course and concurrent enrollment in ESL Writing and Grammar course*
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 V31. Offered on a pass/no pass basis only. Not applicable for degree credit.

ENGM V32 - ADVANCED READING AND VOCABULARY 4 Units

Recommended preparation: *ENGM V31 or the equivalent; and concurrent enrollment in ENGM Oral Communication and ENGM 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 V32. Offered on a pass/no pass basis only. Not applicable for degree credit.

ENGM V41 - INTERMEDIATE WRITING AND GRAMMAR 4 Units

Recommended preparation: *ESL V40A or ESL V40B or the equivalent; and concurrent enrollment in ENGM Oral Communication and ENGM 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 V41. Offered on a pass/no pass basis only. Not applicable for degree credit.

ENGM V42 - ADVANCED WRITING AND GRAMMAR 4 Units

Recommended preparation: *ENGM V41 or the equivalent; and concurrent enrollment in ENGM Oral Communication and ENGM 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 V42. Offered on a pass/no pass basis only. Not applicable for degree credit.

ENGM V50A - VOCATIONAL READING AND WRITING I 3 Units

Recommended preparation: *ENGM 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: *ENGM 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: *ENGM 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: *ENGM 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.

ENVIRONMENTAL SCIENCE AND RESOURCE MANAGEMENT

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

REQUIRED COURSES:		Units
ESRM V01/ BIOL V10	Introduction to Environmental Issues	3
ESRM V02	Introduction to Environmental Science	3
ESRM V03/ POLS V12	Introduction to Environmental Policy and Natural Resource Management	3

REQUIRED ADDITIONAL COURSES:

Select two (2) of the following courses:

BIOL V01	Principles of Biology	3
BIOL V29	Marine Biology	3
CHEM V01A	General Chemistry I	3
ESRM V10	Environmental Ecology	3
ESRM V11	Soil and Water Science	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 V03	Introduction to Organismal and Environmental Biology	5
BIOL V14	Field Biology	4
BIOL V23	Plant Biology	4
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
POLS V14	Global Studies	3
SOC V02	Social Problems	3

TOTAL 14-17

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.

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; UC.

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 conceptual methods and models for analyzing Earth's hydrosphere, geosphere, biosphere, atmosphere, and pedosphere (soils) will be devloped. 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.

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.

FRENCH

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

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.

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.
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. Formerly Fr 90. Transfer credit: CSU; for UC, determined after admission.

GEOGRAPHIC INFORMATION SYSTEMS

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/ GEOG V22	Fundamentals of Mapping and Geographic Information Systems	3
GIS V26/ GEOG V26	Introduction to Geographic Information Systems Software	2
GIS V28A/ GEOG V28A	Geographic Information Systems (GIS): Project Development	1.5
GIS V28B/ GEOG V28B	Geographic Information Systems (GIS): Advanced Project Development	1.5
TOTAL		**8**

For other course descriptions, see Geography

GIS V22 - FUNDAMENTALS OF MAPPING AND GEOGRAPHIC INFORMATION SYSTEMS 3 Units

Hours: *3 lecture weekly*

This course provides an introduction to mapping and geospatial technologies. 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 geospatial technologies (paper and digital maps, aerial photography, remote sensing, and global positioning systems (GPS)). Examples will be presented for the uses of these technologies in a number of fields including business, city planning, natural resource management and scientific research. This course is recommended for anyone who is using or anticipates using any of the many types of data that can be mapped.

Field trips may be required. Same as GEOG V22. Transfer credit: CSU; UC; credit limitations - see counselor.

GIS V24 - INTRODUCTION TO GLOBAL POSITIONING SYSTEMS (GPS) .5 Unit

Hours: *1.5 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. Same as GEOG V24. Offered on a pass/no pass basis only.

GIS V26 - INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS SOFTWARE 2 Units

Hours: *2 lecture weekly*

This course is a hands-on computer-based mapping course covering the elements and procedures of using a Geographic Information Systems (GIS) software package (ArcGIS) to learn GIS concepts. It covers all of the basic concepts and 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 V28A - GEOGRAPHIC INFORMATION SYSTEMS (GIS): PROJECT DEVELOPMENT 1.5 Units

Recommended preparation: *GIS V26 or GEOG V26 or equivalent skills*

Hours: *1 lecture, 1.5 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. Formerly GIS V28. Same as GEOG V28A.

GIS V28B - GEOGRAPHIC INFORMATION SYSTEMS (GIS): ADVANCED PROJECT DEVELOPMENT 1.5 Units

Recommended preparation: *GEOG V28A or GIS V28A or significant previous GIS project work*

Hours: *1 lecture, 1.5 laboratory weekly*

This course is follow up to the project development work done in GEOG/GIS V28A. Various advanced Geographic Information Systems (GIS) techniques and concepts will be explored through an active learning approach. Students will define, propose, design, and execute a project which will incorporate advanced GIS skills and knowledge.

Field trips may be required. Same as GEOG V28B.

GEOGRAPHY

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.

Associate in Arts Degree for Transfer
GEOGRAPHY

The Associate in Arts in Geography for Transfer Degree (Geography 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 Geography for Transfer Degree may transfer to a CSU Campus to complete a Bachelor's Degree in Geography or similar programs.

To earn a Geography 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-CSU) 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 on transfer courses.
3. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis. *Although a "P" grade is allowed (Title 5, Section 55063), it is recommended that students take the course for a letter grade (A, B, or C) due to unit limitations on "P/NP" courses.*
4. Complete a minimum of 12 units in residency at the college granting the degree.

REQUIRED CORE (7 units):		**Units**
GEOG V01	Elements of Physical Geography	3
GEOG V01L	Elements of Physical Geography Laboratory	1
GEOG V02	Introduction to Human Geography	3

LIST A (6-9 units):
Select two to three (2-3) courses from the following:

GEOG V05	Introduction to Weather and Climate	3
GEOG V06	Geography of California	3
GEOG V08	World Regional Geography	3
GEOG V16	Regional Field Studies	1
GEOG V22/GIS V22	Fundamentals of Mapping and GIS	3
GEOG V26/GIS V26	Introduction to GIS Software	2

LIST B (6 units):
Select two (2) courses from the following:
Any course from LIST A not already used (GEOG V05, V06, V08, V16, V22, V26; GIS V22, V26)

ANTH V02	Cultural Anthropology	3
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
ESRM V11	Soil and Water Science	3
ESRM V14	Conservation of Natural Resources	3
GEOL V02	Physical Geology	3
GEOL V11	Introduction to Oceanography	3
GEOL V21	Natural Disasters	3

Major Units	19-22
CSU General Education or IGETC-CSU Pattern	37-39
Electives (CSU transferrable units to reach 60)	6-20
Double-Counted Units	7-16
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.

For other course descriptions, see Anthropology, Environmental Science and Resource Management, and Geology

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon successful completion of the **Geography** program, students will be able to:

- Integrate concepts from Geomorphology, Physical Oceanography, Atmospheric Science, and basic Geologic process to communicate the nature of various Earth Systems and how they interact.
- Identify major world regions and how the cultural and physical landscapes affect human settlement, economic, and behavioral patterns in those regions.
- Describe the uses of various geospatial technologies.

COURSE DESCRIPTIONS

GEOG V01 - ELEMENTS OF PHYSICAL GEOGRAPHY 3 Units

C-ID: *GEOG 110*
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*
C-ID: *GEOG 111*
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

C-ID: *GEOG 120*
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

C-ID: *GEOG 130*
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

C-ID: *GEOG 140*
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

C-ID: *GEOG 125*
Hours: *3 lecture weekly*
This course is an introduction to the world's major geographic regions and the environmental issues they face as seen though the lens of modern geographic tools like Global Positioning Systems (GPS) and Geographic Information Systems (GIS). 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 V16 - REGIONAL FIELD STUDIES 1 Unit

C-ID: *GEOG 160*
Hours: *0.5 lecture, 1.5 laboratory weekly*
Field experiences are designed to apply basic geographic concepts and techniques in the study of diverse landscapes and the processes shaping them. The course will cover physical and cultural processes, characteristics, and landscapes of California and the Southwest. Spatial patterns of historic settlement, land use, wild land preservation, industry, economic development, and tourism will also be explored. Students will observe and analyze the geomorphic processes that shape landforms and evaluate the interrelationships between the physical and cultural environment. This course exposes students to the methods and techniques commonly used by geographers while conducting fieldwork. Thematic emphasis will vary depending on location.
Field trips will be required. Offered on a pass/no pass basis only. Transfer credit: CSU.

GEOG V22 - FUNDAMENTALS OF MAPPING AND GEOGRAPHIC INFORMATION SYSTEMS 3 Units

C-ID: *GEOG 150*
Hours: *3 lecture weekly*
This course provides an introduction to mapping and geospatial technologies. 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 geospatial technologies (paper and digital maps, aerial photography, remote sensing, and global positioning systems (GPS)). Examples will be presented for the uses of these technologies 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: *1.5 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. Same as GIS V24. Offered on a pass/no pass basis only.

GEOG V26 - INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS SOFTWARE 2 Units

C-ID: *GEOG 155*
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 concepts and 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 V28A - GEOGRAPHIC INFORMATION SYSTEMS (GIS): PROJECT DEVELOPMENT 1.5 Units

Recommended preparation: *GIS V26 or GEOG V26 or equivalent skills*
Hours: *1 lecture, 1.5 laboratory weekly*
This course is follow up to the project development work done in GEOG/GIS V28A. Various advanced Geographic Information Systems (GIS) techniques and concepts will be explored through an active learning approach. Students will define, propose, design, and execute a project which will incorporate advanced GIS skills and knowledge.
Field trips may be required. Formerly GEOG V28. Same as GIS V28A.

GEOG V28B - GEOGRAPHIC INFORMATION SYSTEMS (GIS): ADVANCED PROJECT DEVELOPMENT 1.5 Units

Recommended preparation: *GEOG V28A or GIS V28A or significant previous GIS project work*
Hours: *1 lecture, 1.5 laboratory weekly*
This course is follow up to the project development work done in GEOG/GIS V28A. Various advanced Geographic Information Systems (GIS) techniques and concepts will be explored through an active learning approach. Students will define, propose, design, and execute a project which will incorporate advanced GIS skills and knowledge.
Field trips may be required. Same as GIS V28B.

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.
Field trips may be required.

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.
Field trips may be required. 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. 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. 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. Offered on a pass/no pass basis only. Transfer credit: for CSU, credit limitations - see counselor.

GEOLOGY

This program presents a study of the earth and its physical, chemical and biological forces at work.

COURSE DESCRIPTIONS

GEOL V02 - PHYSICAL GEOLOGY 3 Units

Hours: *3 lecture weekly*
This course is an introductory study of the structure and materials of the earth and its dynamic forces. It includes the study of plate tectonics, rocks and minerals, weathering, mass-wasting, surface and ground water, wind, waves and currents, glaciation, mountain building volcanoes and other igneous activities, deformation and resulting structures, earthquakes, earth's interior, geologic time, and earth resources.
Field trips may be required. Formerly Geol 2. Transfer credit: CSU; UC.

GEOL V02L - PHYSICAL GEOLOGY LABORATORY 1 Unit

Prerequisite: *GEOL V02 or concurrent enrollment*
Hours: *3 laboratory weekly*
This course introduces some of the fundamental methods and concepts of geology in a laboratory situation: rock and mineral identification, use of and interpretation of topographic and geologic maps and aerial photographs; study of earth structures and landform development.
Field trips will be required. Formerly Geol 2L. Transfer credit: CSU; UC.

GEOL V03 - HISTORICAL GEOLOGY 3 Units

C-ID: *GEOL 110*
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 V03L - HISTORICAL GEOLOGY LABORATORY 1 Unit

Prerequisite*: GEOL V03 or concurrent enrollment*
Hours: *3 laboratory weekly*
This course introduces Earth's history and the life it supports in a laboratory setting: rock, mineral, and fossil identification; modes of fossil preservation; constructing and interpreting cladograms; interpreting geologic maps, cross sections, and stratigraphic columns; relative dating and interpreting sequences of geologic events; absolute dating; and paleogeographic reconstruction.
Field trips will be required. Transfer credit: CSU.

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.
Field trips may be required.

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.
Field trips may be required. Formerly Geol 89. Transfer credit: CSU; for UC, determined after admission.

GERMAN

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

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 will be emphasized throughout the course and supplemented by use of web-based materials. Introductory cultural material will be provided 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 instruction in communication, comprehension, and pronunciation skills in German through communicative activities, the study of German grammar, and the reading of simple texts. Beginning composition skills will be further developed. Progress in developing oral-aural skills will be emphasized throughout the course and supplemented by web-based materials. Cultural material will be provided 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 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.

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.

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. Formerly Ger 90. Transfer credit: CSU; for UC, determined after admission.

GLOBAL AND INTERNATIONAL STUDIES

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 rapidness 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 a Global and 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

GLOBAL AND INTERNATIONAL STUDIES

Transfer requirements may differ
See counselor or consult assist.org

REQUIRED COURSES:		**Units**
POLS V02	Comparative Government	3
POLS V05	Introduction to International Relations	3

REQUIRED ADDITIONAL COURSE:

Select one (1) of the following courses:

ANTH V02	Cultural Anthropology	3
ANTH V06	Anthropology of Women	3
ESRM V03/ POLS V12	Introduction to Environmental Policy and Natural Resources Management	3
GEOG V02	Introduction to Human Geography	3
HIST V18A-V18B	World History I & II	3-3
PHIL V03A-V03B	Survey of World Religions: East & West	3-3
POLS V03	Introduction to Political Science	3

REQUIRED FOREIGN LANGUAGE:

Must demonstrate competency in a modern foreign language (currently used in everyday life) equal to a one-year sequence at the college level of the same language 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
PHIL V09	Zen Buddhism	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	Introduction to the History of Western Art I	3
ART V02B	Introduction to the History of Western Art I & II	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	Music History and Literature I	3
MUS V09B	Music History and Literature II	3
SOC V03/ AES V11	Racial and Ethnic Group Relations	3
SPAN V20/ AES V31	Hispanic Literature in Translation	3

CONTINUED ON NEXT PAGE

EUROPE/WESTERN WORLD STUDIES AREA:
REQUIRED COURSES:

HIST V01A-V01B	Introduction to Western Civilization I & II	3-3

Select one (1) of the following courses:

ENGL V30	Survey of World Literature I	3
ENGL V31	Survey of World Literature II	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 Resources	3
GEOG V01	Elements of Physical Geography	3
GEOG V08	World Regional Geography	3

INTERNATIONAL POLITICS AND DIPLOMACY AREA:
REQUIRED COURSES:

HIST V18B	World History II	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	World History I	3
HIST V21	History of the Modern Middle East	3
POLS V10	The United Nations and World Affairs	4
POLS V15	Revolution and Mass Movement	3

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

TOTAL **18-29**

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 **Global and International Studies** program students will be able to:

- Demonstrate an understanding of international and global concepts, institutions, and issues.

GUIDANCE WORKSHOP

See Counseling

HEALTH EDUCATION

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 V20 - INTRODUCTION TO PUBLIC HEALTH **3 Units**

Hours: *3 lecture weekly*
This course provides an introduction to the discipline of public health. Students will gain an understanding of the basic concepts, terminologies, and history of public health. Topics include epidemiology of infectious and chronic disease, prevention and control of disease, community health promotion, environmental health and safety, global health, and healthcare policy and management.
Field trips may be required. Transfer credit: CSU.

HED V22 - HEALTH AND SOCIAL JUSTICE **3 Units**

Hours: *3 lecture weekly*
This course provides an introduction to health inequities in the United States which stem from unequal living conditions. Students will explore how education, socioeconomic status, racism, and gender shape health epidemics and policy development. The basic skills necessary for advocating for health and social justice will be theoretically demonstrated.
Field trips may be required. Transfer credit: CSU.

HED V24 - DRUGS, HEALTH, AND SOCIETY **3 Units**

Hours: *3 lecture weekly*
This course provides an overview of the epidemiology and toxicology of substance abuse and its relevance to personal and public health. Students will be introduced to the concept of substance abuse and dependence, the definition of licit and illicit drugs, and the pharmacologic, neurologic, and physiologic effects of selected substances on the human brain. Political, social, and economic factors involved in the supply and demand for drugs will be discussed. Epidemiologic data on the prevalence, incidence, and trends of smoking, alcohol, prescription, and other drug dependencies in the U.S. will be covered, as well as risk factors associated with the use and abuse of these substances. Current options for recovery and a survey of local resources will be reviewed.
Field trips may be required. Transfer credit: CSU.

HED V32 - PRINCIPLES OF FOOD WITH LAB **3 Units**

Hours: *2 lecture, 3 laboratory weekly*

This is an introductory course covering the principles of nutrition and food preparation. Topics include food science principles, terminology, weights and measures, food techniques, ingredient functions and interactions, sanitation, safety, equipment, storage standards, menu planning, nutrient composition, and retention.

Field trips may be required. Transfer credit: CSU.

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. 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; 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; UC.

HED V71 - 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, and bio-energy. Students will learn to analyze and evaluate the efficacy of the alternative medicine practices and discuss how they can be integrated with allopathic medicine.

Formerly HED V91. 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 - 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 and 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, assertiveness, communication skills, overcoming procrastination, and developing a social support system will be introduced. Stress reduction techniques, including breathing exercises, mind-body techniques, 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 ACTIVITIES **3 Units**

Hours: *2.5 lecture, 1.5 laboratory weekly*

This course is designed to explore health and physical fitness issues, such as nutrition, cancer, stress, weight management, aerobic and strength training, 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 will be required. Transfer credit: CSU; UC.

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.

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, fad diets, 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.

Field trips may be required.

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.

Field trips may be required. 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. Formerly HED 90. 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 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; occupational health, consumerism; spirituality 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

Recommended preparation: *the California Department of Public Health may deny certification to those with criminal records*

Limitations: *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*

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 V12 - HOME HEALTH AIDE 2 Units

Limitations: *current CNA certification and 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*

Hours: *1.5 lecture, 1.5 laboratory weekly*

This course is designed to prepare the student to apply for employment and practice as a nurse assistant/home health aide, providing care to clients in the home or hospice setting who are unable to care for themselves.

Field trips will be required. Formerly HS 12. Offered on a pass/no pass basis only.

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.

Field trips may be required. Formerly HS V89.

HS V95 - HEALTH 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*

Limitations: *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*

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. Offered on a pass/no pass basis only.

HS V96 - HEALTH 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*

Limitations: *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*

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. Offered on a pass/no pass basis only.

HISTORY

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.

Associate in Arts Degree
HISTORY FOR TRANSFER

The Associate in Arts in History for Transfer Degree (History 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 History for Transfer Degree may transfer to a CSU Campus to complete a Bachelor's Degree in Art History, Communication, Education, History or similar programs.

To earn a History 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-CSU) 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 on transfer courses.
3. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis. *Although a "P" grade is allowed (Title 5, Section 55063), it is recommended that students take the course for a letter grade (A, B, or C) due to unit limitations on "P/NP" courses.*
4. Complete a minimum of 12 units in residency at the college granting the degree.

REQUIRED CORE (9 units):		**UNITS**
HIST V07A	United States History I	3
HIST V07B	United States History II	3
LIST A (6 Units):		
HIST V18A	World History I	3
OR		
HIST V01A	Introduction to Western Civilization I	3
AND		
HIST V18B	World History II	3
OR		
HIST V01B	Introduction to Western Civilization II	3

LIST B (6 Units):
Select one (1) course from each Group:

GROUP 1 (3-5 units)

HIST V04A	History of the Americas I	3
HIST V04B	History of the Americas II	3
HIST V10A	Heritage of Mexico I	3
HIST V10B	Heritage of Mexico II	3
HIST V14A	African History I	3
HIST V14B	African History II	3
HIST V15	Introduction to the History of East Asia	3
HIST V21	History of the Modern Middle East	3
HIST V02A	United States History: Focus on Women I	3
HIST V02B	United States History: Focus on Women II	3
HIST V03A	United States History: Focus on African Americans I	3
HIST V03B	United States History: Focus on African Americans II	3
HIST V05A	United States History: Focus on Native Americans I	3
HIST V05B	United States History: Focus on Native Americans II	3
HIST V12	United States History: Focus on the Chicano	3
HIST V17	United States History: Focus on Asian Americans	3
HIST V18A or HIST V18B (Word History I and II) if not used in LIST A.		3

Any course in a language other than English which is articulated as fulfilling CSU GE Area C2 3-5
(FREN V01, V02, V03, V04; GERM V01, V02, V03, V04; ITAL V01, V02, V03, V04; JAPN V01, V02; SL V010A, V10B, V10C; SPAN V01, V02, V03, V04)

GROUP 2 (3 Units)
Any history course (including LIST A courses, if not used above) or any non-history course from the humanities or social sciences related to history articulated as fulfilling CSU GE Area C or D or any introductory level social sciences course articulated as fulfilling CSU GE Area D. 3

Please refer to CSU General Education-Breadth Certification (may be found in the Counseling Office or in the VC Catalog on page 70).

Major Units	18-21
CSU General Education or IGETC-CSU Pattern	37-39
Electives (CSU transferrable units to reach 60)	
Double-Counted Units	(14)
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.

For other course descriptions, see French, German, Italian, Japanese, and Spanish

PROGRAM STUDENT LEARNING OUTCOMES

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

- Demonstrate an understanding of the effects of time and place on the human experience.
- Assess and/or evaluate the cause and effect of historical development.
- Appraise the significance of people, places, and events to the larger themes of history.

COURSE DESCRIPTIONS

HIST V01A - INTRODUCTION TO WESTERN CIVILIZATION I 3 Units

C-ID: *HIST 170*
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 and Reconstruction to the present. It will begin with the struggles the nation faced to reconstruct the Union and to accommodate the newly freed African Americans as citizens of the nation, and trace the parallel struggles of the nation itself and those African American citizens to become one united nation. The course will also analyze Constitutional amendments, industrialization, Jim Crow laws, the Populist Party, the Spanish American War, and subsequent American wars. It will analyze the significant political, cultural, and economic changes in the post World War II era, including the Civil Rights movement and various attempts to address issues of poverty and incomplete citizenship for African Americans and other minorities. The course will emphasize the roles, involvement, and contributions of African Americans, as well as relevant institutions, trends, concepts, movements, and problems. 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 emphases on the role and history of Native American Indians, changing United States Indian policy, and the interactions between divergent cultures. 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. It requires students to analyze a variety of materials, think critically, and write thesis-based essays and/or research papers.
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**

C-ID: *HIST 130*
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**

C-ID: *HIST 140*
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**

C-ID: *HIST 150*

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**

C-ID: *HIST 160*

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.

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.
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. 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:		**Units**
HED V70	Spiritual Health	3
HED V71	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 courses:

KIN V70A	Yoga I	1
KIN V70B	Yoga II	1
KIN V72	Stress Management Relaxation Exercises	1
KIN V73	Holistic Movement, Flexibility and Balance	1
KIN V76A	Tai Chi I	1
KIN V76B	Tai Chi II	1

Select one (1) of the following courses:

HED V76	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

TOTAL **13**

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 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:

- Examine, compare, and contrast holistic principles from varying cultural and historical perspectives.
- Discuss the interconnectedness of the mind, body, and spirit and its application for living a life of balance and inner peace.
- Explore transfer and career opportunities in holistically oriented professions.

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.

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.
Formerly Hum 89. Transfer credit: CSU.

HUMAN SERVICES

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	Principles of Biology	3
BIOL V01L	Principles of Biology Laboratory	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	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

TOTAL 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

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Proficiency Award
HUMAN SERVICES
Mental Health Rehabilitation Practitioner
(Awarded by the Department)

REQUIRED COURSES:		**Units**
HMSV V51	Basic Skills in Social Work Methods I	3
HMSV V53	Introduction to Mental Health Rehabilitation	3
PSY V15	Introduction to Abnormal Psychology	3
REQUIRED ADDITIONAL COURSES:		
Select two (2) units from the following courses:		
HMSV V95	Human Services Volunteer Internship	1-4
HMSV V96	Human Services Work Experience Internship	1-4
TOTAL		**11**

For other course descriptions, see Psychology

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Proficiency Award
HUMAN SERVICES
Social Services Affiliate
(Awarded by the Department)

REQUIRED COURSES:		**Units**
HMSV V50	Introduction to Social work: Social Welfare Institutions	3
PSY V01	Introduction to Psychology	3
PSY V15	Introduction to Abnormal Psychology	3
SOC V02	Social Problems	3
REQUIRED ADDITIONAL COURSE:		
Select one (1) of the following courses:		
CD V03	Human Development	3
PSY V05	Introduction to Development Psychology	3
TOTAL		**15**

For other course descriptions, see Child Development, Psychology, and Sociology

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Proficiency Award
HUMAN SERVICES
Social Welfare Specialist
(Awarded by the Department)

REQUIRED COURSES:		**Units**
HMSV V51-V52	Basic Skills in Social Work Methods I & II	3-3
REQUIRED ADDITIONAL COURSES:		
Select one (1) of the following courses:		
BUS V40/ SUP V92	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
Select three (3) units from the following courses:		
HMSV V95	Human Services Volunteer Internship	1-4
HMSV V96	Human Services Work Experience Internship	1-4
TOTAL		**12**

For other course descriptions, see American Ethnic Studies, Business, Communication Studies, Political Science, Sociology, and Supervision

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the **Human Services** program students will be able to:

- Conceptual understanding of system concepts, theories, and techniques that are foundational to the practice of human/social services.
- Demonstrate an understanding of assessment methods, treatment planning, and case management.
- Demonstrate understanding of 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.

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

INTERCOLLEGIATE ATHLETICS

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.

ICA V25 - INTERCOLLEGIATE SAND VOLLEYBALL: WOMEN 4 Units

Hours: *1 lecture, 9 laboratory weekly*

This course introduces the theory and practice of sand volleyball. It is designed to provide training for competition in women's sand volleyball.

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

ICA V30A - OFF-SEASON CONDITIONING FOR ATHLETES I .5 Unit

Hours: *1.5 laboratory weekly*

This course is designed for student-athletes to improve their physical conditioning at the conclusion of their intercollegiate season of sport. Athletes who participate will receive off-season training to ensure optimal recovery, flexibility, and hyperkinetic exercises.

May be taken for a maximum of 4 times. Transfer credit: CSU; UC.

ICA V30B - OFF-SEASON CONDITIONING FOR ATHLETES II 1 Unit

Hours: *3 laboratory weekly*

This course is designed for student-athletes to improve their physical conditioning at the conclusion of the intercollegiate season of sport. Athletes who participate will receive off-season training to ensure optimal recovery, flexibility, core strength, off-season nutrition, muscle memory, and implementation of competitive drills.

May be taken for a maximum of 4 times. Transfer credit: CSU; UC.

ICA V31A - PRE-SEASON CONDITIONING FOR ATHLETES I .5 Unit

Hours: *1.5 laboratory weekly*

This course is designed to prepare intercollegiate student athletes for the forthcoming season of sport. Enrollment is limited to athletic team candidates. The course includes sport-specific aerobic conditioning drills, techniques, strength training utilizing the overload principle, and game play. Topics will also include sports nutrition and weight maintenance.

May be taken for a maximum of 4 times. Transfer credit: CSU; UC.

ICA V31B - PRE-SEASON CONDITIONING FOR ATHLETES II 1 Unit

Hours: *3 laboratory weekly*

This course is designed to prepare intercollegiate student athletes for the forthcoming season of sport. Enrollment is limited to athletic team candidates. The course includes sport-specific aerobic conditioning drills, anaerobic conditioning progressions, techniques, strength training utilizing the overload principle, speed development, and game play. Topics will also include body composition, weight maintenance, sports nutrition, supplements, and dietary analysis.

May be taken for a maximum of 4 times. Transfer credit: CSU; UC.

ICA V36 - SPRING INTERCOLLEGIATE BASKETBALL 3.5 Units

Recommended preparation: *ICA V03 or ICA V04*
Hours: *2 lecture, 4.5 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.
Field trips will be required. May be taken for a maximum of 4 times. Formerly KIN V36. Transfer credit: CSU; UC; credit limitations - see counselor.

ICA V69 - SPRING INTERCOLLEGIATE FOOTBALL 1 Unit

Hours: *3 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 intercollegiate football.
May be taken for a maximum of 4 times. Formerly KIN V69. Transfer credit: CSU; UC; credit limitations - see counselor.

INTERDISCIPLINARY STUDIES

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. Student 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.
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. This is a Noncredit course, non-degree applicable.

INTERNSHIP

INTR V95 - INTERNSHIP I 1-4 Units

Prerequisite: (For Medical Assisting internships only) *BUS V28A or BUS V97*
Corequisite: *enrolled in a minimum of 6 units to include internship*
Enrollment Limitation: For Medical Assisting internships only: *current CPR certification; current physical examination showing general good health; proof of freedom from and immunity to communicable diseases; background check; drug clearance; no visible tattoos or visible body piercings except single studs in ear lobes; no acrylic or long nails in clinical settings; completion of 15 units towards a Medical Assisting Certificate of Achievement; and approval of the department chair.*
Recommended preparation: *Successful completion of at least two courses 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.
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. Formerly NTRN V96. Offered on a pass/no pass basis only. Transfer credit: CSU; credit limitations - see counselor.

ITALIAN

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

ITAL V01 - ELEMENTARY ITALIAN I 5 Units

Hours: *5 lecture weekly*

This course is part of a sequence designed to provide introductory experiences in Italian, with a focus on pronunciation, aural comprehension, oral and written communication, word usage and vocabulary, reading of prose, and elementary principles of grammar. Special emphasis will be given to the development of oral and aural skills through the use of communicative activities. The history and culture of the Italian people will be discussed.

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 ability to use Italian to conduct friendly conversations, gain information, and to discuss preferences, daily activities, and other basic conversational topics.

JAPANESE

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 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. Web-based resources 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. Web-based resources 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.

KINESIOLOGY

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.

Associate in Arts Degree for Transfer

KINESIOLOGY

The Kinesiology degree and 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 Associate in Arts in Kinesiology for Transfer 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.

The Associate in Arts in Kinesiology for Transfer (Kinesiology 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 Kinesiology for Transfer may transfer to a CSU Campus to complete a Bachelor's Degree in Kinesiology or similar programs.

To earn a Kinesiology 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-CSU) 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 on transfer courses.
3. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis. *Although a "P" grade is allowed (Title 5, Section 55063), it is recommended that students take the course for a letter grade (A, B, or C) due to unit limitations on "P/NP" courses.*
4. Complete a minimum of 12 units in residency at the college granting the degree.

REQUIRED CORE (14 units):		**Units**
KIN V81	Fundamentals of Kinesiology	3
ANAT V01	General Human Anatomy	4
PHSO V01	Introduction to Human Physiology	4
Select three (3) courses from the following areas, (no more than one [1] course per area.)		
AQUATICS		
KIN V02	Swimming I	1
KIN V03	Swimming II	1
KIN V04	Swimming III	1
KIN V06	Swimming IV	1
COMBATIVES		
KIN V50A/ CJ V11A	Aikido I	1
KIN V52	Self Defense and Assult Prevention	1
KIN V76A	Tai Chi I	1
FITNESS		
KIN V10	Aerobic and Strength Training	1
KIN V14	Step Aerobics	1
KIN V20	Walking to Restore Fitness	1
KIN V22	Running for Fitness	1
KIN V26	Weight Training and Conditioning: Free Weights	1
INDIVIDUAL SPORTS		
KIN V42A	Golf I	1
KIN V44A	Tennis I	1
TEAM SPORTS		
KIN V40A	Basketball I	1
KIN V46A	Volleyball I	1
KIN V46B	Volleyball II	1
KIN V48A	Soccer I	1
LIST A		
Select two (2) of the following courses (6-9 units):		
BIOL V12	Principles of Human Biology	3
CHEM V01A	General Chemistry I	3
AND		
CHEM V01AL	General Chemistry I Laboratory	2
KIN V80	First Aid, Safety, AED and CPR for the Professional	3
MATH V44	Elementary Statistics	4
OR		
PSY V04	Introductory Statistics for the Social and Behavioral Sciences	4

Major Units	20-23
CSU General Education or IGETC-CSU Pattern	37-39
Electives (CSU transferrable units to reach 60)	3-16
Double-Counted Units	7-13
DEGREE TOTAL	**60**

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

For other course descriptions, see Anatomy, Biology, Chemistry, Criminal Justice, Mathematics, Physiology, and Psychology

PROGRAM STUDENT LEARNING OUTCOMES

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

- Demonstrate physical movement through exercise to create a healthy lifestyle.
- Identify an understanding of the biomechanical skills required by each individual course
- Design a personal program based upon knowledge and skills acquired in the course

COURSE DESCRIPTIONS

KIN V02 - SWIMMING I 1 Unit

Hours: *.5 lecture, 2.5 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.

Ventura College faculty has defined Aquatics as a family of courses which includes KIN V02, KIN V03, KIN V04, and KIN V06. A student may take a maximum of four (4) courses from a family.

Formerly PE V02. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V03 - SWIMMING II 1 Unit

Recommended preparation: *KIN V02 or equivalent skills*

Hours: *.5 lecture, 2.5 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.

Ventura College faculty has defined Aquatics as a family of courses which includes KIN V02, KIN V03, KIN V04, and KIN V06. A student may take a maximum of four (4) courses from a family.

Formerly PE V03. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V04 - SWIMMING III 1 Unit

Recommended preparation*: KIN V03 or equivalent skills*

Hours: *.5 lecture, 2.5 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.

Ventura College faculty has defined Aquatics as a family of courses which includes KIN V02, KIN V03, KIN V04, and KIN V06. A student may take a maximum of four (4) courses from a family.

Formerly PE V04. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V06 - SWIMMING IV 1 Unit

Recommended preparation: *KIN V04 or demonstrated swimming proficiency*

Hours: *.5 lecture, 2.5 laboratory weekly*

This course is designed to instruct students to withstand a systematic, vigorous training schedule that will result in the development and maintenance of vital processes required for physical fitness. Endurance training and stroke proficiency will be stressed.

Ventura College faculty has defined Aquatics as a family of courses which includes KIN V02, KIN V03, KIN V04, and KIN V06. A student may take a maximum of four (4) courses from a family.

Formerly PE V06. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V10 - AEROBIC AND STRENGTH TRAINING 1 Unit

Hours: *.5 lecture, 2.5 laboratory weekly*

This course is designed to meet the need for aerobic and strength fitness in adults of all ages. Various modes of 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.

Ventura College faculty has defined Resistance Training as a family of courses which includes KIN V10, KIN V26, KIN V32, and KIN V34. A student may take a maximum of four (4) courses from a family.

Formerly PE V43. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V12 - BICYCLE CONDITIONING: SPINNING 1 Unit

Hours: *.5 lecture, 2.5 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.

Ventura College faculty has defined Indoor Cardiovascular Training as a family of courses which includes KIN V12, KIN V14, KIN V16, KIN V18, KIN V19, and KIN V28. A student may take a maximum of four (4) courses from a family.

Formerly PE V45. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V14 - STEP AEROBICS 1 Unit

Hours*: .5 lecture, 2.5 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.

Ventura College faculty has defined Indoor Cardiovascular Training as a family of courses which includes KIN V12, KIN V14, KIN V16, KIN V18, KIN V19, and KIN V28. A student may take a maximum of four (4) courses from a family.

Formerly PE V48. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V16 - AEROBIC KICKBOXING 1 Unit

Hours: *.5 lecture, 2.5 laboratory weekly*

This course provides instruction in kickboxing 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.

Ventura College faculty has defined Indoor Cardiovascular Training as a family of courses which includes KIN V12, KIN V14, KIN V16, KIN V18, KIN V19, and KIN V28. A student may take a maximum of four (4) courses from a family.

Formerly PE V49. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V18 - CARDIOVASCULAR FITNESS: MACHINE TRAINING 1 Unit

Hours: *.5 lecture, 2.5 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, rowers, and bicycles. The emphasis will be on achieving and maintaining cardio-respiratory fitness, muscular endurance, and flexibility.

Ventura College faculty has defined Indoor Cardiovascular Training as a family of courses which includes KIN V12, KIN V14, KIN V16, KIN V18, KIN V19, and KIN V28. A student may take a maximum of four (4) courses from a family.

Formerly PE V50. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V19 - INDOOR CROSS FITNESS TRAINING **1 Unit**

Hours: *.5 lecture, 2.5 laboratory weekly*

This course is designed to improve cardiovascular efficiency, muscle strength and overall conditioning for beginning level to advanced students. This is a cross training program combining functional training with cardiovascular training in a fun circuit framework.

Ventura College faculty has defined Indoor Cardiovascular Training as a family of courses which includes KIN V12, KIN V14, KIN V16, KIN V18, KIN V19, and KIN V28. A student may take a maximum of four (4) courses from a family.

Transfer credit: CSU.

KIN V20 - WALKING TO RESTORE FITNESS **1 Unit**

Hours: *.5 lecture, 2.5 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.

Ventura College faculty has defined Outdoor Aerobic Fitness as a family of courses which includes KIN V20, KIN V21, KIN V22, KIN V23, and KIN V24. A student may take a maximum of four (4) courses from a family.

Formerly PE V36. Transfer credit: CSU; UC; credit limitations - see counselor

KIN V21 - FITNESS WALKING/JOGGING **1 Unit**

Hours: *.5 lecture, 2.5 laboratory weekly*

This class is designed to provide exercise and fitness training for the advanced walker and beginning level runner. The emphasis is on cardiovascular conditioning, muscle strength and muscle endurance, while increasing flexibility, running form and technique.

Ventura College faculty has defined Outdoor Aerobic Fitness as a family of courses which includes KIN V20, KIN V21, KIN V22, KIN V23, and KIN V24. A student may take a maximum of four (4) courses from a family.

Transfer credit: CSU.

KIN V22 - RUNNING FOR FITNESS **1 Unit**

Hours: *.5 lecture, 2.5 laboratory weekly*

This course is an exercise program consisting of varied workouts to improve the cardiovascular level of fitness for the recreational runner. Topics will include the physiology of running, guidelines for proper nutrition, stretching and warm-up, and the development of an individualized running program.

Ventura College faculty has defined Outdoor Aerobic Fitness as a family of courses which includes KIN V20, KIN V21, KIN V22, KIN V23, and KIN V24. A student may take a maximum of four (4) courses from a family.

Formerly PE V37. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V23 - ADVANCED RUNNING/INTERVAL TRAINING **1 Unit**

Hours: *.5 lecture, 2.5 laboratory weekly*

This class is an exercise program consisting of varied workouts to improve the cardiovascular level of fitness for the advanced runner. Class will consist of varied workouts involving timed interval training on the track, trails and hills.

Ventura College faculty has defined Outdoor Aerobic Fitness as a family of courses which includes KIN V20, KIN V21, KIN V22, KIN V23, and KIN V24. A student may take a maximum of four (4) courses from a family.

Transfer credit: CSU.

KIN V24 - LIFE FITNESS **1 Unit**

Hours: *.5 lecture, 2.5 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, and nutrition; cardiovascular disease; safety precautions; and the elements of a well-designed personal fitness program. Students will also develop an individualized fitness training program appropriate to their interests and ability.

Ventura College faculty has defined Outdoor Aerobic Fitness as a family of courses which includes KIN V20, KIN V21, KIN V22, KIN V23, and KIN V24. A student may take a maximum of four (4) courses from a family.

Formerly PE V55. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V26 - WEIGHT TRAINING AND CONDITIONING: FREE WEIGHTS **1 Unit**

Hours: *.5 lecture, 2.5 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 through the use of free weights. 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.

Ventura College faculty has defined Resistance Training as a family of courses which includes KIN V10, KIN V26, KIN V32, and KIN V34. A student may take a maximum of four (4) courses from a family.

Formerly PE V41. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V28 - CONDITIONING: DESIGNED FOR WOMEN **1 Unit**

Hours: *.5 lecture, 2.5 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.

Ventura College faculty has defined Indoor Cardiovascular Training as a family of courses which includes KIN V12, KIN V14, KIN V16, KIN V18, KIN V19, and KIN V28. A student may take a maximum of four (4) courses from a family.

Formerly PE V46. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V32 - POWER BODY BUILDING AND SCULPTING **1 Unit**

Hours: *.5 lecture, 2.5 laboratory weekly*

This is a power body building and conditioning course designed to build strength, speed, power and flexibility. 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 fitness routines.

Ventura College faculty has defined Resistance Training as a family of courses which includes KIN V10, KIN V26, KIN V32, and KIN V34. A student may take a maximum of four (4) courses from a family.

Formerly PE V74. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V34 - CIRCUIT TRAINING FOR FITNESS **1 Unit**

Hours: *.5 lecture, 2.5 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.

Ventura College faculty has defined Resistance Training as a family of courses which includes KIN V10, KIN V26, KIN V32, and KIN V34. A student may take a maximum of four (4) courses from a family.

Formerly PE V75. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V40A - BASKETBALL I **1 Unit**

Hours: *.5 lecture, 2.5 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.

Ventura College faculty has defined Team Sports as a family of courses which includes KIN V40A, KIN V40B, KIN V46A, KIN V46B, KIN V48A, and KIN V48B. A student may take a maximum of four (4) courses from a family.

Formerly KIN V40. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V40B - BASKETBALL II **1 Unit**

Hours: *.5 lecture, 2.5 laboratory weekly*

Students will be introduced to intermediate/advanced basketball techniques including dribbling, shooting, advanced offensive and defensive skills and game strategies.

Ventura College faculty has defined Team Sports as a family of courses which includes KIN V40A, KIN V40B, KIN V46A, KIN V46B, KIN V48A, and KIN V48B. A student may take a maximum of four (4) courses from a family.

Field trips may be required. Transfer credit: CSU.

KIN V42A - GOLF I **1 Unit**

Hours: *.5 lecture, 2.5 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.

Ventura College faculty has defined Individual Sports as a family of courses which includes KIN V42A, KIN V42B, KIN V44A, and KIN V44B. A student may take a maximum of four (4) courses from a family.

Field trips may be required. Formerly KIN V42. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V42B - GOLF II **1 Unit**

Hours: *.5 lecture, 2.5 laboratory weekly*

This course is designed to teach the advanced skills of the game of Golf. Topics will include the advanced mental side of play, the advanced short games skills, and the rules of tournament golf.

Ventura College faculty has defined Individual Sports as a family of courses which includes KIN V42A, KIN V42B, KIN V44A, and KIN V44B. A student may take a maximum of four (4) courses from a family.

Field trips may be required. Transfer credit: CSU.

KIN V44A - TENNIS I **1 Unit**

Hours: *.5 lecture, 2.5 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.

Ventura College faculty has defined Individual Sports as a family of courses which includes KIN V42A, KIN V42B, KIN V44A, and KIN V44B. A student may take a maximum of four (4) courses from a family.

Field trips may be required. Formerly KIN V44. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V44B - TENNIS II **1 Unit**

Recommended preparation: *KIN V44A or equivalent skills*

Hours: *.5 lecture, 2.5 laboratory weekly*

This course introduces the advanced techniques and theory of playing tennis including strategy of tournament playing.

Ventura College faculty has defined Individual Sports as a family of courses which includes KIN V42A, KIN V42B, KIN V44A, and KIN V44B. A student may take a maximum of four (4) courses from a family.

Field trips may be required. Formerly KIN V58. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V46A - VOLLEYBALL I **1 Unit**

Hours: *.5 lecture, 2.5 laboratory weekly*

This course introduces the basic skills of volleyball including strategy, rules, individual skills, and techniques of playing volleyball.

Ventura College faculty has defined Team Sports as a family of courses which includes KIN V40A, KIN V40B, KIN V46A, KIN V46B, KIN V48A, and KIN V48B. A student may take a maximum of four (4) courses from a family.

Formerly KIN V47. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V46B - VOLLEYBALL II **1 Unit**

Recommended preparation: *KIN 46A or equivalent skills*

Hours: *.5 lecture, 2.5 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.

Ventura College faculty has defined Team Sports as a family of courses which includes KIN V40A, KIN V40B, KIN V46A, KIN V46B, KIN V48A, and KIN V48B. A student may take a maximum of four (4) courses from a family.

Formerly KIN V62. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V48A - SOCCER I **1 Unit**

Hours: *.5 lecture, 2.5 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.

Ventura College faculty has defined Team Sports as a family of courses which includes KIN V40A, KIN V40B, KIN V46A, KIN V46B, KIN V48A, and KIN V48B. A student may take a maximum of four (4) courses from a family.

Formerly KIN V48. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V48B - SOCCER II **1 Unit**

Hours: *.5 lecture, 2.5 laboratory weekly*

This course is designed to help students develop advanced soccer skills. Topics include the rules of soccer, safety, advanced techniques, and advanced strategy.

Ventura College faculty has defined Team Sports as a family of courses which includes KIN V40A, KIN V40B, KIN V46A, KIN V46B, KIN V48A, and KIN V48B. A student may take a maximum of four (4) courses from a family.

Field trips may be required. Transfer credit: CSU.

KIN V50A - AIKIDO I **1 Unit**

Hours: *.5 lecture, 2.5 laboratory weekly*

This course is designed for students who want to develop introductory skills in aikido. Aikido is a powerful martial art developed in Japan. The practice of Aikido includes warm up and flexibility exercises, practical combative and defensive techniques 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.

Ventura College faculty has defined Combatives as a family of courses which includes KIN V50A/CJ V11A, KIN V50B/CJ V11B, KIN V52, KIN V76A, KIN V76B. A student may take a maximum of four (4) courses from a family.

Formerly KIN V50. Same as CJ V11A. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V50B - AIKIDO II **1 Unit**

Hours: *.5 lecture, 2.5 laboratory weekly*

This course is designed for students who want to develop advanced skills in aikido. Class consists of advanced flexibility exercises and practical combative and defensive techniques, combined with an advanced understanding and appreciation of etiquette.

Ventura College faculty has defined Combatives as a family of courses which includes KIN V50A/CJ V11A, KIN V50B/CJ V11B, KIN V52, KIN V76A, and KIN V76B. A student may take a maximum of four (4) courses from a family.

Field trips may be required. Same as CJ V11B. Transfer credit: CSU; credit limitations - see counselor.

KIN V52 - SELF-DEFENSE AND ASSAULT PREVENTION **1 Unit**

Hours: *.5 lecture, 2.5 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.

Ventura College faculty has defined Combatives as a family of courses which includes KIN V50A/CJ V11A, KIN V50B/CJ V11B, KIN V52, KIN V76A, KIN V76B. A student may take a maximum of four (4) courses from a family

Formerly PE V31. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V70A - YOGA I **1 Unit**

Hours: *.5 lecture, 2.5 laboratory weekly*

This course introduces yoga techniques for the beginning student. 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.

Ventura College faculty has defined Wellness as a family of courses which includes KIN V70A, KIN V70B, KIN V72, KIN V73, KIN V74A, and KIN V74B. A student may take a maximum of four (4) courses from a family.

Formerly KIN V70. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V70B - YOGA II **1 Unit**

Recommended preparation: *KIN V70A*

Hours: *.5 lecture, 2.5 laboratory weekly*

Students will build on their knowledge and skills learned in Yoga I. Level II poses, asanas, flow combinations will be performed. Physiological and psychological benefits of Yoga will be discussed as well as integrating mind, body and spirit.

Ventura College faculty has defined Wellness as a family of courses which includes KIN V70A, KIN V70B, KIN V72, KIN V73, KIN V74A and KIN V74B. A student may take a maximum of four (4) courses from a family.

Transfer credit: CSU.

KIN V72 - STRESS RELAXATION EXERCISES **1 Unit**

Hours: *.5 lecture, 2.5 laboratory weekly*

This course introduces practical stress management tools through a variety of modes including: breathing techniques, stretching, visualization, somatic scanning, Yoga, meditation, walking meditation, Tai Chi and other modalities. Students will learn to apply these techniques into their daily lifestyle to reduce the deleterious effects of stress.

Ventura College faculty has defined Wellness as a family of courses which includes KIN V70A, KIN V70B, KIN V72, KIN V73, KIN V74A and KIN V74B. A student may take a maximum of four (4) courses from a family.

Transfer credit: CSU.

KIN V73 - HOLISTIC MOVEMENT **1 Unit**

Hours: *.5 lecture, 2.5 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 Yoga, and dance. Students will develop breath awareness, somatic awareness, mind-body awareness, balance, and an improvement in overall wellness.

Ventura College faculty has defined Wellness as a family of courses which includes KIN V70A, KIN V70B, KIN V72, KIN V73, KIN V74A and KIN V74B. A student may take a maximum of four (4) courses from a family.

Formerly PE V73. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V74A - CORE BALANCE AND FITNESS **1 Unit**

Hours: *.5 lecture, 2.5 laboratory weekly*

This course introduces functional fitness using balance and coordination techniques obtained from the core of the body. Fitness concepts introduced are: core strength, flexibility, muscular strength and endurance, and balance training. A variety of fitness modalities will be introduced and discussed such as: resistance training techniques, ball techniques, mat training, breathing techniques, Pilates inspired exercises, and core exercise combinations.

Ventura College faculty has defined Wellness as a family of courses which includes KIN V70A, KIN V70B, KIN V72, KIN V73, KIN V74A and KIN V74B. A student may take a maximum of four (4) courses from a family.

Formerly KIN V74. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V74B - ADVANCED CORE BALANCE AND FITNESS **1 Unit**

Recommended preparation: *KIN V74A*

Hours: *.5 lecture, 2.5 laboratory weekly*

This course expands upon functional fitness using balance and coordination techniques and introduces intermediate and advanced skills through the core of the body. Students will focus on developing the application of kinesiology principles. Plyometrics, eccentric and concentric contractions, body planes, corrective techniques, and fitness assessment techniques will be introduced.

Ventura College faculty has defined Wellness as a family of courses which includes KIN V70A, KIN V70B, KIN V72, KIN V73, KIN V74A and KIN V74B. A student may take a maximum of four (4) courses from a family.

Transfer credit: CSU.

KIN V76A - TAI CHI I **1 Unit**

Hours: *.5 lecture, 2.5 laboratory weekly*

This course introduces Tai Chi movement for the beginning student. Emphasis will be placed on the integration and harmonization of the mind, body and spirit. 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 and reducing stress.

Ventura College faculty has defined Combatives as a family of courses which includes KIN V50A/CJ V11A, KIN V50B/CJ V11B, KIN V52, KIN V76A, and KIN V76B. A student may take a maximum of four (4) courses from a family.

Field trips may be required. Formerly KIN V76. Transfer credit: CSU; UC; credit limitations - see counselor.

KIN V76B - TAI CHI II 1 Unit

Recommended preparation: *KIN V76A*
Hours: *.5 lecture, 2.5 laboratory weekly*
This course is designed for students wanting to learn and enhance intermediate/advanced skills in Tai Chi. Students will examine the philosophical, physiological, and psychological aspects of Tai Chi and will improve their form, balance, and technique of the basic moves within the first and second set sequences. The third set will be introduced and students will be able to perform the entire long form of Yang style Tai Chi. Integration of the mind and body as well as the application of Tai Chi principles for stress reduction in daily living will be emphasized.
Ventura College faculty has defined Combatives as a family of courses which includes KIN V50A/CJ V11A, KIN V50B/CJ V11B, KIN V52, KIN V76A, and KIN V76B. A student may take a maximum of four (4) courses from a family.
Transfer credit: CSU.

KIN V80 - FIRST AID, SAFETY, AED AND CPR FOR THE PROFESSIONAL 3 Units

C-ID: *KIN 101*
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

C-ID: *KIN 100*
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; UC; credit limitations - see counselor.

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.

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.
Formerly PE V101. Transfer credit: CSU.

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.
Field trips may be required. 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.
Field trips may be required. 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. 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. 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. 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*
This course is designed for the assessment and tutoring of learning-disabled students by a specially trained staff. Specialized techniques, materials, text, and audio-visual equipment will be used 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.
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 study skills course focuses on the fundamentals of note taking and time management skills, and prepares students for mainstream courses. Topics will include: styles of note taking, specific strategies for different learning styles, and various time management skills.
Formerly LS 3A. Not applicable for degree credit.

LS V03B - STUDY SKILLS: TEST TAKING/PROOFREADING **1 Unit**

Hours: *1 lecture weekly*
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 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.
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. 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.

MANUFACTURING TECHNOLOGY

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.

Certificate of Achievement
BIOMEDICAL DEVICE MANUFACTURING

Biomedical Device Manufacturing Certificate provides skills for the manufacturing of medical devices including basic quality control, government regulations as well as applied skills such as machining and working in an ultra-clean environment. This certificate will prepare students to obtain employment in the field of medical device manufacturing. Students complete 13 specified units.

This Certificate of Achievement is a joint program between Moorpark College and Ventura College. Once the required courses are completed, students can apply to obtain the Certificate of Achievement at either college. To submit an application for the Certificate of Achievement, see a counselor.

REQUIRED COURSES:		Units
VENTURA COLLEGE		
MT V02	Applied Machining I	2
MT V05	CNC Machining I	2
MT V15	Manufacturing Processes	3
MOORPARK COLLEGE		
BIOT M02A/ BIOL M12A	Environmental Control and Process Support	2
BIOT M02B/ BIOL M12B	Manufacturing: Quality Control and Validation	2
BIOT M02E/ BIOL M12E	Business Practices and Government Regulation	2
TOTAL		**13**

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Proficiency Award
CNC MACHINE OPERATOR
(Awarded by the Department)

REQUIRED COURSES:		Units
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	CNC Machining I & II	2-2
MT V08	Computer Numerical Control (CNC) Programming	3
MT V35	Production Machining and Tooling Design Techniques	3
TOTAL		**16**

For other course descriptions, see Drafting and Welding

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Proficiency Award
MANUFACTURING APPLICATIONS
(Awarded by the Department)

REQUIRED COURSES:		Units
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
TOTAL		**17**

For other course descriptions, see Architecture, Drafting, and Welding

PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in **Biomedical Device Manufacturing** will be able to:

- Have the background in biotechnology, quality control, validation, and machining to pursue a career in the medical device manufacturing industry.
- Successfully demonstrate theoretical and practical Biotechnology applications during a comprehensive lab practical.

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.

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).

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.

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.

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 **2 Units**

Recommended preparation: *ARCH V23 or DRFT V05A; and MT V02*

Hours: *1 lecture, 3 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.

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.

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.

Sequence of Mathematics Courses

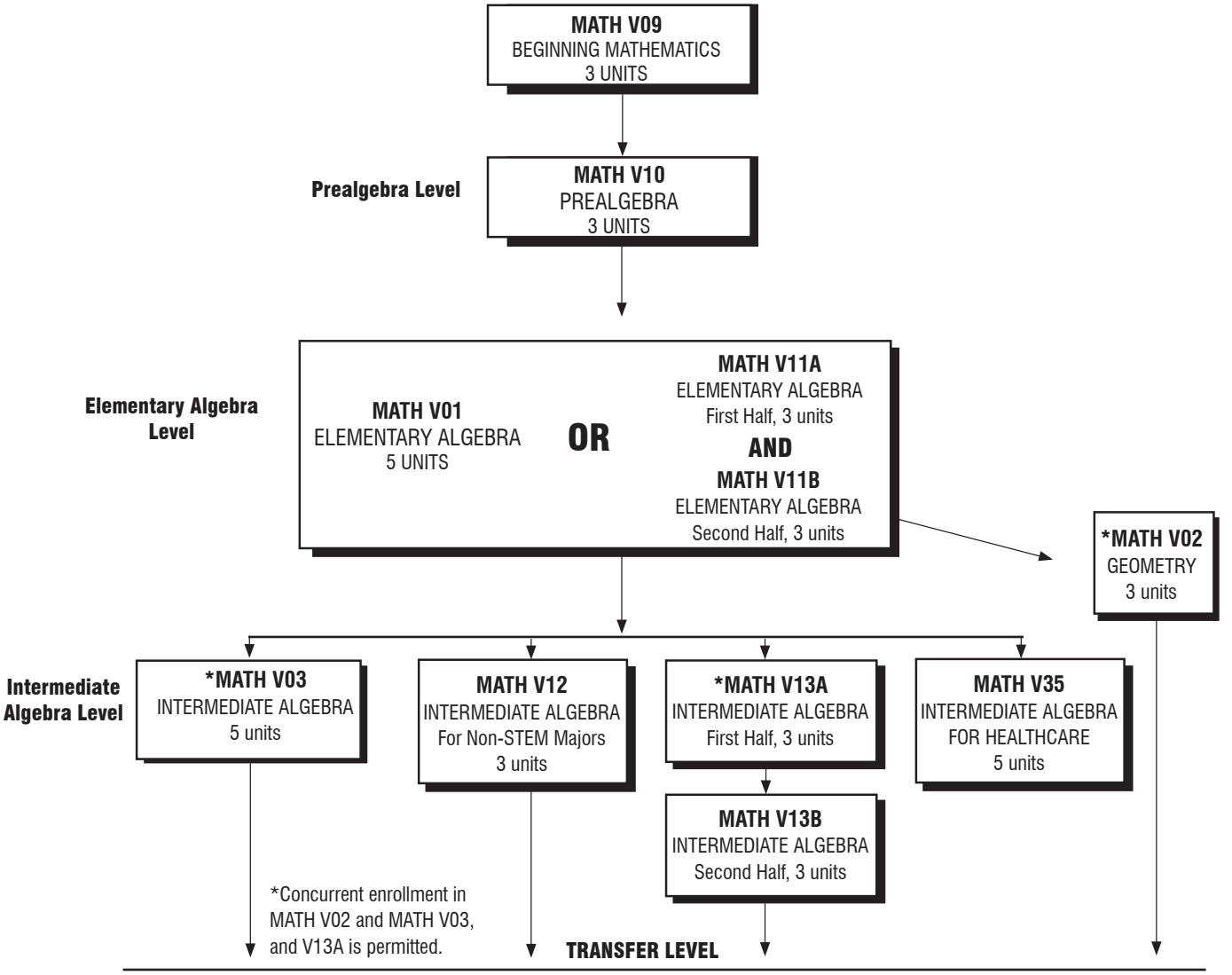
Where do I begin?

Take the math assessment and meet with a counselor.
- Call for an appointment:
  Assessment Office: (805) 289-6402 or (805) 289-6400 Ext. 1302
  Counseling Office: (805) 289-6448
- Information on the assessment process can be found at
  http://www.venturacollege.edu/departments/student_services/matriculation/activities.shtml

Associate Degree and Non-Transferable Mathematics Courses

Completing an Intermediate Algebra Level course with a grade of C or better is required to earn an AA or AS degree.
(Exception: for students maintaining continuous enrollment from Summer 2009,
MATH V01, V01E, V11B or V30 satisfies the math competency requirement for the AA/AS degree)

Students may prepare for transfer level mathematics classes by completing the following courses:
(For math courses below MATH V09 beginning mathematics, see the Learning Skills section of the catalog.)



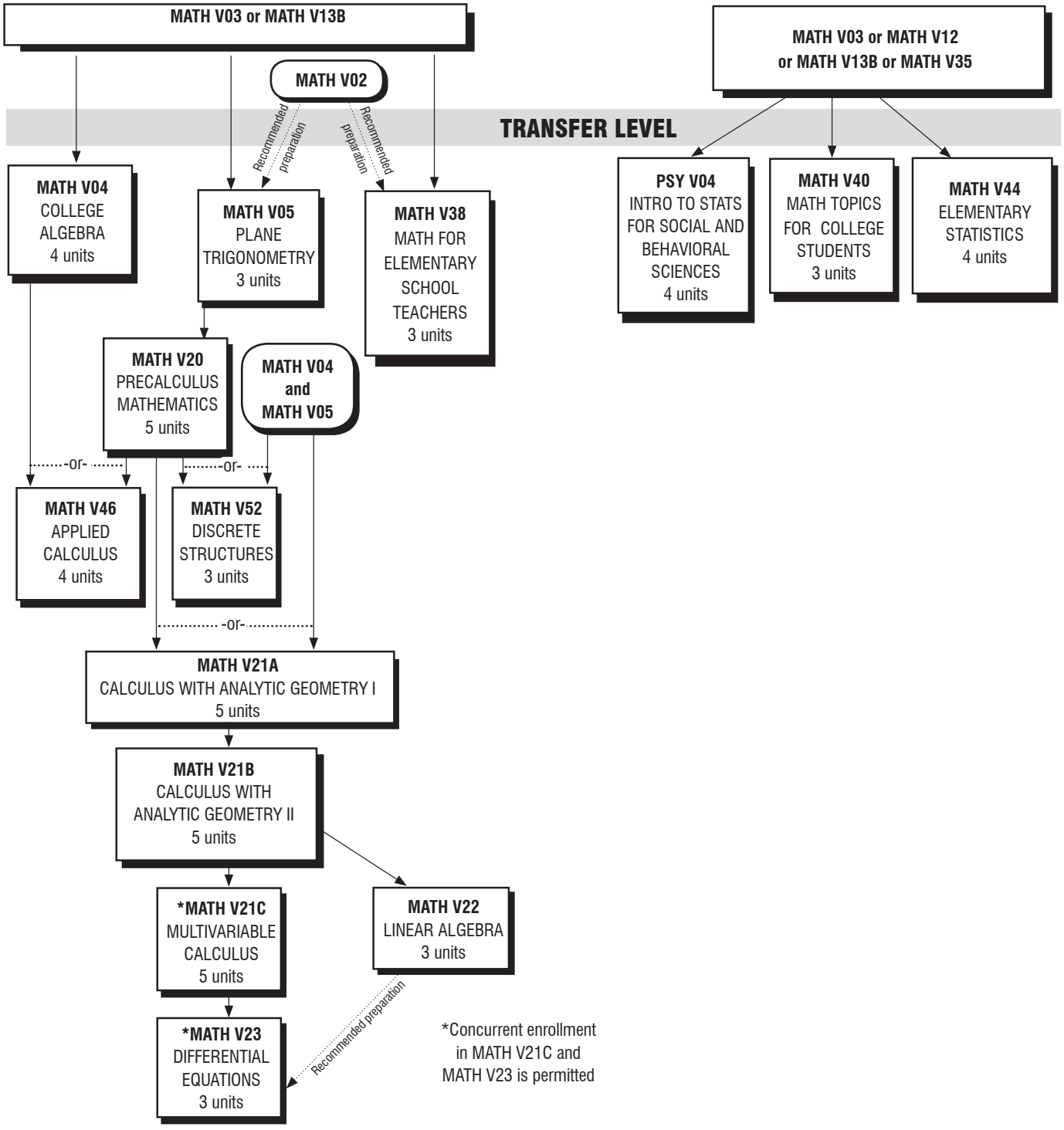
Transfer level math classes - See the next page

Transferable Mathematics Courses

All transferable mathematics courses have prerequisites. Students cannot enroll in transferable courses unless they earn a C or better in the prerequisite course. The mathematics department also accepts other options for placement into transfer-level coursework. The math department/assessment office have materials available for students to take a diagnostic test and review before and after assessment.

Each university and major requires different mathematics preparation; students should consult with a counselor to ensure they select the transferable course(s) that will best prepare them for the program to which they wish to transfer. Consult ASSIST.org for a list of major preparation courses to the CSU or UC campuses.

Prerequisites



MATHEMATICS

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 fields such as Actuarial Science, Astronomy, Biology, Chemistry, Computer Science, Digital Arts, Earth Sciences, Economics, Education, Engineering, Physical Sciences, Physics, the Social Sciences.

Associate in Science Degree

MATHEMATICS FOR TRANSFER DEGREE

The Associate in Science in Mathematics for Transfer (Mathematics AS-T) Degree 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 Mathematics for Transfer degree may transfer to a four-year institution to complete a Bachelor's Degree in mathematics and applied mathematics or similar programs.

To earn an Mathematics AS-T degree, students must complete:

REQUIRED CORE (15 units):		**UNITS**
MATH V21A	Calculus/Analytic Geometry I	5
MATH V21B	Calculus/Analytic Geometry II	5
MATH V21C	Multivariable Calculus	5

Choose a minimum of 6 units from LIST A and B with at least 3 units from LIST A:

LIST A:
Select one to two (1-2) of the following courses (3-6 units):

MATH V22	Linear Algebra	3
MATH V23	Differential Equations	3

LIST B:
Select one (1) of the following courses (3-5 units):

CS V11	Programming Fundamentals	3
CS V13	Object-Oriented Programming	3
CS V17/ MATH V52	Discrete Structures	3
CS V30	Beginning C++	3
CS V40	Beginning Java	3
MATH V44	Elementary Statistics	4
PHYS V03A	General Physics I: Calculus Based	4
AND		
PHYS V03AL	General Physics I Laboratory: Calculus Based	1

Major Units	21-23
CSU General Education or IGETC-CSU Pattern	44-45
Electives (CSU transferrable units to reach 60)	
Double-Counted Units	(5-10)
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.

For other course descriptions, see Computer Science and Physics

PROGRAM STUDENT LEARNING OUTCOMES

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

- Use formal systems of reasoning to draw well supported conclusions from given information..
- Comprehend and express mathematical constructs using correct mathematical notation.

COURSE DESCRIPTIONS

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 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 V02 - GEOMETRY — 3 Units

Prerequisite: *MATH V01 or MATH V01A-V01E or MATH V11B or MATH V88A-V88E; 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 V01E or MATH V11B; 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. It satisfies mathematics competency for the AA/AS degree. Students receiving credit in MATH V03 will not receive credit in MATH V03A-V03E, MATH V12, MATH V13A-V13B or MATH V35.
Formerly Math 3.

MATH V04 - COLLEGE ALGEBRA — 4 Units

Prerequisite: *MATH V03 or MATH V13B; or placement as measured by the college assessment process*
Hours: *4 lecture weekly*
This is an advanced course in algebra, designed for students continuing to calculus or applied calculus. Topics include a review of number systems and basic algebra; systems of equations (including matrices and their determinants); variation; functional notation; theory of polynomial equations; study of polynomial, rational, radical, exponential, absolute value, and logarithmic functions; complex numbers; analytic geometry; and applications.
Formerly Math 4. Transfer credit: CSU; UC; credit limitations - see counselor.

MATH V05 - PLANE TRIGONOMETRY 3 Units

Prerequisite: *MATH V03 or MATH V13B; or placement as measured by the college assessment process*
Recommended preparation: *MATH V02 or knowledge of plane geometry*
Hours: *3 lecture weekly*
This course examines the six basic trigonometric functions, their definitions, relationships, and uses as they apply to: radian measure, right triangle solution, identities, trigonometric equations, graphs, inverse functions, and complex numbers.
Formerly Math 5. Transfer credit: CSU.

MATH V06 - MATH SUMMER BRIDGE 1 Unit

Recommended preparation: *MATH V09 or MATH V09C or MATH V10 or MATH V10C or MATH V01 or MATH V01E or MATH V11B*
Hours: *.5 lecture, 1.5 laboratory weekly*
This course introduces the skills necessary to succeed in college mathematics 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 (prealgebra, elementary algebra, or 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 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 V11A - ELEMENTARY ALGEBRA: FIRST HALF 3 Units

Prerequisite: *MATH V10 or MATH V10C; or placement as measured by the college assessment process*
Hours: *2.5 lecture, 1.5 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*
Hours: *2.5 lecture, 1.5 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 V12 - INTERMEDIATE ALGEBRA FOR NON-STEM MAJORS 3 Units

Prerequisite: *MATH V01 or MATH V01E or MATH V11B; or placement as measured by the college assessment process.*
Hours: *3 lecture weekly*
This course is designed for students who will not be pursuing a major in science, technology, engineering, or mathematics. It is designed to meet AA/AS competency in mathematics, and to satisfy the prerequisite for transfer-level courses in non-STEM fields. The course will cover solving equations and inequalities, exponents and radicals, functions and graphs, and quadratic, logarithmic, and exponential functions.

MATH V13A - INTERMEDIATE ALGEBRA: FIRST HALF 3 Units

Prerequisite: *MATH V01 with grade of C or better or MATH V01E with grade of CR or P or MATH V11B with grade of C or better; 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 is the first half of Intermediate Algebra. Completion of both MATH V13A and MATH V13B is equivalent to MATH V03. This course covers equations and inequalities, systems of equations using matrices, exponents and radicals, and complex numbers. Students receiving credit in MATH V13A will not receive credit in MATH V03A-V03C.

MATH V13B - INTERMEDIATE ALGEBRA: SECOND HALF 3 Units

Prerequisite: *MATH V03C with grade of CR or P or MATH V13A with grade of C or better.*
Hours: *3 lecture weekly*
This course is the second half of Intermediate Algebra. Completion of both MATH V13A and MATH V13B is equivalent to MATH V03. This course covers functions and graphs, quadratic equations, conic sections, and exponential and logarithmic functions. Students receiving credit in MATH V13B will not receive credit in MATH V03D-V03E.

MATH V20 - PRECALCULUS MATHEMATICS 5 Units

Prerequisite: *MATH V05; or placement as measured by the college assessment process*
Hours: *5 lecture weekly*
This course serves as a preparation for calculus. Topics include polynomial, absolute value, rational, radical, exponential, logarithmic, and trigonometric functions and their graphs; analytic geometry; matrices; series; and polar coordinates. The approach is 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*
This is a first course in differential and integral calculus of a single variable which covers the elements of calculus. Topics include functions; limits; continuity; techniques and applications of differentiation and integration of algebraic, logarithmic and trigonometric functions; the Fundamental Theorem of Calculus; and L'Hospital's rule. The course is suitable for science, technology, engineering, and mathematics majors.
Formerly Math 21A. Transfer credit: CSU; UC; credit limitations - see counselor.

MATH V21B - CALCULUS WITH ANALYTIC GEOMETRY II 5 Units

Prerequisite: *MATH V21A or equivalent with grade of C or better*
Hours: *5 lecture weekly*
This is a second course in differential and integral calculus. It includes applications and techniques of integration (including improper integrals), parametric and polar equations, sequences and series, and an introduction to vectors. The course will also introduce applications to conic sections, and a variety of topics from other STEM disciplines.
Formerly Math 21B. Transfer credit: CSU; UC; credit limitations - see counselor.

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.

MATH V22 - INTRODUCTION TO LINEAR ALGEBRA 3 Units

Prerequisite: *MATH V21B*
Hours: *3 lecture weekly*
This is an introductory course in linear algebra, developing the techniques and theory needed to solve and classify systems of linear equations. It will cover linear systems, solution techniques (including row operations, Gaussian elimination, and matrix algebra), determinants, vector spaces (including properties of vectors, inner products, norms, and orthogonality), linear transformations, eigenvalues and eigenvectors, and applications to topics in linear algebra.
Transfer credit: CSU.

MATH V23 - INTRODUCTION TO DIFFERENTIAL EQUATIONS 3 Units

Prerequisite: *MATH V21C or concurrent enrollment*
Recommended preparation: *MATH V22*
Hours: *3 lecture weekly*
This is an introductory course in ordinary differential equations, including both quantitative and qualitative methods, as well as applications from a variety of disciplines. Topics include theoretical aspects of differential equations (including existence of solutions), equations with constant coefficients, variation of parameters, systems of linear equations (including matrix methods), Laplace transforms, singular points, Fourier and power series, and numerical methods.
Transfer credit: CSU.

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 V12 or MATH V13B 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 the use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making useful to students in areas such as business, economics, life science, social science, health science, and education. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square, and t-tests; hypothesis testing; and the use of technology for statistical analysis, including the interpretation of the relevance of the statistical findings. This course also provides supervised computer practice designed to assist students in calculations required in introductory 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
C-ID: *COMP 152, MATH 160*
Hours: *3 lecture weekly*
This course introduces the student to discrete mathematics as it is used in computer science. Topics include formal logic, proofs, sets, combinatorics, probability, functions, graph theory, Boolean Algebra, and Modeling with programming.
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.

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.
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. Formerly Math 90. Transfer credit: CSU; for UC, determined after admission.

MEDICAL ASSISTANT

See Business

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 physiology, virulence, 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 a lab coat, gloves, and ANSI 287.1 safety glasses.
Field trips may be required. Formerly Micro 1. Transfer credit: CSU; UC.

MUSIC

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

REQUIRED ADDITIONAL COURSES:
Select three (3) units from the following courses:

MUS V09A	Music History and Literature I	3
MUS V09B	Music History and Literature II	3

Select four (4) units from the following courses:

MUS V24A	Keyboards I	2
MUS V24B	Keyboards II	2
MUS V24C	Keyboards III	2
MUS V24D	Keyboards IV	2

CONTINUED ON NEXT PAGE

Select six (6) units from the following courses:

MUS V10	College Chorus	1
MUS V11	College Singers	1
MUS V12	Community Choir	1
MUS V14A	Beginning Orchestra: Strings	1
MUS V14B	Beginning Orchestra: Winds	1
MUS V14C	Beginning Orchestra: Percussion	1
MUS V15	Community Orchestra	1
MUS V17	Jazz Band	1
MUS V18	Band	1
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
MUS V35	Chamber Orchestra	1
MUS V45	Beginning Opera/Musical Theatre Workshop	1
MUS V46	Intermediate Opera/Musical Theatre Workshop	1
MUS V47	Advanced Opera/Musical Theatre Workshop	1
TOTAL		**30**

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, V13, V27.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

C-ID: *MUS 110*
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*
C-ID: *MUS 120*
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*
C-ID: *MUS 125*
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*
C-ID: *MUS 130*
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*
C-ID: *MUS 135*
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*
C-ID: *MUS 140*
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*
C-ID: *MUS 145*
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 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**

C-ID: *MUS 100*
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 Unit**

Hours: *3 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 Unit**

Recommended preparation: *MUS V10 or singing ability*
Hours: *3 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 Unit**

Recommended preparation: *singing ability*
Hours: *3 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 Unit**

Hours: *3 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 Unit**

Recommended preparation: *ability to play a string instrument and ability to read music*
Hours: *3 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 Unit**

Recommended preparation: *ability to play a wind instrument and ability to read music*
Hours: *3 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 Unit**

Recommended preparation: *ability to play a percussion instrument and ability to read music*
Hours: *3 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 Unit**

Prerequisite: *MUS V14A or V14B or 14C or equivalent skills*
Hours: *3 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 V17 - JAZZ BAND **1 Unit**

Recommended preparation: *ability to play an instrument and to read music*
Hours: *3 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 Unit**

Recommended preparation: *ability to play an instrument*
Hours: *3 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 V21A - CHAMBER MUSIC: WOODWINDS **1 Unit**

Recommended preparation: *ability to play a woodwind instrument*
Hours: *3 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 4 times. Formerly Mus 21A. Transfer credit: CSU; UC.

MUS V21B - CHAMBER MUSIC: BRASS **1 Unit**

Recommended preparation: *ability to play a brass instrument*
Hours: *3 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 4 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: *3 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 4 times. Formerly Mus 21C. Transfer credit: CSU; UC.

MUS V22A - ADVANCED CHAMBER MUSIC: WOODWINDS **1 Unit**

Prerequisite: *MUS V21A or equivalent skills*
Hours: *3 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 4 times. Formerly Mus 22A. Transfer credit: CSU; UC.

MUS V22B - ADVANCED CHAMBER MUSIC: BRASS **1 Unit**

Prerequisite: *MUS V21B or equivalent skills*
Hours: *3 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 4 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: *3 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 4 times. Formerly Mus 22C. Transfer credit: CSU; UC.

MUS V24A - KEYBOARDS I **2 Units**

Hours: *1 lecture, 3 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: *1 lecture, 3 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: *1 lecture, 3 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: *1 lecture, 3 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: *.5 lecture, 1.5 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.
Formerly Mus 30. Transfer credit: CSU; UC.

MUS V31A - PRIVATE LESSONS: WOODWINDS **3 Units**

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.
This course may be taken for a maximum of 4 times or a student may take a maximum of 4 courses from a family which has been defined by Ventura College faculty in Private Lessons as MUS V31A, MUS V31B, MUS V31C, MUS V31D, MUS V31E, MUS V31F, MUS V31G, and MUS V31H.
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**

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.
This course may be taken for a maximum of 4 times or a student may take a maximum of 4 courses from a family which has been defined by Ventura College faculty in Private Lessons as MUS V31A, MUS V31B, MUS V31C, MUS V31D, MUS V31E, MUS V31F, MUS V31G, and MUS V31H.
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**

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.
This course may be taken for a maximum of 4 times or a student may take a maximum of 4 courses from a family which has been defined by Ventura College faculty in Private Lessons as MUS V31A, MUS V31B, MUS V31C, MUS V31D, MUS V31E, MUS V31F, MUS V31G, and MUS V31H.
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**

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.
This course may be taken for a maximum of 4 times or a student may take a maximum of 4 courses from a family which has been defined by Ventura College faculty in Private Lessons as MUS V31A, MUS V31B, MUS V31C, MUS V31D, MUS V31E, MUS V31F, MUS V31G, and MUS V31H.
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**

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.
This course may be taken for a maximum of 4 times or a student may take a maximum of 4 courses from a family which has been defined by Ventura College faculty in Private Lessons as MUS V31A, MUS V31B, MUS V31C, MUS V31D, MUS V31E, MUS V31F, MUS V31G, and MUS V31H.
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**

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.
This course may be taken for a maximum of 4 times or a student may take a maximum of 4 courses from a family which has been defined by Ventura College faculty in Private Lessons as MUS V31A, MUS V31B, MUS V31C, MUS V31D, MUS V31E, MUS V31F, MUS V31G, and MUS V31H.
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*
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.
This course may be taken for a maximum of 4 times or a student may take a maximum of 4 courses from a family which has been defined by Ventura College faculty in Private Lessons as MUS V31A, MUS V31B, MUS V31C, MUS V31D, MUS V31E, MUS V31F, MUS V31G, and MUS V31H.
Field trips may be required. May be taken for a maximum of 4 times. Formerly Mus 31G. Transfer credit: CSU.

MUS V31H - PRIVATE LESSONS: VOICE **3 Units**

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.
This course may be taken for a maximum of 4 times or a student may take a maximum of 4 courses from a family which has been defined by Ventura College faculty in Private Lessons as MUS V31A, MUS V31B, MUS V31C, MUS V31D, MUS V31E, MUS V31F, MUS V31G, and MUS V31H.
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 Unit**

Prerequisite: *MUS V15 or equivalent skills*
Hours: *3 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 Unit**

Prerequisite: *MUS V15 or equivalent skills*
Hours: *3 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 Unit**

Hours: *3 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 4 times. Formerly Mus 36. Transfer credit: CSU; UC.

MUS V37 - INTERMEDIATE GUITAR **1 Unit**

Recommended preparation: *MUS V36*
Hours: *3 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 4 times. Formerly Mus 37. Transfer credit: CSU; UC.

MUS V39 - INTRODUCTION TO MUSIC TECHNOLOGY 2 Units

Recommended preparation: *music fundamentals and computer fundamentals*
Hours: *1 lecture, 3 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 V45 - BEGINNING OPERA/MUSICAL THEATRE WORKSHOP 1 Unit

Hours: *3 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 Unit

Recommended preparation: *MUS V45*
Hours: *3 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 Unit

Recommended preparation: *MUS V46*
Hours: *3 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. Transfer credit: CSU; UC.

MUS V55A - BEGINNING RECORDER 1.5 Units

Hours: *.5 lecture, 3 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 may be required. Transfer credit: CSU; UC.

MUS V55B - INTERMEDIATE RECORDER 1.5 Units

Prerequisite: *MUS V55A*
Hours: *.5 lecture, 3 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: *.5 lecture, 3 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. Transfer credit: CSU; UC.

MUS V57A - EARLY MUSIC ENSEMBLE 1 Unit

Recommended preparation: *ability to perform on an early music instrument*
Hours: *3 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 4 times. Formerly MUS V60D. Transfer credit: CSU; UC.

MUS V57B - ADVANCED EARLY MUSIC ENSEMBLE 1 Unit

Recommended preparation: *MUS V57A*
Hours: *3 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 4 times. Formerly MUS V60F. Transfer credit: CSU; UC.

MUS V61A - RECORDER CHOIR 1 Unit

Recommended preparation: *ability to perform on any one of the four basic recorders (SATB) at an intermediate level*
Hours: *3 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 4 times. Transfer credit: CSU; UC.

MUS V61B - ADVANCED RECORDER CHOIR **1 Unit**

Recommended preparation: *MUS V61A*
Hours: *3 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 rehearing a group and putting on performances.
Field trips will be required. May be taken for a maximum of 4 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.
Field trips may be required.

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.
Field trips may be required. 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. Formerly Mus 90. Transfer credit: CSU; for UC, determined after admission.

NURSING SCIENCE

The nursing program is approved by the California Board of Registered Nursing and has received national accreditation by the Accreditation Commission for Education in Nursing (ACEN), formerly NLNAC National League for Nursing Accreditation Commission. Offered is an Associate Degree in Nursing with a program of clinical components in which the student cares for patients in the acute care and community settings.

RN Program
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. A licensed Registered Nurse (RN) may seek employment in an entry-level staff nurse position in a variety of health care settings.

GENERAL INFORMATION
Accrediting and approval agencies for Registered Nursing and LVN-RN Career Ladder Programs:

ACCREDITATION COMMISSION FOR EDUCATION IN NURSING (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
(404) 975-5000
(www.acenursing.org)
BOARD OF REGISTERED NURSING (BRN)
1747 North Market Boulevard, Suite 150
Sacramento, Ca. 95834
(916) 322-3350
(www.rn.ca.gov)

BOARD OF REGISTERED NURSING (MAILING ADDRESS)
P.O. Box 944210
Sacramento, Ca 94244-2100
Link to RN NCLEX pass rates is posted on nursing website.
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.

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.

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	4
MICR V01	General Microbiology	4
NS V10	Introduction to Professional Nursing	8.5
NS V20	The Nursing Process Applied to the Client with Health Care Deviations I	9.5
NS V30	The Nursing Process Applied to the Client with Health Care Deviations II	9
NS V40	The Nursing Process Applied to the Client with Health Care Deviations III	9
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

TOTAL **64**

ADDITIONAL VC GRADUATION REQUIREMENTS:

Select one (1) course from each GE category:

American History or Institutions	3
Fine and Performing Arts	3
Humanities Elective	3
Health Education (requirement fulfilled with NS V40 for ADN degree)	(3)
Physical Education/Kinesiology	1

Required Prerequisite Courses:

MATH V03	Intermediate Algebra	5
OR		
MATH V12	Intermediate Algebra for Non-Stem Majors	3
OR		
MATH V13B	Intermediate Algebra: Second Half	3
OR		
MATH V35	Intermediate Algebra and Applications for Health Care Personnel	5

OR Higher level Math

AND

CHEM V20 &	Elementary Chemistry	4
CHEM V20L«	Elementary Chemistry Laboratory	1
OR		
CHEM V30 &	Chemistry for Health Sciences	4
CHEM V30L«	Chemistry for Health Sciences Laboratory	1

OR Higher level Chemistry with Laboratory

DEGREE TOTAL **81-84**

« A College-level physical science course must be completed to fulfill graduation requirements at Ventura College (see AA/AS Check Sheet).

◆ 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, NS 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:

- Demonstrate and foster high standards of nursing practice.
- Provide competent and safe care in a variety of settings to an individual, family, group, or community of patients 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.
- Demonstrate management skills in providing care to individuals, families, groups or communities/aggregates of patients with diverse needs.

RN NURSING PROGRAM PREREQUISITES:

1. English V01A (4 units)
2. Anatomy V01 (4 semester units) with a minimum grade of C
3. Physiology V01 (4 semester units) with a minimum grade of C
4. Microbiology V01 (4 semester units) with a minimum grade of C
5. Chemistry V20-20L or V30-30L or higher level (5 semester units) with a minimum grade of C, or one year of high school chemistry with minimum grade of C
6. Intermediate Algebra course (Math V03, V12, V13B, or V35)(3-5 semester units) with a minimum grade of C or any higher level math with a minimum grade of C
7. Current California CNA Certification.

Potential and current applicants are requested to attend a Pre-nursing Workshop. These sessions are given weekly. Information covers general campus information and provides specific information pertaining to selection requirements of the nursing program. Contact the Counseling office for schedule.

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 2) All required official transcripts; and 3) Application to the College (new students only). Applications are available online. Please refer to the Ventura College Nursing website at http://www.venturacollege.edu/departments/academic/nursing-science

The Nursing Program 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 Nursing Program will screen and rank order all students on the wait list based on a multi-criteria screening.
3. Seventy-five percent (75%) of the students with the highest scores from the multi-criteria screening will be admitted FIRST to the nursing program.
4. Twenty-five percent (25%) of the entering class will be admitted based on their position on the wait list.

Enhanced criteria will include:

- GPA in science courses and lack of repeats in science courses (anatomy, physiology, and microbiology). The first passing grade is the one used to calculate the science GPA, even if the course was repeated and a higher grade earned;
- academic degrees, diplomas, or relevant certificates held by an applicant; relevant work or volunteer experience;
- 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).

TEAS test results (version V) must be submitted by October 30 or April 30.

Accepted candidates will be notified within three weeks of October 30 or April 30.

To be included in the September applicant pool:

1. Application must be submitted by September 15
2. TEAS V results must be submitted electronically through ATI or on file by October 30

To be included in the March applicant pool:

3. Application must be submitted by March 15
4. TEAS V results must be submitted electronically through ATI or on file by April 30

ADMISSION REQUIREMENTS

Qualifying Requirements

Step 1:

Students must be in good academic standing (not on academic probation) to be eligible for application to the nursing program at Ventura College.

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. Official transcripts from all colleges attended must be on file at Ventura College by September 15 or March 15 to be considered (official transcripts from Ventura College, Moorpark College, or Oxnard College are not required). Official high school transcripts will be required only if using Chemistry from High School to apply.
   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.

Step 2:

All of the following must be completed before applying to the program. (Ventura College courses are listed with the comparable courses from Moorpark (*MC*) and Oxnard (*OC*) Colleges)

1. Anatomy: college anatomy with laboratory (4 semester units), with a minimum grade of C: ANAT V01 (*MC*: ANAT M01; *OC*: ANAT R101). **Note**: Enrollment in either BIOL V01/V01L or BIOL V03 is strongly recommended prior to or concurrently with ANAT V01 to improve performance in both ANAT V01 and the TEAS test.
2. Chemistry - one year of high school or one semester of college chemistry with laboratory, with minimum grades of C: CHEM V20-V20L or CHEM V30-V30L (*MC*: CHEM M11 or M12 or M12H; *OC*: CHEM R104 or R110).
3. Math - completion of an intermediate algebra or greater course, with a minimum grade of C: MATH V03 or MATH V12 or MATH V13B or MATH V35 (*MC*: MATH M03 or M03B; *OC*: MATH R014 or R014B).
4. Microbiology - college bacteriology/microbiology with laboratory (4 semester units), with a minimum grade of C: MICR V01; (*MC*: MICR M01; *OC*: MICR R100-R100L).
5. Physiology - college physiology with laboratory (4 semester units), with a minimum grade of C: PHSO V01 (*MC*: PHSO M01; *OC*: PHSO R101).
6. 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 ("W") in any of the core biological science courses.
7. CNA: current certification as a nursing assistant (CNA) in California or equivalent.
8. Attainment of the "success score" on the state mandated diagnostic assessment test, the Test of Essential Academic Skills (TEAS V).

Step 3:

The following must be completed before entering the nursing program or completed concurrently with Nursing Science NS V10:

1. Growth and development across the lifespan: CD V03 or PSY V05 (*MC*: PSY M07; *OC*: PSY R108).

Step 4:

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 are listed with the comparable courses from Moorpark (*MC*) and Oxnard (*OC*) Colleges.

1. ANTH V02 or SOC V01 or V02 or V03 or AES V11 (*MC*: ANTH M02 or SOC M01 or M02 or M08; *OC*: ANTH R102 or SOC R101or R102 or R103);
2. PSY V01 (*MC*: PSY M01; *OC*: PSY R101);
3. ENGL V01A (ENGL V02 or V03 not acceptable) (*MC*: ENGL M01A or MO1AH; *OC*: ENGL R101);
4. COMM V01 or V10 (*MC*: COMM M01 or M02 or M07; *OC*: COMM R101);
5. Complete the approved Ventura College general education courses from the following areas:
    - American history and institutions, Area B1 (three units);
    - Humanities Area C1 and C2 (six units);
    - Physical Education/Kinesiology, Area E2 (one course).

All applicants must contact the nursing counselor for specific admission information regarding the ADN program.

Admission Process

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 a second deferment must reapply and receive a new random number assignment.

Nursing Clearance Requirements

Admission is dependent on clearance of the following requirements:

• A physical examination demonstrating that the student is physically fit. 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 Nursing Program.

• Proof of immunity to rubella, rubeola, mumps, and varicella.

• Completion of the hepatitis B vaccine series (or a signed declination) 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, diptheria and pertussis vaccinations (TDAP) are also required. Costs for immunization tracking service must be borne by student.

• Current CPR certification for Health Care Provider (American Heart Association) or Professional Rescuer (American Red Cross) 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 academic year.

• Criminal background checks prior to entry into the program and participation 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.

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.

• Drug and alcohol screening clearance prior to entering the Nursing Program. This is a requirement of the clinical agency partners. Cost for this testing must be borne by the student and are approximately $50.00.

• 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.

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 and become eligible 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. All advanced placement applicants must meet the ADN program prerequisites and course requirements. Advanced placement applicant students are not accepted into the last semester of the nursing program. 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.

LVN-RN Advanced Placement Program

The Advanced Placement program is for students who currently possess a LVN license. 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 challenge requirements and applications.

Offered is an Associate Degree in Nursing with a program of clinical components in which the student cares for patients in the acute care and community settings. 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. A licensed Registered Nurse (RN) may seek employment in an entry-level staff nurse position in a variety of health care settings. An additional 30 unit option is available to LVN's.

LVN to RN 30-UNIT OPTION (CA BRN 1429)

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 a nursing counselor for an individual evaluation of eligibility. Students who complete this option (26 units) and choose not to complete the degree requirements are eligible to take the NCLEX-RN licensing examination after completion of content required for licensure. The student is NOT A GRADUATE of the nursing program and DOES NOT RECEIVE A DEGREE. This status will not change even if the student goes on to obtain a degree. The student may also have difficulty applying to a college/university for an advanced degree. 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 with the program director for objective counseling that includes admission process, course requirements, and the advantages/disadvantages of this route to licensure.

The following curriculum is required for LVN 30-unit students at Ventura College:

REQUIRED COURSES:
Prerequisites (A minimum grade of C is mandatory in each course)

		Units
MICR V01	General Microbiology	4
PHSO V01	Introduction to Human Physiology	4
Nursing Courses		
NS V31	The Nursing Process Applied to the Client with Health Care Deviations II	9
NS V41	The Nursing Process Applied to the Client with Health Care Deviations III	9
		26

Ethical Expectations

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.

Travel Expectations

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.

Technology/Computer Expectations

Nursing is a highly technical field requiring technology/computer skills. A computer with internet access and Microsoft Word is required for the nursing program. In addition, the nursing student will be accomplished in the following technological skills: word processing, printing, faxing, scanning, online searches, database searches, internet searches, uploading, downloading, email, spell-check, grammar-check, and Desire2Learn (D2L). Computer skills are expected to be demonstrated at program entry.

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 from conception to death. 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 8.5 Units

Prerequisite*: admission to ADN program; ANAT V01; MICR V01; PHSO V01; CD V03 or PSY V05 or concurrent enrollment*
Recommended preparation*: the Board of Registered Nursing may deny licensure to those with criminal records.*
Limitations*: 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*
Hours: *4.5 lecture, 12 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 patient to improve and/or maintain his/her potential in a diverse cultural context, from birth to death. 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.
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*
Recommended preparation: *the Board of Registered Nursing may deny licensure to those with criminal records*
Limitations: *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*
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.
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*
Recommended preparation: *the Board of Registered Nursing may deny licensure to those with criminal records*
Limitations: *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*
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.
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 9.5 Units

Prerequisite: *NS V10*
Recommended preparation: *the Board of Registered Nursing may deny licensure to those with criminal records.*
Limitations: *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*
Hours: *4.5 lecture, 15 laboratory weekly*
This course utilizes Orem's Self-Care Deficit Theory of Nursing (S-CDTN) and the nursing process to focus on 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 patients, newborns, children, and families. Principles of therapeutic intervention, basic conditioning factors, and communication with and care of the patient from birth to death 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 9 Units

Prerequisite: *NS V20*
Recommended preparation: *the Board of Registered Nursing may deny licensure to those with criminal records*
Limitations: *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*
Hours: *5 lecture, 12 laboratory weekly*
This course utilizes Orem's Self-Care Deficit Theory of Nursing (S-CDTN) and the nursing process to focus on patients 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, and emphasizing the goal of fostering self-care agency of each patient. Principles of therapeutic intervention, basic conditioning factors, and communication with and care of the patient from birth to death 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 9 Units

Prerequisite: *NS V20*
Recommended preparation: *the Board of Registered Nursing may deny licensure to those with criminal records*
Limitations: *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*
Hours: *5 lecture, 12 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, and emphasizing the goal of fostering self-care agency of each patient. Principles of therapeutic intervention, basic conditioning factors, and communication with and care of the patient from birth to death 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 9 Units

Prerequisite: *NS V30*
Recommended preparation: *the Board of Registered Nursing may deny licensure to those with criminal records*
Limitations: *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*
Hours: *4 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, and 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 patient from birth to death 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.
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 — 9 Units

Prerequisite: *NS V30*
Recommended preparation: *the Board of Registered Nursing may deny licensure to those with criminal records*
Limitations: *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*
Hours: *4 lecture, 15 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, and partially compensatory and wholly compensatory actions, including aspects of critical care. The goal of fostering the patient's self-care agency is emphasized. Principles of therapeutic interventions, basic conditioning factors, and communication with and care of the patient from birth to death 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.
Field trips will be required. Formerly NS V40C. Transfer credit: CSU.

NS V70 - OBSTETRIC NURSING — 2 Units

Limitations: *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 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 patients, 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 V84C - SUCCESS STRATEGIES FOR NS V30 — 2 Units

Corequisite: *NS V30*
Hours: *2 lecture weekly*
This course introduces strategies that promote success in NS V30. 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. Emphasis is on the care of the patient with health deviations related to solitude and social interaction, normalcy, activity/rest, and hazards, along with care of the psychiatric patient across the lifespan.
Offered on a pass/no pass basis only. Not applicable for degree credit.

NS V84D - SUCCESS STRATEGIES FOR NS V40 — 1.5 Units

Corequisite: *NS V40*
Hours: *1.5 lecture weekly*
This course introduces strategies that promote success in NS V40. 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. Emphasis is on the care of the patient with health deviations related to air, activity, and rest along with care of the critically ill patient from birth to end of life.
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. Symptomotology, 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 Units

Limitations: *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. Student must successfully pass the Test of Essential Academic Skills (TEAS V) with a minimum score of 62% the first time or TEAS remediation is required. Student must also pass a clinical skills assessment prior to entry.*
Hours: *1 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 patient 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 patient from birth to death 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.
Field trips may be required.

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.
Field trips may be required. 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. Formerly NS 90. Transfer credit: CSU.

NS V95 - NURSING SCIENCE INTERNSHIP I 1-4 Units

Prerequisite: *NS V10*
Corequisite: *enrolled in a minimum of 7 units to include internship*
Limitations: *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*
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. 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*
Corequisite: *enrolled in a minimum of 7 units to include internship*
Limitations: *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*
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. 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) 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

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

REQUIRED COURSES:		**Units**
EMT V01	Emergency Medical Technician	8.5
PM V01	Paramedic Theory	18.5
PM V02	Paramedic Clinical Laboratory	18.5

REQUIRED ADDITIONAL COURSE(S):
Select one (1) of the following groups and complete all courses listed:

GROUP A		
ANAT V01	General Human Anatomy	4
PHSO V01	Introduction to Human Physiology	4
GROUP B		
ANPH V01	Introduction to Human Anatomy and Physiology	5
TOTAL		**50.5-53.5**

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.

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 MO1AH 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 V11B (MATH M01 or M01B –MC; MATH R011–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 certification 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. Diptheria-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 $110.00 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 3.0 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*
Recommended preparation: *the state of California Emergency Medical Services Authority may deny licensure to those with criminal records*
Limitations: *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*
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.
Field trips will be required. Formerly PM 1.

PM V02 - PARAMEDIC CLINICAL LABORATORY 18.5 Units

Prerequisite: *PM V01*
Recommended preparation: *the state of California Emergency Medical Services Authority may deny licensure to those with criminal records*
Limitations: *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*
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.
Field trips may be required. 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.

PM V95 - PARAMEDIC INTERNSHIP 1-4 Units

Corequisite: *enrolled in a minimum of 7 units to include internship*
Recommended preparation: *completion of or concurrent enrollment in one course in the discipline; and the state of California Emergency Medical Services Authority may deny licensure to those with criminal records*
Limitations: *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*
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. Offered on a pass/no pass basis only.

PHILOSOPHY

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

C-ID: *PHIL 100*
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

C-ID: *PHIL 120*
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**

C-ID: *PHIL 130*

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**

C-ID: *PHIL 140*

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, Rinzai and Soto, and an introduction to fundamental Zen practices, such as zazen, koans, shikantaza, sesshin and dokusan.

Transfer credit: CSU

PHIL V10 - WORLD MYTHOLOGY **3 Units**

Hours: *3 lecture weekly*

This course explores myths, legends, and traditional stories from worldwide sources, including: African, Asian, European, Meso-American, Middle Eastern, Native American, and South American among others. Recurring symbols, themes, and concepts will be examined, both independently and cross-culturally, in terms of their appearance in folklore, ritual, religion, literature and art.

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.

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.

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. 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:		Units
ART V11A	Color and Design: Two-Dimensional Design	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 V73A/ ART V73A	Digital Imaging	3
TOTAL		**27**

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, V12A, V20C, V43A; 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:

- 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: *2 lecture, 4 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.

Field trips may be required. Formerly Photo 1. Transfer credit: CSU; UC; credit limitations - see counselor.

PHOT V02 - BEGINNING PHOTOGRAPHY WITH DIGITAL TECHNIQUES 3 Units

Hours: *2 lecture, 4 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.

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: *2 lecture, 4 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.

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: *2 lecture, 4 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.

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: *2 lecture, 4 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.

Field trips may be required. Formerly Photo 6A. Transfer credit: CSU.

PHOT V06B - INTRODUCTION TO COLOR PHOTOGRAPHY II 3 Units

Prerequisite: *PHOT V06A*
Hours: *2 lecture, 4 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.

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

Recommended preparation: *PHOT V01*
Hours: *2 lecture, 4 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.

Field trips may be required. Formerly Photo 8. Transfer credit: CSU.

PHOT V09A - APPLIED PHOTOGRAPHY 3 Units

Prerequisite: *PHOT V04A*
Hours: *2 lecture, 4 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.

Field trips may be required. Formerly Photo 9A. Transfer credit: CSU.

PHOT V09B - APPLIED PHOTOGRAPHY II 3 Units

Prerequisite: *PHOT V09A*
Hours: *2 lecture, 4 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.

Field trips may be required. Formerly Photo 9B. Transfer credit: CSU.

PHOT V70A - ADOBE PHOTOSHOP I FOR DIGITAL AND FINE ART 3 Units

Recommended preparation: *ART V11A and/or ART V12A and computer fundamentals*
Hours: *2 lecture, 4 laboratory weekly*

This course is designed for students who desire hands-on experience in industry-standard digital image processing software. The image correction and manipulation software gives students an understanding of the tools and techniques needed to produce professional quality results for print and Web images. Students will complete technical tutorials, create a CD-ROM cover, Web banners, and a final print or Web project.

Field trips may be required. Formerly MM V74A. Same as ART V70A. Transfer credit: CSU.

PHOT V70B - ADOBE PHOTOSHOP II FOR DIGITAL AND FINE ART **3 Units**

Prerequisite: *ART V70A or PHOT V70A*
Recommended preparation: *ART V11A and/or ART V12A and computer fundamentals*
Hours: *2 lecture, 4 laboratory weekly*
This course is designed as a hands-on, intermediate course in the technical and artistic aspects of Adobe Photoshop. Students will learn intermediate tools and techniques needed to produce professional quality results for print and Web images. The course will include independent creative projects comprised of written proposals, timelines, and storyboarding.
Field trips may be required. Formerly MM V74B. Same as ART V70B. Transfer credit: CSU.

PHOT V73A - DIGITAL IMAGING **3 Units**

Prerequisite: *ART V11A or ART V69; and ART V12A*
Recommended preparation: *ART V70A or equivalent skills; and computer fundamentals*
Hours: *2 lecture, 4 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.
Field trips may be required. Formerly PHOT V73. Same as ART V73A. 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.
Field trips may be required.

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.
Field trips may be required. 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.
Field trips may be required. Formerly Photo 90. Transfer credit: CSU.

PHYSICAL SCIENCE

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 PhySci 1. Transfer credit: CSU; UC; credit limitations - see counselor.

PHYSICS

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: ALGEBRA/TRIGONOMETRY-BASED **4 Units**

Prerequisite: *MATH V05 with a grade of C or better; 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 is the first semester of a two-semester algebra/trigonometry based-sequence. It is intended for students needing a one-year course in general physics as a requirement for their major program (Not for students majoring in physics, engineering, or mathematics). Core topics include: kinematics, dynamics, work and energy, momentum, fluids, simple harmonic motion, waves, heat, and temperature.
Formerly Phys 2A. Transfer credit: CSU; UC; credit limitations - see counselor.

PHYS V02AL - GENERAL PHYSICS I LABORATORY: ALGEBRA/TRIGONOMETRY-BASED 1 Unit

Corequisite: *PHYS V02A*
Hours: *3 laboratory weekly*
This is the first semester laboratory course of a two-semester algebra/trigonometry based-sequence. It is intended for students needing a one-year course in general physics as a requirement for their major program (Not for students majoring in physical sciences, engineering, or mathematics). Core topics include: kinematics, dynamics, work and energy, momentum, fluids, simple harmonic motion, waves, heat, and temperature.
Formerly Phys 2AL. Transfer credit: CSU; UC; credit limitations - see counselor.

PHYS V02B - GENERAL PHYSICS II: ALGEBRA/TRIGONOMETRY-BASED 4 Units

Prerequisite: *PHYS V02A-V02AL with grades of C or better*
Corequisite: *PHYS V02BL*
Hours: *4 lecture weekly*
This course is the second semester of a two-semester algebra/trigonometry based-sequence. It is intended for students needing a one-year course in general physics as a requirement for their major program (Not for students majoring in physical sciences, engineering, or mathematics). Core topics include: electricity, magnetism, optics, atomic and nuclear physics, and modern physics.
Formerly Phys 2B. Transfer credit: CSU; UC; credit limitations - see counselor.

PHYS V02BL - GENERAL PHYSICS II LABORATORY: ALGEBRA/TRIGONOMETRY-BASED 1 Unit

Corequisite: *PHYS V02B*
Hours: *3 laboratory weekly*
This is the second semester laboratory course of a two-semester algebra/trigonometry based-sequence. It is intended for students needing a one-year course in general physics as a requirement for their major program (not for students majoring in physical sciences, engineering, or mathematics.) Core topics include: electricity, magnetism, optics, atomic and nuclear physics, and modern 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 FOR SCIENTISTS AND ENGINEERS 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*
Recommended Preparatoin: *concurrent enrollment in MATH V21B*
Hours: *4 lecture weekly*
This course is the first semester of a three-semester calculus-based sequence intended for students majoring in physical sciences, engineering, and mathematics. Core topics include an introduction to kinematics, dynamics, work and energy, momentum, rotation, gravitation, simple harmonic motion, and the statics and dynamics of ideal fluids.
Field trips may be required. Formerly Phys 4. Transfer credit: CSU; UC; credit limitations - see counselor.

PHYS V04L - MECHANICS LABORATORY FOR SCIENTISTS AND ENGINEERS 1 Unit

Corequisite: *PHYS V04*
Hours: *3 laboratory weekly*
This is the first laboratory course in a three semester calculus-based sequence intended for students majoring in physical sciences, engineering, and mathematics. Core topics include experiments in kinematics, dynamics, work and energy, momentum, rotation, gravitation, and simple harmonic motion.
Formerly Phys 4L. Transfer credit: CSU; UC; credit limitations - see counselor.

PHYS V05 - ELECTRICITY AND MAGNETISM FOR SCIENTISTS AND ENGINEERS 4 Units

Prerequisite: *MATH V21B with grade of C or better; and PHYS V04-V04L with grades of C or better*
Corequisite: *PHYS V05L*
Recommended Preparation: *Concurrent enrollment in MATH V21C*
Hours: *4 lecture weekly*
This course is the second semester of a three-semester calculus-based sequence intended for students majoring in physical sciences, engineering, and mathematics. Core topics include electrostatics, magnetism, DC and AC circuits, Maxwell's equations and electromagnetic waves.
Field trips may be required. Formerly Phys 5. Transfer credit: CSU; UC; credit limitations - see counselor.

PHYS V05L - ELECTRICITY AND MAGNETISM LABORATORY FOR SCIENTISTS AND ENGINEERS 1 Unit

Corequisite: *PHYS V05*
Hours: *3 laboratory weekly*
This course is the second semester laboratory portion of a three-semester calculus-based sequence intended for students majoring in physical sciences, engineering, and mathematics. Core activities include investigations in electric and magnetic fields, electronic components, DC and AC circuits, and electrical signal measurements.
Formerly Phys 5L. Transfer credit: CSU; UC; credit limitations - see counselor.

PHYS V06 - OPTICS, HEAT, AND MODERN PHYSICS FOR SCIENTISTS AND ENGINEERS 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 is the third semester of a three-semester calculus-based sequence intended for students majoring in physical sciences, engineering, and mathematics. Core topics include optics, heat, and modern physics.
Formerly Phys 6. Transfer credit: CSU; UC; credit limitations - see counselor.

PHYS V06L - OPTICS, HEAT AND MODERN PHYSICS LABORATORY FOR SCIENTISTS AND ENGINEERS 1 Unit

Corequisite: *PHYS V06*
Hours: *3 laboratory weekly*
This course is the third semester laboratory portion of a of a three-semester calculus-based sequence intended for students majoring in physical sciences, engineering, and mathematics. Core topics include optics, heat, and modern 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.
Field trips may be required.

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.
Field trips may be required. 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. 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.

POLICE SCIENCE

POSC V01 - BASIC LAW ENFORCEMENT ACADEMY 32 Units

Enrollment Limitation: *Enrollment is limited to those students who meet state screening requirements as outlined in the Government Code, California Penal Code and the Commission on Peace Officer Standards and Training Administrative Manual.*
Hours: *21.5 lecture, 30.5 laboratory weekly*
This is a basic training course for new law enforcement officers which includes administration of justice, patrol procedures, firearms, defensive tactics, physical training, First Aid, cardiopulmonary resuscitation (CPR), traffic investigation, water safety, and driver training. This course covers the 910 hours required by the Ventura County Sheriff's Department POST Certification.
Field trips will be required.

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.

Associate in Arts Degree
POLITICAL SCIENCE FOR TRANSFER

The Associate in Arts in Political Science for Transfer Degree (Political Science 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 Political Science for Transfer Degree may transfer to a CSU Campus to complete a Bachelor's Degree in Political Science, History Law, or International Studies or similar programs.

To earn a Political Science 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-CSU) 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 on transfer courses.
3. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis. *Although a "P" grade is allowed (Title 5, Section 55063), it is recommended that students take the course for a letter grade (A, B, or C) due to unit limitations on "P/NP" courses.*
4. Complete a minimum of 12 units in residency at the college granting the degree.

REQUIRED CORE (3 units):		**UNITS**
POLS V01	American Government	3

LIST A (9-10 Units):
Select three (3) courses from the following:

POLS V04	Introduction to Political Theory	3
POLS V02	Comparative Government	3
POLS V05	Introduction to International Relations	3
POLS V03	Introduction to Political Science	3

Any one of the following: (3-4)

SOC V07	Sociological Analysis	3
OR		
PSY V04	Introductory Statistics for the Social and Behavioral Sciences	4
OR		
MATH V44	Elementary Statistics	4

LIST B (6-7 Units):
Select two (2) course from the following:
Any courses not selected above, any CSU transferable political science courses and/or other courses that are articulated as lower division preparation for the political science major at CSU, or any CSU transferrable introductory course in the social sciences (CSU GE Area D). 6-7

Please refer to CSU General Education-Breadth Certification (may be found in the Counseling Office or in the VC Catalog on page 71).

Major Units	18-20
CSU General Education or IGETC-CSU Pattern	37-39
Electives (CSU transferrable units to reach 60)	
Double-Counted Units	(13-14)
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.

For other course descriptions, see Mathematics, Psychology, and Sociology

PROGRAM STUDENT LEARNING OUTCOMES

Upon Successful completion of the **Political Science** program, students will be able to:

- Analyze key political concepts and ideas.
- Understand the role of governmental institutions.
- Evaluate key political issues.

COURSE DESCRIPTIONS

POLS V01 - AMERICAN GOVERNMENT **3 Units**

C-ID: *POLS 110*
Hours: *3 lecture weekly*
This course surveys United States and California government and politics including political institutions and processes, political actors, political behavior, public policy, 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 United States and California government & politics, 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

C-ID: *POLS 130*
Hours: *3 lecture weekly*
This course comparatively analyzes the origins and development of selected political systems of the world, including their history, constitutional principles, political ideologies, institutions, parties, policies, as well as the environments in which political decisions are made and their consequences.
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 subfields within political science, and familiarizes students with basic political concepts, political ideologies, and political systems. Special attention is placed on the interaction between 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 well. 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

C-ID: *POLS 120*
Hours: *3 lecture weekly*
This course traces the development of key concepts in political theory and various theoretical approaches to politics. Analysis includes examination of key concepts 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 debates 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. Lastly, the course examines the relevance of political philosophy to contemporary society.
Formerly PolSci 6. Transfer credit: CSU; UC.

POLS V05 - INTRODUCTION TO INTERNATIONAL RELATIONS 3 Units

C-ID: *POLS 140*
Hours: *3 lecture weekly*
This course presents an introductory inquiry into the field of international relations theory. Analyses will be made of how and why countries interact officially and unofficially in a condition of war, peace, and change. Examination will also be made of national, international, transnational, and sub-national actors, and their institutions, interactions, and process as they relate to global issues. 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; UC.

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; UC.

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 AND MASS MOVEMENT 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.

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.

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.
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. 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. 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. 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 Ar ts 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 par ticular campus or major.

A student graduating with an Associate in Ar ts 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-CSU) 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 on transfer courses.
3. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis. *Although a "P" grade is allowed (Title 5, Section 55063), it is recommended that students take the course for a letter grade (A, B, or C) due to unit limitations on "P/NP" courses.*
4. Complete a minimum of 12 units in residency at the college granting the degree.

REQUIRED CORE: 10 Units		Units
PSY V01	Introduction to Psychology	3
PSY V07	Introduction to Research Methods in Social and Behavioral Sciences	3
PSY V04	Introductory Statistics for the Social and Behavioral Sciences	4
OR		
MATH V44	Elementary Statistics	4
LIST A		
Select one (1) of the following courses (3-4 units):		
BIOL V01	Principles of Biology	3
AND		
BIOL V01L	Principles of Biology Laboratory	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):		
Any course from LIST A not already used		**3-4**
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
LIST C		
Select one (1) of the following courses (3 units):		
Any course from LIST A or LIST B not already used		**3-4**
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

Major Units	19-20
CSU General Education or IGETC-CSU Pattern	37-39
Electives (CSU transferrable units to reach 60)	
Double-Counted Units	(16-17)
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.

For other course descriptions, see Biology, Mathematics, and Sociology

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.
- 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.

COURSE DESCRIPTIONS

PSY V01 - INTRODUCTION TO PSYCHOLOGY — 3 Units

C-ID: *PSY 110*
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.

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

C-ID: *PSY 115*
Hours: *3 lecture weekly*
This course provides an introduction to theory, research, and practical application relevant to personal fulfillment, human relationships, and social functioning. Topics which will be studied are personality development; traditional and changing sex roles; intimate relationships; stress and stress management; personal and social achievement; and normal and abnormal reactions to modern society. Emphasis will be placed on recognizing typical patterns of personality development, with some attention given to fostering self-actualization and social contributions, while preventing deviant patterns.
Field trips may be required. Formerly Psych 2. Transfer credit: CSU; UC.

PSY V02SL - PERSONAL GROWTH AND SOCIAL AWARENESS: SERVICE LEARNING — .5 Unit

Corequisite: *PSY V02*
Hours: *.5 lecture weekly*
This course introduces students to the basic aims and processes of service learning as they relate to personal growth and social awareness. Topics will include the importance of community participation, oral and written communication skills, teamwork, leadership, and diversity awareness. Emphasis is also placed on critical reflection of the role of the student as an active citizen in his or her community.
Field trips will be required. Transfer credit: CSU.

PSY V03 - INTRODUCTION TO BIOLOGICAL PSYCHOLOGY — 3 Units

C-ID: *PSY 150*
Prerequisite: *PSY V01*
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 V03E or MATH V12 or MATH V13B or MATH V35 or 1 year of high school intermediate algebra (Algebra II) with grade of C or better*
Recommended preparation: *ENGL V01A*
C-ID: *SOCI 125*
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. 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

C-ID: *PSY 180*
Hours: *3 lecture weekly*
This course provides an overview of human development throughout the entire lifespan including conception through death. 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*
Recommended preparation: *ENGL V01A*
C-ID: *PSY 200*
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.

PSY V15 - INTRODUCTION TO ABNORMAL PSYCHOLOGY 3 Units

C-ID: *PSY 120*
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

C-ID: *PSY 130*
Hours: *3 lecture weekly*
This course will emphasize both the psychobiological and sociological aspects of human sexual behavior. The role of sex within a relationship will be explored, as well as sexual attitudes, lifestyles, and changing social roles. Course material will be presented in an explicit, open, scientific, and thoughtful manner.
Formerly Psych 25. Transfer credit: CSU; UC.

PSY V29 - INTRODUCTION TO PERSONALITY PSYCHOLOGY 3 Units

Hours: *3 lecture weekly*
This course is a comprehensive study of the concept of personality. The nature and development of personality 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

C-ID: *PSY 170*
Hours: *3 lecture weekly*
This course considers individual human behavior in relation to the social environment. The power of the situation, other individuals, the social group, and the individual's psychological processes will be examined. Emphasized topics include aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group phenomena, gender roles, cultural norms, person perception, and social cognition.
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.

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.
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. Formerly Psych 90. Transfer credit: CSU; for UC, determined after admission.

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.

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.
Formerly SL 89. Transfer credit: CSU.

SOCIOLOGY

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.

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-CSU) 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 on transfer courses.
3. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis. *Although a "P" grade is allowed (Title 5, Section 55063), it is recommended that students take the course for a letter grade (A, B, or C) due to unit limitations on "P/NP" courses.*
4. Complete a minimum of 12 units in residency at the college granting the degree.

REQUIRED CORE (3 units):		Units
SOC V01	Introduction to Sociology	3
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
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

Major Units	18-20
CSU General Education or IGETC-CSU Pattern	37-39
Electives (CSU transferrable units to reach 60)	
Double-Counted Units	(13-14)
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.

For other course descriptions, see American Ethnic Studies, Mathematics, and Psychology

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.

COURSE DESCRIPTIONS

SOC V01 - INTRODUCTION TO SOCIOLOGY 3 Units

C-ID: *SOCI 110*
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.

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

C-ID: *SOCI 115*
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.

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

C-ID: *SOCI 150*
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

C-ID: *SOCI 140*
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 instititions 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 considers individual human behavior in relation to the social environment. The power of the situation, other individuals, the social group, and the individual's psychological processes will be examined. Emphasized topics include aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group phenomena, gender roles, cultural norms, person perception, and social cognition.
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.

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.
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. 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. 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. Offered on a pass/no pass basis only. Transfer credit: for CSU, credit limitations - see counselor; for UC, determined after admission.

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

C-ID: *SPAN 100*
Hours: *5 lecture weekly*
This course is part of a sequence designed to provide introductory experiences in Spanish, including pronunciation, aural comprehension, oral and written communication, word usage and vocabulary, reading of prose and elementary principles of grammar. Special emphasis will be given to development of oral and aural skills through the use of communicative activities. Cultural material will be 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*
C-ID: *SPAN 110*
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 is 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.

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.
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. Formerly Span 90. Transfer credit: CSU; 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.
Formerly SS V89.

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 V92/BUS V40	Organizational Behavior	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 V17	Computer Applications	3
BUS V34	Exercise in Management Decision Making	3
BUS V45	Business Communications	3
SUP V81/BUS V44	Business English	3

TOTAL **18**

For other course descriptions, see Business

PROGRAM STUDENT LEARNING OUTCOMES

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

- Explain the fundamental principles of business.
- Examine various approaches to decision-making.
- Create, analyze, and interpret written and verbal communication in business applications.

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.
Formerly SUP V89.

SUP V92 - 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. Formerly SUP V96. Same as BUS V40. Transfer credit: CSU; credit limitations - see counselor.

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.
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.

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-CSU) 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 on transfer courses.
3. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis. *Although a "P" grade is allowed (Title 5, Section 55063), it is recommended that students take the course for a letter grade (A, B, or C) due to unit limitations on "P/NP" courses.*
4. Complete a minimum of 12 units in residency at the college granting the degree.

REQUIRED CORE (9 units):		Units
THA V01	Theatre Arts Appreciation	3
THA V02A	Fundamentals of Acting	3
Select one (1) of the following (3 units):		
THA V10A	Performance I	3
OR		
THA V11A	Production I	3
LIST A:		
Select three (3) of the following courses (9 units):		
THA V05A	Stagecraft I	3
THA V06A	Stage Make-up I	3
THA V20	Costume Design and History	3
THA V22A	Fundamentals of Stage Costuming I	3
THA V02B	Advanced Acting	3
OR		
THA V31A	Acting for Film and Television I	3
If not used in REQUIRED CORE:		
THA V10A	Performance I	3
THA V11A	Production I	3

Major Units	18
CSU General Education or IGETC-CSU Pattern	37-39
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.

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Proficiency Award
ACTING
(Awarded by the Department)

REQUIRED COURSES:		Units
THA V02A	Fundamentals of Acting	3
THA V02B	Advanced Acting	3
THA V14 /DANC V14	Movement for the Theatre	2
REQUIRED ADDITIONAL COURSES:		
Select six (6) units from the following courses with an emphasis on acting:		
THA V10A	Performance I	3
THA V10B	Performance II	3
THA V31B	Acting for Film and Television II	3
THA V90	Directed Studies in Theatre Arts	3
TOTAL		**17**

For other course descriptions, see Dance and Music

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Proficiency Award
COSTUME
(Awarded by the Department)

REQUIRED COURSES:		Units
THA V20	Costume Design and History	3
THA V22A	Fundamentals of Stage Costuming I	3
THA V22B	Fundamentals of Stage Costuming II	3
REQUIRED ADDITIONAL COURSES:		
Select three (3) units from the following courses with an emphasis on costume:		
THA V11A	Production I	3
THA V11B	Production II	3
THA V90	Directed Studies in Theatre Arts	3
TOTAL		**12**

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Proficiency Award
DIRECTING
(Awarded by the Department)

REQUIRED COURSES:		Units
THA V02A	Fundamentals of Acting	3
THA V05A	Stagecraft I	3
REQUIRED ADDITIONAL COURSES:		
Select six (6) units from the following courses with an emphasis on acting or technical theatre:		
THA V02B	Advanced Acting	3
THA V10A	Performance I	3
THA V10B	Performance II	3
THA V11A	Production I	3
THA V11B	Production II	3
THA V90	Directed Studies in Theatre Arts	3
TOTAL		**12**

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Proficiency Award
MAKE-UP
(Awarded by the Department)

REQUIRED COURSE:		Units
THA V05A	Stagecraft I	3
THA V06A	Stage Make-Up I	3
THA V06B	Stage Make-Up II	3
Select three (3) units from the following courses with an emphasis on make-up crew:		
THA V11A	Production I	3
THA V11B	Production II	3
THA V90	Directed Studies in Theatre Arts	3
TOTAL		**12**

Proficiency Award
TECHNICAL THEATRE PRODUCTION
(Awarded by the Department)

REQUIRED COURSE:		Units
THA V05A	Stagecraft I	3
THA V05B	Stagecraft II	3

REQUIRED ADDITIONAL COURSES:
Select three(3) units from the following courses with an emphasis on technical crew:

THA V10A	Performance I	3
THA V10B	Performance II	3
THA V11A	Production I	3
THA V11B	Production II	3
THA V90	Directed Studies in Theatre Arts	3

Select three (3) units from the following courses with an emphasis on technical theatre production:

THA V10A	Performance I	3
THA V10B	Performance II	3
THA V11A	Production I	3
THA V11B	Production II	3
THA V90	Directed Studies in Theatre Arts	3

TOTAL **12**

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 through collaboration as a member of a team to perform the work of others or to create an original work.
- Apply time-management and feedback skills to new and varied situations to complete a task.
- Recognize a problem, and devise and implement a plan of action.

COURSE DESCRIPTIONS

THA V01 - THEATRE ARTS APPRECIATION 3 Units

C-ID: *THTR 111*
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

C-ID: *THTR 151*
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.
Ventura College faculty has defined Acting as a family of courses which includes THA V02A, THA V02B, THA V31A, and THA V31B. A student may take a maximum of four (4) courses from a family.
Field trips may be required. Formerly ThA 2A. Transfer credit: CSU; UC.

THA V02B - ADVANCED ACTING 3 Units

Prerequisite: *THA V02A*
C-ID: *THTR 152*
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. Ventura College faculty has defined Acting as a family of courses which includes THA V02A, THA V02B, THA V31A, and THA V31B. A student may take a maximum of four (4) courses from a family.
Field trips may be required. Formerly ThA 2B. Transfer credit: CSU; UC.

THA V05A - STAGECRAFT I 3 Units

C-ID: *THTR 171*
Hours: *1.5 lecture, 4.5 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, prop master, sound engineer, lighting technician, and stage manager. Students will have the opportunity to apply design and construction principles in drama department productions.
Field trips may be required. Formerly THA V05. Transfer credit: CSU; UC.

THA V05B - STAGECRAFT II 3 Units

Prerequisite: *THA V05A*
Hours: *1.5 lecture, 4.5 laboratory weekly*
This course introduces advanced theory and practice of design and construction of stage scenery; and familiarization with the tools and materials employed by the stage designer, stage carpenter,prop master, sound engineer, lighting technician, and stage manager. Students will have the opportunity to apply design and construction principles in performing arts department productions.
Field trips may be required. Transfer credit: CSU.

THA V06A - STAGE MAKE-UP I 3 Units

C-ID: *THTR 175*
Hours: *1.5 lecture, 4.5 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, film and television productions.
Field trips may be required. Formerly THA V06. Transfer credit: CSU; UC.

THA V06B - STAGE MAKE-UP II 3 Units

Prerequisite: *THA V06A*
Hours: *1.5 lecture, 4.5 laboratory weekly*
This course includes advanced theory, demonstration, and practice in applying make-up for theatre, film, and television. It incorporates familiarizaion with make-up supplies, materials and techniques, and includes the practice in design and application of character make-up for theatre productions.
Field trips may be required. Transfer credit: CSU.

THA V10A - PERFORMANCE I 3 Units

Enrollment Limitation: *Audition and/or interview*
Hours: *1.5 lecture, 4.5 laboratory weekly*
This course provides supervised practical experience in an acting role in the preparation and performance of a Ventura College theatre production.
Ventura College faculty have defined Theatre Production and Performance as a family of courses which includes THA V10A, THA V10B, THA V11A, and THA V11B. A student may take a maximum of four (4) courses from a family.
Field trips may be required. Transfer credit: CSU; UC.

THA V10B - PERFORMANCE II 3 Units

Recommended Preparation: *THA V10A*
Enrollment Limitation: *Audition and/or interview*
Hours: *1.5 lecture, 4.5 laboratory weekly*
This course provides supervised practical experience in an acting role in the preparation and performance of a Ventura College theatre production.
Ventura College faculty have defined Theatre Production and Performance as a family of courses which includes THA V10A, THA V10B, THA V11A, and THA V11B. A student may take a maximum of four (4) courses from a family.
Field trips may be required. Transfer credit: CSU; UC.

THA V11A - PRODUCTION I 3 Units

Recommended Preparation: *THA V05A or THA V05B or THA V10A or THA V10B*
Enrollment Limitation: *Audition and/or interview*
Hours: *1.5 lecture, 4.5 laboratory weekly*
This course provides supervised practical experience in stage management, house management, construction, scenery, properties, costumes, lighting, sound, or running, or as a production assistant in the preparation and performance of a Ventura College theatre production.
Ventura College faculty has defined Theatre Production and Performance as a family of courses which includes THA V10A, THA V10B, THA V11A, and THA V11B. A student may take a maximum of four (4) courses from a family.
Field trips may be required. Formerly THA V10C. Transfer credit: CSU; UC.

THA V11B - PRODUCTION II 3 Units

Recommended Preparation: *THA V05A or THA V05B or THA V11A*
Enrollment Limitation: *Audition and/or interview*
Hours: *1.5 lecture, 4.5 laboratory weekly*
This course provides supervised practical experience in stage management, house management, construction, scenery, properties, costumes, lighting, sound, or running, or as a production assistant in the preparation and performance of a Ventura College theatre production. Ventura College faculty has defined Theatre Production and Performance as a family of courses which includes THA V10A, THA V10B, THA V11A, and THA V11B. A student may take a maximum of four (4) courses from a family.
Field trips may be required. Formerly THA V10D. Transfer credit: CSU.

THA V12 - STUDENT ONE-ACT PLAY FESTIVAL 2 Units

Hours: *1 lecture, 3 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. Formerly ThA 12.

THA V14 - MOVEMENT FOR THE THEATRE 1.5 Units

Hours: *1 lecture, 3 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. May be taken 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. Formerly ThA 21. Transfer credit: CSU; UC.

THA V22A - FUNDAMENTALS OF STAGE COSTUMING I 3 Units

Hours: *1.5 lecture, 4.5 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 dying and modification, mask-making, corset-making, and hat-making.
Field trips may be required. Formerly THA V22. Transfer credit: CSU; UC.

THA V22B - FUNDAMENTALS OF STAGE COSTUMING II 3 Units

Prerequisite: *THA V22A*
Hours: *1.5 lecture, 4.5 laboratory weekly*
This course teaches advanced 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 dying and modification, mask-making, corset-making, and hat-making.
Field trips may be required. Transfer credit: CSU.

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-c1ass writing exercises and script analyses.
Transfer credit: CSU.

THA V31A - ACTING FOR FILM AND TELEVISION I **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 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. Ventura College faculty has defined Acting as a family of courses which includes THA V02A, THA V02B, THA V31A, and THA V31B. A student may take a maximum of four (4) courses from a family.
Field trips may be required. Formerly THA V31. Transfer credit: CSU; UC.

THA V31B - ACTING FOR FILM AND TELEVISION II **3 Units**

Recommended preparation: *THA V31A*
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 and television media have on the craft and business of film and television acting at a more advanced level. The course will evolve through a series of practical scene study exercises that duplicate the actual experience of acting for film and television.
Ventura College faculty has defined Acting as a family of courses which includes THA V02A, THA V02B, THA V31A, and THA V31B. A student may take a maximum of four (4) courses from a family.
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.
Field trips may be required.

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.
Field trips may be required. 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. Formerly ThA 90. Transfer credit: CSU; for UC, determined after admission.

WATER SCIENCE

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

REQUIRED COURSES:		**Units**
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:

WASTEWATER OPTION:

WS V10	Basic Water and Wastewater Systems	3
WS V12	Wastewater Treatment	3
WS V13	Wastewater Collection	3

WATER OPTION:

WS V11	Water Treatment	3
WS V14	Water Distribution	3
WS V19	Advanced Water Treatment	3

TOTAL **28**

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.
- 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, adsorbtion, 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. 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. 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

REQUIRED COURSES:		**Units**
WEL V01	Introduction to Welding	2
WEL V02/ DRFT V02A	Blueprint Reading: Manufacturing	3

REQUIRED ADDITIONAL COURSES:
Select six (6) units from the following courses:

DRFT V04/ MT V04	Measurements and Computations	3
MT V15	Manufacturing Processes	3
WEL V20	Advanced Welding Applications	4
WEL V27/ ART V27	Metal Art Sculpture	3
WEL V30	Applied Metal Fabrication	2
WEL V65/ CT V65	Structural Steel and Welding Construction	3
WEL V66	Structural Steel Blueprint Reading	3
WEL V95	Welding Internship I	1-4
WEL V96	Welding Internship II	1-4

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

GROUP A

WEL V03	Arc and MIG Welding	8

GROUP B

WEL V13A-V13B	Arc and MIG Welding I & II	4-4

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

GROUP A

WEL V04	TIG and Flux Core Welding	8

GROUP B

WEL V14A-V14B	TIG and Flux Core Welding I & II	4-4

TOTAL	**27**

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).
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

Prerequisite: *WEL V01*
Hours: *4 lecture, 12 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.
Formerly WEL V03A.

WEL V04 - TIG AND FLUX CORE WELDING 8 Units

Recommended preparation: *WEL V03 or WEL V13B or equivalent*
Hours: *4 lecture, 12 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.
Formerly WEL V04A.

WEL V13A - ARC AND MIG WELDING I 4 Units

Prerequisite: *WEL V01*
Hours: *2 lecture, 6 laboratory weekly*
This is part I of a course in Arc and MIG welding. This course offers theory and introductory 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 VI3A will not receive credit in WEL V03.
Formerly Wel 13A.

WEL V13B - ARC AND MIG WELDING II 4 Units

Prerequisite: *WEL V13A*
Hours: *2 lecture, 6 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 build on techniques and skills learned in WEL V13A. Students may advance in 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.
Formerly Wel 13B.

WEL V14A - TIG AND FLUX CORE WELDING I 4 Units

Prerequisite: *WEL V01*
Recommended preparation: *WEL V03 or WEL V13B or equivalent*
Hours: *2 lecture, 6 laboratory weekly*
This is part I of a course in TIG and Flux Core welding. This course offers theory and introductory 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.
Formerly Wel 14A.

WEL V14B - TIG AND FLUX CORE WELDING II 4 Units

Prerequisite: *WEL V14A*
Hours: *2 lecture, 6 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 build on techniques and skills learned in WEL V14A. Students may advance in 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.
Formerly Wel 14B.

WEL V20 - ADVANCED WELDING APPLICATIONS 4 Units

Prerequisite: *WEL V01*
Recommended preparation: *WEL V04 or WEL V14B or equivalent*
Hours: *2 lecture, 6 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.

WEL V27 - METAL ART SCULPTURE 3 Units

Prerequisite: *ART V19 and WEL V01*
Hours: *1.5 lecture, 4.5 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.
Field trips may be required. Same as ART V27.

WEL V30 - APPLIED METAL FABRICATION 2 Units

Prerequisite: *WEL V01*
Hours: *1 lecture, 3 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.
Field trips may be required.

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.
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. 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. 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.
Field trips may be required. Formerly Wel 97.This is a Noncredit course, non-degree applicable.

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

NONCREDIT COURSES

Noncredit education is designed to support a student's growth through enhancing academic skills, personal development and employment opportunities through a variety of classes ranging from basic skills Math and English to employability skills, vocational preparation and job retraining. Enrollment in noncredit courses is free and continues throughout the school year. Noncredit courses follow the same curriculum approval process used for credit courses, and all classes are taught by qualified instructors.

APPLIED TECHNOLOGY AND EMPLOYABILITY BUSINESS ESSENTIALS

ATEB N106 - WORKPLACE AND BUSINESS ESSENTIALS

Hours: *5 laboratory weekly*

This course covers the skills which are essential to working in any type of business. It is intended to emphasize skills which enrich employees by strengthening their employability and increasing their promotional value. In this course students will learn business communication strategies, planning and organization, decision-making and problem-solving, conflict resolution, computer use for business tasks, business calculations, and risk management.

This is a noncredit course, non-degree applicable.

APPLIED TECHNOLOGY AND EMPLOYABILITY CAREER EXPLORATION

ATEC N101 - CAREER EXPLORATION AND DISCOVERY

Hours: *3 laboratory weekly*

This course provides students with insights for career exploration and development. It lays the groundwork for self-evaluation and discovery for the types of career pathways available and appropriate for the individual. The course will facilitate self-appraisal for matching interests and personal talents with appropriate career choices. In this course students will determine career goals based on self-assessment and exploration, and develop effective career planning strategies.

This is a noncredit course, non-degree applicable.

ATEC N105 - SKILLS FOR EMPLOYABILITY

Hours: *3 laboratory weekly*

This course enables the student to identify and strengthen the assets and attributes necessary for gaining and maintaining employment. The course focuses on employment preparation, employer expectations, the working environment, and proper workplace behavior and attire. In this course students will demonstrate appropriate attire for the workplace, demonstrate time management, explain their understanding of drug and alcohol (DOT) testing, complete an application, prepare a resume, perform a successful interview, and demonstrate understanding of appropriate workplace behavior.

This is a noncredit course, non-degree applicable.

APPLIED TECHNOLOGY AND EMPLOYABILITY MATHEMATICS

ATEM N102 - MATHEMATICS FOR EMPLOYMENT

Hours: *4 laboratory weekly*

This course is designed to present mathematics topics which are necessary for success in multiple career pathways, such as business, manufacturing, arts and entertainment, electronics, and various applied sciences.

This is a noncredit course, non-degree applicable.

APPLIED TECHNOLOGY AND EMPLOYABILITY PRINCIPLES OF TECHNOLOGY

ATET N104 - PRINCIPLES OF TECHNOLOGY

Hours: *3 laboratory weekly*

This course offers a survey of principles of technology and industrial techniques for the use of mechanical, fluid, electrical, thermal, and other forces. It includes the identification of common manufacturing applications and uses. In this course, students will learn about sketching technical problems, mechanical force and its use in industrial applications, mechanical advantage used in modern industry, and the technology of mechanical force, advantage, and technical processes.

This is a noncredit course, non-degree applicable.

ATET N107 - TECHNICAL REFERENCE INTERPRETATION AND BLUEPRINT READING

Hours: *3 laboratory weekly*

This course offers a survey of technical standards and techniques for reference and engineering drawings. It covers technical standards and symbols for the areas of study including manufacturing, welding, mechanics, hydraulics/pneumatics, and electronics. It includes the study of manufacturing processes and tools and the application of these tools in a manufacturing setting. Modern manufacturing document reading and interpretation will be covered. Students will describe and select appropriate standard symbols and techniques for producing technical sketches, blueprints, manufacturing operations, work orders, and inspection documentation, and identify typical manufacturing applications and uses in the manufacturing workplace.

This is a noncredit course, non-degree applicable.

ATET N108 - OCCUPATIONAL SAFETY IN THE WORKPLACE

Hours: *3 laboratory weekly*

This course offers a survey of the typical standards and techniques for working in, and maintaining, a safe work environment. This course will include the safe use of typical tools and machines found in an industrial setting. It prepares the student for applying industry safety standards for the areas of study and preparation for employment in the areas of manufacturing, welding, mechanics, hydraulics/pneumatics, chemical, and electrical, in accordance with Occupational Safety and Health Administration (OSHA) regulations. In this course students will learn health and safety procedures; the meaning of safety symbols, Material Safety Data Sheets (MSDS), and key safety terms and phrases; health and safety practices for storing, cleaning, and maintaining tools, equipment, and supplies; and regulations pertaining to the Occupational Safety and Health Administration (OSHA).

This is a noncredit course, non-degree applicable.

ATET N109 - TOOLS AND MACHINES IN INDUSTRY

Hours: *3 laboratory weekly*

This course is a survey of the principles of technical systems, tools, and machines. It includes the study of manufacturing processes and tools, and the application of these tools in a manufacturing setting. Simple machines and the modern tools of technology will be covered. In this course, students will learn to describe and select tools appropriate for producing products and doing work, follow safe operating protocols, identify common machines and tools, and describe the typical manufacturing process applications and uses of computer controlled machine tools.

This is a noncredit course, non-degree applicable.

APPLIED TECHNOLOGY AND EMPLOYABILITY WRITING

ATEW N104 - WRITING FOR EMPLOYMENT

Hours: *4 laboratory weekly*

This course covers the writing skills that are essential to working in any type of business. Emphasis is on the composition skills that are necessary for employees to strengthen their employability and increase their promotional value. The course will cover the formatting and grammar required for composing cover letters, email messages, notes, memos, and letters of resignation. The course also includes digital ethics and responsibility. In this course, students will learn to compose an email message, draft a memo, compose a resignation letter, write a note, draft a cover letter, write a personal statement, and write a business letter.

This is a noncredit course, non-degree applicable.

INTERDISCIPLINARY STUDIES

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. This is a noncredit course, non-degree applicable.

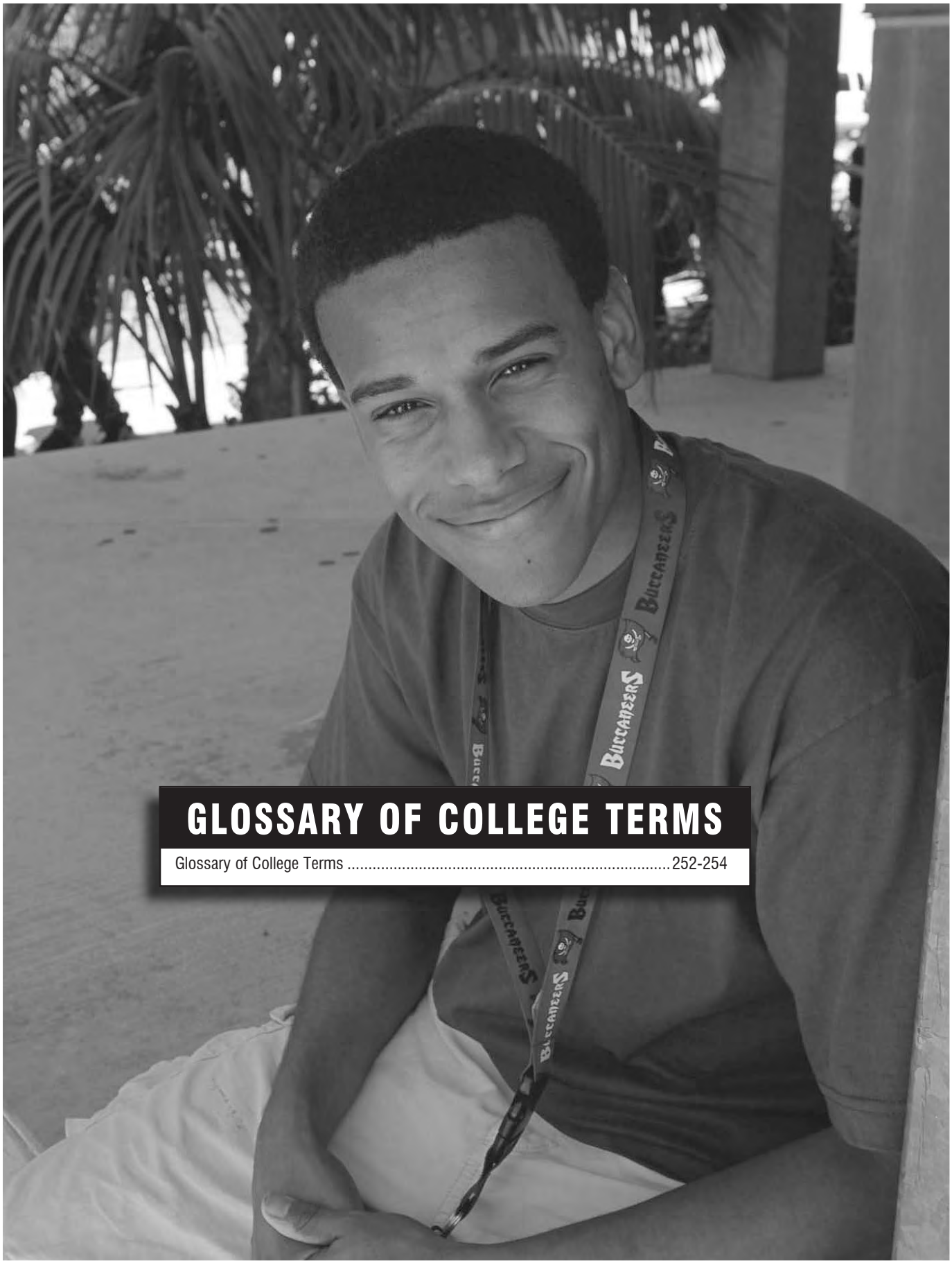
WELDING

WEL N94 - WELDING SPECIALTY

Hours: *by arrangement*

This course is designed to provide practicing welders opportunities to develop skills in a specialized area of the welding art.

Field trips may be required. Formerly Wel 97. This is a noncredit course, non-degree applicable.



GLOSSARY OF COLLEGE TERMS

Glossary of College Terms 252-254

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.

Abbreviated Educational Plan: A plan that identifies the courses a new student will take in their first one or two semesters. An abbreviated educational plan may be developed by a student with or without the help of an academic counselor, and is not approved by a counselor. Abbreviated educational plans are required for all new non-exempt students; however, a comprehensive educational plan will also satisfy this requirement.

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.

Add Authorization Code: Four-digit code received from an instructor that allows student to register in a closed class online using MyVCCCD student portal.

Adding a Closed Class: Students seeking entry to classes that are closed at the time they register are referred to the instructor.

Advanced Placement (AP): A program in the United States and Canada created by the College Board offering college-level curriculum and examinations to high school students. Colleges often grant placement and course credit to students who obtain high scores above a certain number on the examinations. To see the list of AP exams that Ventura College accepts toward the Associate Degree, see page 90 of the catalog or schedule an appointment with a counselor.

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. The recommendation is made by faculty and is intended to ensure that students are adequately prepared to successfully complete a particular course.

Area of Emphasis: Required In General Studies programs of study, an area of emphasis consists of 18 units in an area of concentration, with 6 of the 18 units coming from a single discipline to give the student more depth in their study.

Articulation: Contractual agreements between two or more schools. Articulation agreements between Oxnard 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.

ASSIST (www.assist.org): ASSIST stands for Articulation System Stimulating Inter-institutional Student Transfer. It is a website that shows how course credits earned at one public California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's public colleges and universities and provides the most accurate and up-to-date information about student transfer in California.

Associate Degree: An associate degree is an undergraduate academic degree awarded by community colleges, junior colleges, technical colleges, and some bachelor's degree-granting colleges and universities upon completion of a course of study usually lasting two years.

- Associate in Arts (A.A.)
- Associate in Science (A.S.)

Associate Degree for Transfer (ADT): is an undergraduate academic degree designed to guarantee admission to the CSU system. The degree consists of 60 CSU transferrable semester units including certified completion of general education requirements(CSU GE-Breadth/IGETC-CSU), major requirements, and electives (if needed). An Associate Degree for Transfer may be earned in academic and career technical education majors.

- Associate in Arts for Transfer (AA-T)
- Associate in Science for Transfer (AS-T)

Audit: Process by which a student may enroll in a class as an observer for information only. The student is not officially registered, and will not receive a grade. Audit enrollments do not satisfy degree, certificate or transfer requirements and do not appear on a student's transcript. See the Audit Policy in this catalog.

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 covers enrollment fees for eligible California residents, AB 1899 Victims of Trafficking, Domestic Violence and other Serious Crimes, AB 540 and AB 2000 Undocumented students.

By Arrangement: Courses, or part of a course, which include additional hours not yet scheduled.

Certificate of Achievement: A college-awarded 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.

College Level Examination Program (CLEP): A group of standardized tests created by the College Board that assess college-level knowledge in several subject areas that are administered at various colleges and universities across the United States. Some institution awards credit to students who meet the college's minimum qualifying score for that exam, which is typically 50, but it does vary by school and exam. To see the list of CLEP that Ventura College accepts toward the Associate Degree, see page 93 of the catalog or schedule an appointment with a counselor.

Comprehensive (Active) Educational Plan: A plan that identifies the courses a student must take to complete their informed program of study and reach their educational goals. The comprehensive educational plan is long enough to identify everything a student must do to achieve their educational goal. Comprehensive educational plans are required for all students who have completed 15 units of college coursework, and must be approved by an academic counselor during a counseling appointment.

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.

Credit by Exam: Process by which a student may meet a specific requirement through successful performance on a comprehensive exam. Students who are successful in challenging a course through credit by exam will receive units earned in the challenged course and a grade of "P" (Pass) will be posted to their academic transcript.

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).

DegreeWorks: is a Degree and Goal planning tool that will help educate and guide you as you make choices in your class schedule and educational goals here at the Ventura County Community College District.

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.

Elgibility Cap: A Pell Grant eligible student has 6 years (12 full-time semesters) of total Pell Grant lifetime eligibility. 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. A student becomes ineligible to receive a Pell grant as soon as reaching 600% of their Pell or the equivalent of 6 full time years. A first-time Federal Subsidized Student Loan borrower is no longer eligible for the Subsidized Student Loan program if he or she exceeds 150% of the published length necessary to graduate. In addition, a borrower reaching the 150% limit becomes ineligible for the interest subsidy benefits on all Federal Subsidized Loans disbursed to the borrower on or after July 1, 2013. Congress wants to encourage students to obtain undergraduate degrees within in a reasonable time frame. Students who change majors multiple times or, drop classes excessively or retake classes excessively are most likely to be affected by Public Law 121-141.

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 (GE): 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 Academic Standing: Defined solely for purposes of assigning enrollment priority as a student who has not been on academic or progress probation or dismissal for two consecutive terms. Students who are on probation for two consecutive terms will lose enrollment priority for the next term.

Good Standing: Indicates that the student's grade point average is a "C" or better (2.0 or better) and the percentage of entries of W, I, NC, and NP has not exceeded fifty percent (50%).

Grade Point Average (GPA): 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.

International Baccalaureate (IB): An international educational based system which offers individual subject exams to students who complete its diploma programs. Many US colleges and universities award credit for qualifying scores on these exams. To see the list of IB exams that Ventura College awards credit toward the Associate Degree, see page 92 of the catalog or schedule an appointment with a counselor.

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 (now known as Student Support Services): 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.

MESA: Mathematics, Engineering, Science Achievement program.

MyVCCCD: The student portal that provides access to a variety of services, tools and Infromation.

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.

Pell LEU: Pell Lifetime Eligibility Used - Pell Grant eligible student has 6 years (12 full-time semesters) of total Pell Grant lifetime eligibility. 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. A student becomes ineligible to receive a Pell grant as soon as reaching 600% of their Pell or the equivalent of 6 full time years.

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.

Primary Semesters: fall and spring

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.

Repeatability: Federal 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 a students' enrollment status for financial aid purposes, they may only repeat a previously passed course once (a total of two attempts). If a student enrolls in a previously repeated and passed course for a third time, this course will not count towards the student's enrollment for financial aid purposes. The State of California Community Colleges under Title 5 also has its own set of rules for Course Repetition Policy.

Schedule of Classes: Listing of college courses offered in a particular term. Includeds 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.

SULA: Subsidized Usage Limits Apply - A first-time Federal Subsidized Student Loan borrower is no longer eligible for the Subsidized Student Loan program if he or she exceeds 150% of the published length necessary to graduate. In addition, a borrower reaching the 150% limit becomes ineligible for the interest subsidy benefits on all Federal Subsidized Loans disbursed to the borrower on or after July 1, 2013. Congress wants to encourage students to obtain undergraduate degrees within in a reasonable time frame. Students who change majors multiple times or, drop classes excessively or retake classes excessively are most likely to be affected by Public Law 121-141

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.

Transfer Certification: Process by which a counselor at a community college evaluates a student's transcripts and verifies that they have met the CSU-GE Breadth or IGETC requirements for transfer to either a CSU or UC school. Transfer certification (also called GE certification) will be certified on the student's academic transcript by the Recordfs Office. Student must meet with a counselor to initiate this process.

Transfer Credit: Credit from one college that is accepted and applied toward a degree, certificate or program of study by another 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.

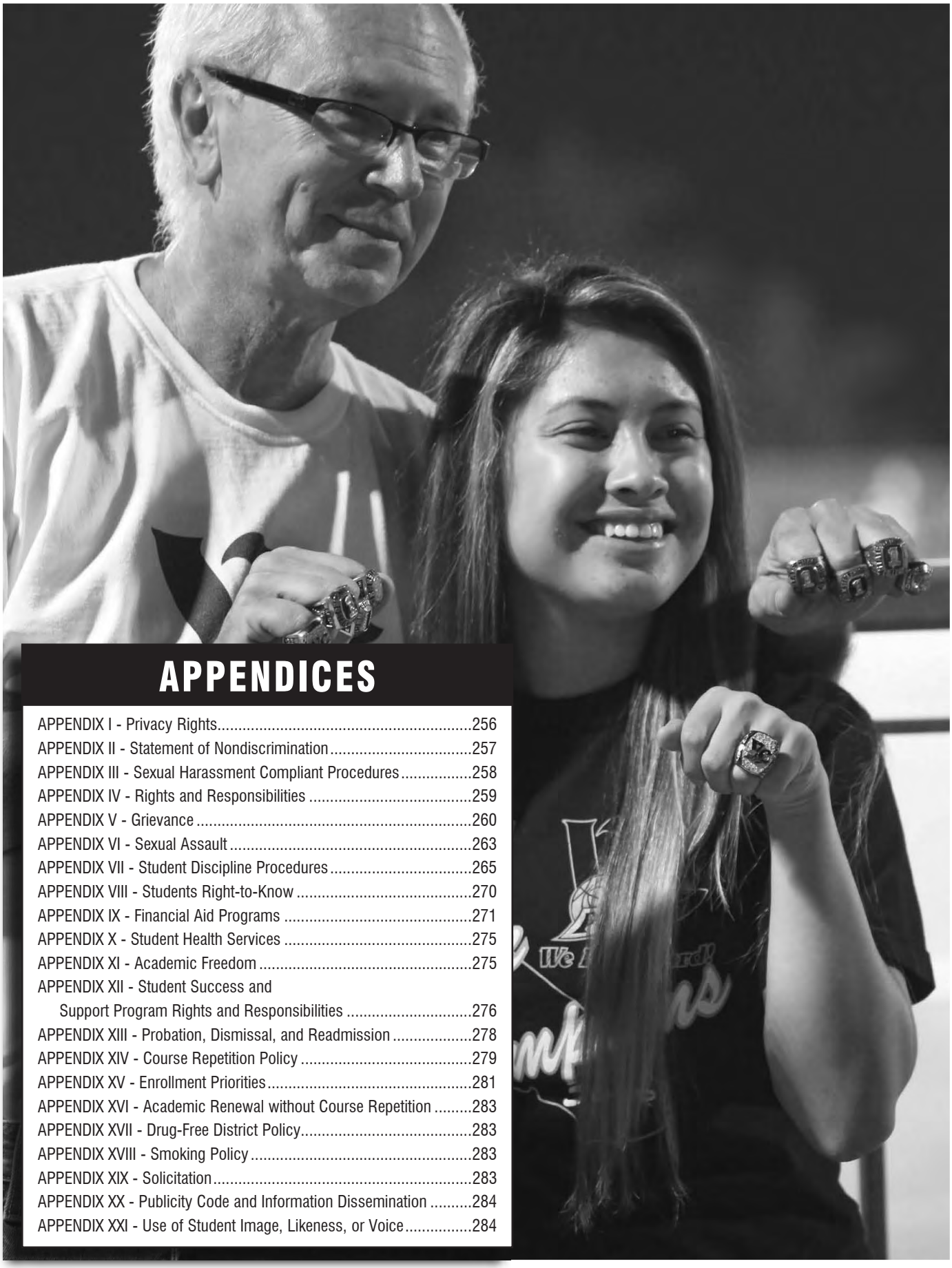
Units: The basic unit of credit is the semester unit which is equivalent to a credit hour. One credit hour of community college work is approximately three hours of recitation, study or laboratory work per week throughout a term. For practical purposes, the following terms are synonymous: Unit, semester 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.

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

Appendix II

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 the following protected classifications: race, age, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, military and veteran status, or association with individuals perceived having a protected class, 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 the Rehabilitation Act Amendments of 1974, Executive Order 11246 (as amended by Executive Order 11375), the Federal Age Discrimination Employment Act of 1967, 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) 289-6121.

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 person's right to free speech. The College actively seeks to educate staff members and students on the negative impacts of expressions of hatred or contempt, and discrimination. 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 and appropriate steps to investigate complaints of 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) 289-6464.

Appropriate Relationships

District employees should refrain from entering into intimate relationships with District colleagues if a reasonable person could conclude that an abuse of power exists or could potentially exist in that relationship. Supervisors are prohibited from romantic or physical relationships with subordinates over whom they may have influence over job performance, job assignments, promotional opportunities, or pay increases. Faculty and other District employees are prohibited from engaging in romantic or physical relationships with students for whom which they have responsibility for supervision, evaluation, instruction, counseling, or other oversight.

Equal Employment Opportunity Act

The Ventura County Community College District subscribes to and promotes the principles and implementation of equal employment opportunity and diversity.

Inquiries regarding related laws and regulations, and the corresponding Board policies may be directed to the:

Vice Chancellor of Human Resources
Ventura County Community College District
District Administrative Center
255 West Stanley Avenue, Suite 150
Ventura, California 93001
Phone: (805) 652-5510

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.

The Ventura County Community College District prohibits sexual harassment regardless of the status or relationship of the affected individual. It shall be a violation of this policy for any person, including faculty, employees, students and contractors, to engage in sexual harassment.

Disciplinary action, up to and including dismissal or expulsion, may be initiated for behavior described in the definition of harassment set forth in this policy.

Further, any retaliation against a student or employee for filing a harassment charge, making a harassment complaint or assisting 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 dismissal 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 Administrative Center. Students are encouraged to follow the same procedure.

B. Complaint Procedure

Any job applicant, student, employee, or contractor who believes he/she may have been the victim of harrassment should direct his/her concerns to any of the following individuals:

1. David Bransky, (805) 289-6153
2. Mary Jones, (805) 289-6147
3. Vice Chancellor of Human Resources, Ventura County Community College District: (805) 652-5510.

Any person who receives a harassment complaint, observes, or otherwise learns of harassing behavior in the work place must direct the complaint and/or the complainant to an Intake Facilitator at Ventura College or to the Associate Vice Chancellor of Human Resources at the District Administrative Office.

C. Investigative Procedure

The Sexual Harassment Intake Facilitator or the 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 may 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 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. Upon determination that a violation of this policy has occurred, prompt and 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) to include unwelcome sexual advances, requests for sexual favors, or any other visual, 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.
5. 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.

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/staff advisor who shall be chosen by the members of that organization and approved by the Executive Vice President of Student Learning or designee.
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:

All notices or posters must have an "approved for posting" stamp obtained from the Student Activities Office in the Campus Student Center. 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) community organizations and groups under the Civic Center Act. (Education Code, 16551-16556).
3. Reservation of college facilities shall be made through the Student Activities 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 Student Activities Specialist.
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 Maintenance & Operations Department. 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:

1. Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972.
2. Financial aid determinations made at the college or District level.
3. 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.
4. 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.

5. Violation of published District rules, Board Policies, and Administrative Procedures, except as set forth below.

This procedure does not apply to:

1. 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.
2. 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.
3. Appeals for residency determination. Residency appeals should be filed with the Admissions and Records Office.
4. Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.
5. Evaluation of the professional competence, qualifications, or job performance of a District employee.
6. 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

College Grievance Officer – The administrator in charge of student discipline and/or grievances, appointed by the College President, 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 – Days during which the District is in session and primary term classes are in session, excluding Saturdays and Sundays.

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 20 days of the incident on which the grievance is based, or 20 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, and shall be shared with the Grievant.

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, or designee, 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. The College President, or designee, 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, or designee, 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 10 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 names of the Grievance Hearing Committee shall be forwarded to the Grievant and the Respondent. They will each have 5 days to exercise the right to a preemptory challenge of a single committee member. After 5 days the right to challenge the committee composition will be deemed waived. Within 10 days of confirmation, 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 5 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 5 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 made within 10 days and 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 and written statements 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 shall have the right to be represented by a single advisor but not a licensed 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 Officer 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 with the Grievance Officer. The Grievance Officer shall assist with procedure but shall not be a voting member of the committee. 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 20 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. Sexual Assault Response and Information

If you have been sexually assaulted, it is important that you seek help immediately. If you are the victim of a sexual assault, please take the following steps:

- Go to a safe place as soon as possible.
- Contact the Campus Police as soon as possible.
- Call someone you trust to be with you, such as a relative, close friend, or rape crisis counselor.
- Try to preserve all evidence. Do not wash, use the toilet, or change clothing. If you do change clothes, place all clothing – outer clothing as well as inner – into a paper (not plastic) bag.
- Do not bathe, shower or douche.

The Campus Police will assist with obtaining medical attention, either at the hospital or the Student Health Center. A Rape Crisis Counselor will be available at the hospital.

Following are the phone numbers for the Campus Student Health Centers:

Moorpark College – (805) 378-1413

Oxnard College – (805) 986-5832

Ventura College – (805) 289-6346

Further resources are available at each Student Health Center.

5. 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.

6. List of Campus Services and Personnel Available to Assist with Incidents of Sexual Assault.

- Campus Police, (805) 289-6486
- Mary Jones, (805) 289-6147
- David Bransky, (805) 289-6153

7. 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.

8. 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.

9. 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, 66301, 72122, 76030, 76033, 76232

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 designee.

Day – Days during which the District is in session and primary term classes are in session, excluding Saturdays and Sundays.

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.

Student Code of Conduct

The purpose of these standards is to ensure a safe, respectful and productive learning environment for VCCCD students, staff, faculty and administrators. In order for the colleges and the district to fulfill their mission of student learning achievement, all employees must feel secure in their work setting. Student conduct that negatively impacts the ability of students to meet their educational goals or employees to carry out their professional job responsibilities will be subject to the terms of this procedure.

Definitions: The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

The procedures shall be made widely available to students through the college catalog and other means. Students who violate any of the following standards for student conduct while at the district office, on the college campus or during off-campus college-sponsored activities are subject to the procedures outlined in Administrative Procedures 5520: Student Discipline Procedures:

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 or designee.
3. Use, possession, 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. (Use or possession of medical marijuana is not allowed on any college property.)
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 (including e-cigarettes or use of similar mechanisms) in any area where smoking has been prohibited by law or by regulation of the college or the District.
9. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact, verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyber-bullying.
10. 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.
11. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized college activities.
12. Disruptive behavior, willful disobedience, profanity, vulgarity, lewd, or other offensive conduct, on campus or during campus sponsored activities.
13. The persistent defiance of authority or abuse of District/college personnel.
14. Academic dishonesty, cheating, or plagiarism.
15. Dishonesty, 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.
16. Unauthorized entry to or use of District/college facilities.
17. Engaging in expression which is obscene, libelous, or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college/District premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
18. Violation of District/college rules and regulations including those concerning student organizations, the use of District/college facilities, or the time, place, and manner (see AP 3900) of public expression or distribution of materials.
19. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
20. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording or photography 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.
21. 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).

Students who engage in any of the above are subject to the procedures outlined in AP 5520.

Faculty – Any academic employee of the District 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 written concurrence by all parties.

Definitions of Types of Discipline (listed in order of severity)

The following sanctions may be imposed upon any student found to have violated the Student Code of 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 or verbal notice to the student by the CSSO, or designee, 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, or designee, that the student has violated the Student Code of 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 that further violations may result in more severe disciplinary sanctions. A reprimand is permanently retained in the college discipline files.

Temporary Removal from Class – Exclusion of the student by Faculty for good cause for the day of the removal and the next class meeting or activity. [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.]

Immediate Interim Suspension –The College President or designee may order immediate suspension of a student for good cause from one or more classes and/or activities/programs, or from all classes and/or activities/programs of the college 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/programs, or from all classes and/or activities/programs of the college for up to the remainder of the semester and the following semester. A student suspended from all classes, activities and/or programs 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.]

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 Faculty 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 Faculty 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 Faculty may remove a student from his or her class for good cause for the day of the removal and the next class meeting or activity. The Faculty 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 Faculty regarding the removal prior to the day that the student is eligible to return to class. If the Faculty 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 or activity without the concurrence of the Faculty. 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. If the student is a minor, the college may contact the student's parent or guardian regarding any disciplinary referral. 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 Student Code of Conduct or Education Code that the student is accused of violating;
- a specific statement of the facts supporting the proposed discipline and;
- 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, and/or to respond in writing;
- 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 15 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 5 days of receiving notice and must occur within 10 days after the request is made. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond orally and/or in writing to the accusation to state why the proposed disciplinary action should not be taken.

Short-Term Suspension – Within 10 days after the delivery of the notice, or, if requested, 10 days after the meeting as to why the proposed disciplinary action should not be implemented, the CSSO shall decide whether to impose a short-term suspension, to impose some lesser disciplinary action, or to end the matter. Written notice of the CSSO's decision shall be provided to the student. 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 CSSO's decision regarding a short term suspension shall be final.

Long-Term Suspension – Within 10 days after the delivery of the notice, or, if requested, within 10 days of a meeting with the CSSO, or designee, 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. 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 10 days after the delivery of the notice, or, if requested, within 10 days of a meeting with the CSSO, or designee, 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 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.

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.

Hearing Procedures for Long-term Suspension and Expulsion

Request for Hearing – Within 5 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. If the request for hearing is not received within 5 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 20 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.

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 Academic Senate President, 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, or designee, 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, or designee, 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 the Academic Senate President, and/or the Associated Students President. 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 , or designee, 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. If either party refuses to adhere to the instructions of the Hearing ePanel Chair the right to the hearing will be deemed waived. 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 college appointed 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. 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 5 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 15 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 15 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 2010 Cohort

In compliance with the Student-Right-to-Know and Campus Security Act of1990 (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 2010, 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 listed above. 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 2010 to Spring 2013. 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 2011 to Spring 2013, are transfer students.

This information can be accessed through the following website: srtk.cccco.edu/index.asp.

	MC	OC	VC
Completion Rate	37.32%	25.61%	29.45%
Transfer Rate	15.93%	11.36%	10.38%

Crime Awareness Statistics

The security of all members of the campus community is of vital concern to Ventura College. We ask anyone who witnesses or is a victim of a crime to immediately report it to Campus Police at (805) 289-6486. Also, we ask everyone to support crime prevention by reporting possible unsafe conditions, such as darkened areas or poor lighting where criminal activity can take place. In compliance with the Campus Safety Act, the Campus Police Services department compiles annual crime statistics and prepares an Annual Safety Report. This report is available online by going to http://www.vcccd.edu/departments/police/ and clicking on the link in the left-hand column; or in hard copy format at the Campus Police station on each campus. The Ventura County Community College District's Police Office reported the following crimes on the Ventura College campus in 2014:

Crimes Committed on VCCCD Campuses During 2014

TYPE OF CRIME:	MC	OC	VC
Homicide	0	0	0
Rape	0	0	0
Robbery .	0	0	0
Aggravated Assault	0	0	0
Burglary	0	3	3
Vehicle Burglary	0	1	8
Grand Theft	2	5	5
Petty Theft	9	33	27
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Misdemeanor Assault	0	0	0
Alcohol Violations	0	0	9
Drug Violations	4	6	10
Vandalism	9	22	12
Bomb Threats	0	0	0
Fraud/Embezzlement	0	0	0
Weapons Violation	0	0	4
Battery	4	3	4
Sexual Battery	0	0	0
Indecent Exposure	0	0	2
Felony Arrest	0	1	8
Misdemeanor Arrest	1	6	18
Restraining Order	0	0	0
Hate Crimes	0	0	0
Stalking	0	0	0
Mental Illness Detention	0	0	0
DUI Arrest	0	0	0
Annoying Phone Calls	1	1	1
Sex Offender Registrants	5	7	10
Computer Crime	0	0	0
Traffic Hit and Run	2	0	0
Traffic Accidents	46	16	32
Criminal Threats	3	0	1
Alcohol Law Disciplinary Referrals	0	0	0
Warrant Arrests	0	5	12
TOTAL CRIMES ON THE CAMPUSES (3-YEAR COMPARISONS:)			
2012	93	92	145
2013	104	98	153
2014	84	109	168

Appendix IX

Financial Aid Programs

Purpose

The purpose of the Ventura County Community College District Financial Aid Office is to facilitate and foster successful academic participation of students who need help funding their education. In accordance with the Higher Education Act of 1965, as amended, the colleges have established the following Standards of Progress. While maintaining our responsibility as custodians of public funds, VCCCD's objective is to establish a Satisfactory Academic Progress (SAP) standard that is consistent with institutional goals and philosophies and at the same time sensitive to the needs of students. These standards apply to all students receiving financial aid from the following programs:

• **Board of Governors Fee Waiver (BOGW):** BOGW is a form of financial aid that waives enrollment fees for eligible California residents, AB1899, AB 540, and AB 2000 students. Beginning with Fall 2016, students who fail to meet the institution's academic progress standards (e.g. fail to maintain a cumulative 2.00 GPA and/or fail to satisfactorily complete at least 50% of their attempted coursework) for two consecutive primary terms (Fall/Spring), will lose their Board of Governors (BOG) Fee waiver.

• **Federal Pell Grant:** Pell Grant program is an entitlement program that is based on financial eligibility and enrollment. Pell Grant Lifetime Eligibility Used: The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by a new federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100%, the six-year equivalent is 600%.

• **Federal Supplemental Educational Opportunity Grant:** 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 Direct Loans for Undergraduate Students**

Federal Direct Loan Program: Ventura College participates in the William D. Ford Federal 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. Students are advised to visit his/her campus website for specific loan procedures.

SULA: Subsidized Usage Limits Apply for First-time Borrowers - As of July 1, 2013, a first-time Federal Direct Subsidized Student Loan borrower (which is defined as someone who has no outstanding balance on a FFELP or Direct Loan when receiving a Direct Loan on or after July 1, 2013) is no longer eligible for the Direct Subsidized Loan if he or she exceeds 150% of the published length necessary to graduate. They may, however, be eligible for the Direct Unsubsidized Loan (where interest begins accruing upon disbursement). For example, if you are enrolled in a 2-year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is 3 years (150% of 2 years = 3 years). Certificate programs' lengths vary. See the college catalog for program lengths. Additionally, the Direct Subsidized Loans that had been borrowed up to the 150% point will lose further government subsidy and interest will begin to become the student's responsibility if they do not graduate by the 150% point (and continue to be enrolled in the same or a shorter undergraduate program). For additional information, visit: http://www.venturacollege.edu/sites/default/files/imported/departments/student_services/financial_aid/2013_2014/TimeLimitationonDirectSubsidizedLoanEligibility.pdf

• **Federal Work Study:** 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 Grant B and Cal Grant C:** Cal Grant recipients are selected by the California Student Aid Commission. To apply for the Cal Grant Program, you must submit the FAFSA or California Dream Act Application (if AB 540) and a Cal Grant GPA Verification form by March 2nd. If you do not meet the March 2nd priority filing deadline and are filing a FAFSA, 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.

I. Student and Program Eligibility

Students must maintain satisfactory academic progress (34 Code of Federal Regulations Section 668.34). Students receiving financial aid must be enrolled in an eligible program of study, at their primary college, leading to an associate degree, an eligible vocational certificate, or a transfer program to a four-year college or university. A list of eligible programs can be found on the financial aid website of the student's assigned primary college.

II. Application Verification

VCCCD is required to verify certain information provided by a student/parent on the Free Application for Federal Student Aid (FAFSA) or California Dream Application. Applications requiring review are flagged by the US Department of Education and California Student Aid Commission. In addition, VCCCD is required to select and verify any FAFSA or Dream Act Application that contains incorrect or discrepant information. [34 CFR 668.54(a)(3)]; [34 CFR 668.16(f)]

III. Default or Overpayment on Title IV Funds

Students who are in default on a student loan or owe a Title IV program overpayment are not eligible for federal aid or Cal Grant. If a student owes an overpayment, the debt must be cleared before any federal aid will be disbursed. In the case of a student loan default, financial aid may be reinstated once the student makes satisfactory repayment arrangements with the holder of the loan and proof of such arrangements are submitted to the Financial Aid Office.

IV. Return to Title IV (R2T4)

Federal financial aid 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 from all courses, 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 grants or loan funds withdraws from VCCCD after beginning attendance, the amount of Title IV grants 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.

• **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. Direct Unsubsidized Loans.

2. Direct Subsidized 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. Any 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.

V. High School Diploma or Equivalent

In order to receive Federal/State financial aid, a student MUST have a high school diploma or its recognized equivalent. The Department of Education considers the following to be equivalent to a high school diploma:

• A General Education Development (GED) certificate

• Passing of the California High School Proficiency Examination (CHSPE)

• Homeschool Completion- Students must contact Admissions and Records for guidance in obtaining verification of high school completion.

• Ability to Benefit- Students must meet certain criteria to take an approved Ability to Benefit examination. Please contact the Financial Aid Office for additional information.

VI. Attending Hours

VCCCD will disburse financial aid based on attending hours. Therefore, the start date of your classes will dictate how much you will receive in each of your disbursement(s).

If you are registered and meet all financial aid eligibility requirements for your disbursement AND:

• You are registered and ALL of your classes begin on the first day of the semester, your first disbursement is scheduled and the specific date that disbursement begins is available on your portal after all charges are paid.

• Your enrollment includes a combination of classes that start on the first day of the semester AND classes that start later in the semester, you may receive a partial first disbursement of financial aid, if eligible, the first week of the semester. The remainder of the first disbursement will disburse approximately 7-10 days after your next class(es) begins.

• You are ONLY enrolled in late start classes (meaning those that start after the first day of the semester), your financial aid disbursement(s)* will occur approximately 7-10 days after each late start class begins.

VII. Freeze Date

The Freeze Date, in financial aid terms, is the date that the Financial Aid Office will freeze enrollment for all financial aid applicants. On the freeze date, the financial aid system will lock a student's enrollment (units). A student's award will increase or decrease according to their enrollment.

VIII. Student Educational Plan (SEP)

It is the student's responsibility to enroll in courses that count toward his or her program of study. Students are strongly encouraged to make an appointment with an academic counselor to create a personalized Student Educational Plan (SEP). The Financial Aid Office may, at any time, require a student to meet with an academic counselor and create a SEP.

Satisfactory Academic Progress (SAP)

The VCCCD Financial Aid Offices establish Standards of Academic Progress (SAP), (34 Code of Federal Regulations Section 668.34), in accordance with federal regulations. To be eligible for financial aid, students must meet or exceed these standards. The standards apply to all financial aid recipients and to all college coursework taken including coursework taken from outside colleges if that coursework has been submitted and appears on your VCCCD transcript. Failure to maintain these standards may result in loss of financial aid eligibility.

STANDARD	MINIMUM REQUIREMENT
Qualitative Standard	A 2.00 minimum cumulative grade point average (GPA) in all coursework attempted.
Quantitative Standard	A 70% minimum course completion of all coursework attempted.
Maximum Time Frame	Attempted units may not exceed 150% of the number of units required to complete your educational objective.

- **Grades**

In determining SAP, grades of A, B, C, D, P, CR (Credit), or CRE (Credit by exam) are considered completed coursework. Grades of F, I (Incomplete), IP (In Progress), W (Withdrawal), MW (Military Withdrawal), NC (No Credit), NP (No Pass), and RD (Report Delayed) are not considered completed coursework. All grades are considered attempted units.

Educational Goal	Units Required to Complete Goal*	Maximum Attempted Units (150%)*
AA/AS	60 units	90 units
Transfer	60 units	90 units
Certificate of Achievement	*	*

*Program lengths vary. See college catalog for program length.

- **Enrollment**

A student's enrollment will be verified prior to each financial aid payment to determine eligibility for financial aid.

ENROLLMENT STATUS	UNITS
Full time	12 or more units
Three-quarter time	9 to 11.5 units
Half-time	6 to 8.5 units
Less Than Half-time	.5 to 5.5 units

Maximum Time-frame

A student must complete his/her educational goal within 150% of the program length. All coursework appearing on his/her VCCCD academic transcript will count toward Maximum Time-frame. A student who has exceeded this time-frame and/or cannot mathematically finish their program within this timeframe, and/or has attained a BA/BS (for student loans only), MA/MS (for student loans only), or beyond (for student loans only), will be placed on Suspension and may be required to submit a Satisfactory Academic Progress Appeal Form for evaluation.

- **Evaluation**

SAP will be evaluated at the conclusion of each payment period (semester). Calculation includes cumulative number of units completed/transferred to VCCCD divided by the cumulative number of units attempted/transferred to VCCCD.

SAP is met if a student is achieving a 2.00 cumulative GPA or better and the pace is equal to 70% or higher and the student has not reached 150% of the units required for certificate, degree, or transfer program.

- **Warning**

When a student fails to achieve a minimum 2.00 cumulative GPA or better and his/her pace is not equal or higher than 70% he/she will be placed on Warning. When a student is placed on Financial Aid Warning, financial aid is available during that period. At the end of the Warning period, a student must have a cumulative grade point average (GPA) of 2.00 and must also complete a minimum of 70% of all attempted units.

- **Suspension of Eligibility**

When a student fails to achieve a minimum 2.00 cumulative GPA or better and his/her pace is not equal or higher than 70%, the student will be placed on Suspension. When a student is placed on Suspension, he/she will no longer be eligible to receive federal financial aid until he/she Reinstates or successfully appeals. Boards of Governor's Fee Waivers are not affected. A student who is Suspended has two options: Appeal by completing a Satisfactory Academic Progress Appeal form or attend at his/her own expense until the student raises his/her cumulative grade-point average (GPA) to 2.00 and attains a 70% minimum course completion rate. Reinstatement is not an option for students who have exceeded Maximum Time-frame.

- **Reinstatement**

A student Suspended for failing to meet SAP may regain eligibility by successfully appealing to the Financial Aid Office. A student may also regain eligibility by attending without receiving financial aid and attain the minimum cumulative grade point average (GPA) of 2.00 and minimum cumulative course completion rate of 70% of all attempted coursework. It is a student's responsibility to notify the Financial Aid Office in writing when he/she has reinstated him/herself.

Reinstatement is not an option for students who have exceeded Maximum Time-frame.

- **Probation**

A student who successfully appeals will be placed on Financial Aid Probation. Financial aid is available during this Probation period. However, SAP will be evaluated at the end of the Probation term. During the Probation term, a student must complete 100% of all attempted units with a term GPA of 2.00 or better and must be following his/her approved Academic Plan. Failure to follow the terms of the appeal will result in Suspension of financial aid.

- **Student Educational Plan (SEP)**

An Educational Plan is required for a student on Probation. The Academic Plan must be developed a counselor to ensure that a student will meet SAP standards by a specified point in time.

Program of Study

A student must declare an eligible program of study from their Primary College, which is the school granting their degree. Only one major change can be applied to an appeal once an Academic Plan has been approved with the Financial Aid Office.

- **ESL Courses**

ESL coursework does not count against remedial units; however, the units do count toward Maximum Time-frame. Academic progress in ESL courses will be counted when assessing both a student's overall GPA and completion rate.

- **Remedial Courses**

Funding for remedial coursework is limited to 30 attempted units.

- **Repeated Coursework**

Federal 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 a student's enrollment status for financial aid purposes, a student may only repeat a previously passed course once (a total of two attempts). If a student enrolls in a previously repeated and passed course for a third time, this course will not count towards your enrollment for financial aid purposes.

Repeated courses may be included if the student received a withdrawal (W) or failing grade. Courses may be repeated consistent with district academic standards, as identified in the college catalog. All repeated courses do affect Satisfactory Academic Progress calculations. Grades of A, B, C, D, P, CR (Credit), or CRE (Credit by exam) are considered passing grades.

Suspension and Extension Appeals cannot override the federal regulation. If a student is in a class that is not eligible for payment, but the class is part of his/her approved Educational Plan, he/she will not be penalized for repeating the class, but he/she cannot receive financial aid for that class.

Appeal Process

Students who have been placed on Financial Aid Suspension may appeal their suspension by submitting a Satisfactory Academic Progress (SAP) Appeal Form packet to the Financial Aid Office. Complete appeals must be submitted within the semester the student is requesting aid by the deadlines listed on the college website.

Complete SAP Appeal packets consist of the following:

1. SAP Appeal Form

2. Explanation of Circumstances: Students needs to explain why they failed to meet SAP and what caused/contributed to each unsuccessful semester. A student appealing for Maximum Time Frame should address all reasons why he/she exceeded the time frame of his/her declared program of study. Explanation should not include statements based on financial need. Financial need is already assumed.

3. Resolution of Circumstances: Students need to explain how their circumstances have changed and/or what steps they have made to improve their circumstances.

4. Supporting Documentation: Submitted documentation should support the reasons the student stated in the Explanation of Circumstances. Documentation should be from objective third parties such as doctors, counselors, instructors and can consist of medical information, police reports, letter from employers, etc.

5. Student Educational Plan (SEP): SEP's must be completed by the academic counselor at the student's primary college. The student's program of study must be offered by the primary college. Enrolled courses not listed on the SEP will not be considered for aid if appeal is approved.

1st Level SAP Appeal Review Process

SAP appeals are reviewed at the 1st level on a case-by-case basis by the Financial Aid Review Group based on the date in which they are received. Students who fail to successfully appeal their suspension will receive a letter stating the reason(s) of denial. Students must submit their Appeal Form to the Financial Aid Office within the semester the student is requesting aid by the deadline listed on the college website. Students who fail to successfully appeal their suspension will receive a letter stating the reason(s) of denial.

2nd SAP Appeal Level Review Process*

Students who have had their 1st Level SAP appeal denied may choose to appeal to the next level. Students must submit their 2nd Level SAP Appeal Form to the Financial Aid Office within the semester the student is requesting aid by the deadline listed on the college website. Students who fail to successfully appeal their suspension will receive a letter stating the reason(s) of denial.

3rd SAP Appeal Level Review Process*

Students who have had their 2nd Level SAP appeal denied may choose to appeal to the next level. Students must submit their 3rd Level SAP Appeal Form to the Financial Aid Office within the semester the student is requesting aid by the deadline listed on the college website. Students who fail to successfully appeal their suspension will receive a letter stating the reason(s) of denial. 3rd Level SAP appeal decisions are FINAL.

*Letters for 2nd and 3rd Level SAP appeals should contain new information and documentation that was not provided in the previous appeal letter(s).

IX. Fraud

A student who attempts to obtain financial aid fraudulently may be suspended or expelled from VCCCD, and from all financial aid program eligibility, as a result of formal student disciplinary action taken by the college. VCCCD is required to report such instances to local law enforcement agencies and the U.S. Department of Education Office of Inspector General. Restitution will be required of any financial aid received under fraud. Applications that are unusual or vary from normal activity may be flagged for further review. VCCCD is required to resolve any discrepancies or conflicting information with a student's application. Any combination of the following circumstances may be considered a flag for potential fraud. These circumstances do not indicate guilt or innocence but merely provide warning signs of potential financial aid fraud.

- Out-of-district-address
- Distance Education courses only
- Random course patterns/enrollment not consistent with declared educational objective
- Failure to complete orientation and assessment
- Failure to provide accurate information on admissions application regarding prior colleges attended

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, the Evening Program Office in the mailroom, and online. 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) 289-6346.

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

Student Success and Support Program Rights and Responsibilities

The Student Success and Support Program (3SP) in the Ventura County Community College District recognizes that student success is the responsibility of the district's three colleges and its students. The program creates a framework for the provision of core matriculation services, including orientation, assessment and placement, and counseling/advising/educational planning services that are intended to increase student access and academic success. 3SP services also include the provision of intervention and follow-up services to academically at-risk students such as those that are on academic or progress probation, or are otherwise identified as at-risk students.

College and District Responsibilities

The district and its colleges shall develop processes to ensure that information regarding its matriculation policies under the Student Success and Support Program are accessible and available to all students during or prior to enrollment, and are included in class schedules, catalogs or other appropriate communications describing student rights and responsibilities under the 3SP. The colleges shall make reasonable effort to avoid duplication of services that are funded through the 3SP or funded through other programs.

Each of the district's colleges shall develop internal processes for the delivery of 3SP services to students. Appropriate college and district staff shall collaborate in the development of such processes to ensure accurate data collection and MIS reporting. No 3SP process will subject a person to unlawful discrimination as prohibited by subchapter 5 (commencing with section 59300) of chapter 10. Failure of a nonexempt student to meet the requirements of the 3SP may result in a hold placed on registration or loss of registration priority.

At a minimum the colleges and district shall provide students, as mandated and except as exempted, with of the following 3SP services:

a) Orientation (via online or in-person delivery modes or a combination thereof)

b) Assessment through placement tests, evaluation of external course work, evaluation of other colleges' assessment test scores, evaluation of other types of test instruments and scores, and other multiple measures;

c) Counseling, advising and/or other educational planning service culminating in the development of an abbreviated and/or comprehensive student educational plan, identification of the student's educational goal, and course of study;

e) Follow-up services to at-risk students;

f) Referral of students to appropriate support services including but not limited to financial aid, support services for foster youth and military veterans, tutorial or other instructional support services, campus child care services, EOPS and/or DSPS programs and services; and to appropriate curriculum offerings that may be available including but not limited to basic skills, ESL and noncredit instructional programs.

ORIENTATION (Title 5, section 55521)

Each college shall provide students with information on a timely basis, as determined by the college, regarding policies, procedures and information including, but not limited to:

1. Academic expectations and progress and probation standards pursuant to section 55031;
2. Maintaining registration priority pursuant to section 58108;
3. PPrerequisite or co-requisite challenge process pursuant to section 55003;
4. Maintaining Board of Governors Fee Waiver eligibility pursuant to section 58612.
5. Description of available programs, support services, financial aid assistance, and campus facilities, and how they can be accessed;
6. Academic calendar and important timelines.
7. Registration and college fees.
8. Available education planning services.
9. Other issues, policies, and procedures the college determines as necessary to provide a comprehensive orientation to students.

ASSESSMENT (Title 5, section 55522)

Each college will provide assessment and placement services using multiple measures that include, but are not limited to:

1. Assessment test instruments for use in placing students in English, mathematics or English as a Second Language courses that are approved by the California Community Colleges' Chancellor's Office and appropriately validated for the college;
2. Self-Assessment instruments;
3. Evaluation of college coursework, assessment scores and placement recommendations from other colleges and universities;
4. Evaluation of other test scores including but not limited to AP, SAT, IB tests and EAP results.

No assessment test process shall be used in a manner or for a purpose other than that for which it was developed or has been otherwise validated; assessment tests including the TOEFL, in conjunction with multiple measures may be used to determine the admission of minors as special part-time or full-time students, and of international students. No assessment test, method, or procedure shall be used to exclude students from any particular course or educational program, except that districts may establish appropriate prerequisites pursuant to sections 55002 and 55003.

The colleges may use an assessment test to select students for its nursing program, provided that:

1. they comply with all other provisions of this subchapter;
2. the assessment test or other measures are used in conjunction with other assessment test, methods, or procedures to select students for enrollment in the nursing program; and
3. the Chancellor has determined that the assessment test predicts likelihood of success in nursing programs, has approved use of the assessment test for that purpose and has established statewide proficiency cut-off scores for that test pursuant to Education Code section 78261.

COUNSELING, ADVISING AND OTHER EDUCATIONAL PLANNING SERVICES

Each college shall provide counseling, advising and educational planning services which include, but are not limited to:

1. Assistance to students in the identification of an education and career goal and course of study, including, but not limited to, preparation for transfer, associate degrees, and career technical education certificates and licenses;
2. The provision of information, guided by sound counseling principles and practices, using a broad array of delivery, including technology-based strategies, to serve a continuum of student needs and abilities to enable students to make informed choices;
3. Guidance and assistance in the development of an education plan to accomplish a course of study related to a student's education and career goals.
4. Assistance to students in the exploration of education and career interests and aptitudes;

Each college shall make a reasonable effort to do all of the following:

1. ensure that all nonexempt students who are on academic or progress probation or facing dismissal participate in counseling as provided in section 55023;
2. ensure that all nonexempt students who do not have a course of study participate in counseling, advising, or other education planning services to assist them in the process of selecting an educational goal and course of study pursuant to section 55530;
3. ensure that all nonexempt students who are enrolled in non-degree-applicable basic skills courses participate in counseling, advising, or other education planning services.

NOTIFICATIONS: REQUIREMENTS OF THE STUDENT SUCCESS AND SUPPORT PROGRAM AND LOSS OF ELIGIBILITY FOR THE BOARD OF GOVERNORS' FEE WAIVER ELIGIBILITY

The district and its colleges notify students who are at risk of losing their enrollment priority due to their academic standing or due to exceeding the maximum unit limit as established under BP and AP 5055. The district and its colleges will, beginning Spring 2015, notify students about the requirements of the Student Success and Support Program including notifying students who are at risk of losing Board of Governors Fee Waiver eligibility due to their being placed on academic or progress probation for two consecutive terms.

The colleges will ensure that, within a reasonable time of receiving such notice, students shall have the opportunity to receive appropriate counseling, advising, or other educational planning services in order to provide students with an opportunity to maintain enrollment priority and fee waiver eligibility.

STUDENT EDUCATION PLAN

Each college shall provide students with an opportunity to develop student education plans that are either:

1. Abbreviated. Abbreviated student education plans are one to two terms in length, designed to meet the immediate needs of entering students and those for whom a comprehensive plan is not appropriate; or
2. Comprehensive. The comprehensive student education plan is tailored to meet the individual needs and interests of the student and may include other elements to satisfy participation requirements for programs such as EOPS, DSPS, CalWORKs, veterans' education benefits, athletics. It will address a student's education goal and program of study requirements, applicable course prerequisites or co-requisites, assessment for placement results, potential transfer institutions, the need for basic skills, and the need for referral to other support and instructional services as appropriate; and will include the steps the student needs to take on their educational path to complete their identified course of study. The planning process will take into account a student's interests, skills and career goals.

Each college shall develop processes to ensure that all continuing, nonexempt students have selected an educational goal, program of study and have developed a comprehensive student educational plan once they have completed 15 units of degree-applicable college coursework.

The district and its colleges will ensure that comprehensive educational plans are accessible and recorded in electronic form, and will make a reasonable effort to not duplicate educational planning processes for students participating in special programs.

If a student believes the district or college has failed to make good faith efforts to develop a plan, has failed to provide programs and services specified in the student education plan, or has otherwise violated the requirements of this section, the student may file a complaint pursuant to section 55534(a). See the section on Violations and Appeals further down in this document for complaint procedures.

STUDENT FOLLOW-UP

Each college shall establish a process to ensure it is evaluating the academic progress of, and providing appropriate student services to at-risk students.

Follow-up services shall be targeted to at risk students, specifically students enrolled in basic skills courses, students who have not identified an education goal and course of study, or students who are on academic or progress probation or facing dismissal. These services include, but are not limited to, academic or progress probation interventions, academic early alert systems, and referral to other support services.

ACCOMMODATIONS:

(a) Student Success and Support Program services for students with disabilities shall be appropriate to their needs, and colleges shall, where necessary, make modifications to the services provided or use alternative tests, methods,

or procedures to accommodate the needs of such students. Colleges may require students requesting such accommodations to provide proof of need. Disabled Students Programs and Services (DSPS) is authorized, consistent with the provisions of subchapter 1 (commencing with section 56000) to provide specialized services and modified or alternative services as identified in 55520. Notwithstanding this authorization, participation in the DSPS program is voluntary and no student may be denied necessary accommodations in the assessment process because he or she chooses not to use specialized matriculation services provided by these programs.

(b) Student Success and Support Program services for students served by the Extended Opportunity Programs and Services (EOPS) who are disadvantaged by economic, social, and educational status shall be appropriate to their needs, and colleges shall, where necessary, make modification to the services provided or use alternative supports to meet the needs of such students. EOPS is authorized, consistent with the provisions of subchapter 2.5 (commencing with section 56200) of chapter 7 to provide services that are over, above, and in addition to services otherwise provided to all credit-enrolled students. Notwithstanding this authorization, participation in the EOPS program is voluntary and no student may be denied necessary supports because he or she chooses to not use specialized services provided by this program.

(c) Colleges shall ensure that Student Success and Support Program services are accessible for English language learners and are appropriate to their needs. Colleges shall, where necessary, make modifications to the services provided to accommodate the needs of such students. Modified or alternative services for limited or non-English-speaking students may be provided in English as a Second Language programs.

STUDENT RESPONSIBILITIES, EXEMPTIONS AND APPEALS

Student Responsibilities

(a) All students shall be required to:

1. identify an education and career goal;
2. diligently engage in course activities and complete assigned coursework; and
3. complete courses and maintain progress toward an education goal and completing a course of study.

(b) Nonexempt first time students shall, within a reasonable period of time, be required to:

1. identify a course of study.
2. be assessed to determine appropriate course placement.
3. complete an orientation activity provided by the college.
4. participate in counseling, advising, or another education planning service pursuant to section 55523 to develop, at a minimum, an abbreviated student education plan.

(c) For the purposes of this section, a first time student is a student who enrolls at the college for the first time, excluding students who transferred from another institution of higher education. For purposes of this section, first time enrollment does not include concurrent enrollment during high school. To the extent that a college has the capacity to

require and provide the services identified in (b)(1) through (4) to other students, nothing in this section would preclude a college from doing so.

(d) Nonexempt students who have completed the services identified in (b)(1) through (4) shall be required to complete a comprehensive education plan after completing 15 semester units of degree applicable credit course work or prior to the end of the 3rd semester

(e) Failure to fulfill the required services listed in (b) may result in a hold on a student's registration or loss of registration priority pursuant to section 58108 until the services have been completed.

(f) Information obtained from the matriculation process shall be considered student records and shall be subject to the requirements of subchapter 6 (commencing with section 54600) of chapter 5.

EXEMPTIONS

Students may opt to exempt themselves from orientation, assessment, counseling, advising, or education plan development services if they meet one or more of the following criteria:

1. has completed an associate degree or higher;
2. has enrolled at the college solely to take a course that is legally mandated for employment as defined in section 55000 or necessary in response to a significant change in industry or licensure standards;
3. has enrolled at the college as a special part-time student pursuant to Education Code 76001.

Exempt students shall be notified that they may participate in those services.

Students who opt to exempt themselves from one or more of the services shall be advised that they will not receive priority registration that is granted to students who complete all of the services.

VIOLATIONS AND APPEALS

The district and its colleges shall notify students of their right to challenge any alleged violation of the provisions of this administrative procedure, and the steps required to do so.

1. Challenges and complaints relative to this administrative procedure shall be submitted pursuant to the requirements of the district Student Grievance Process.
2. If a challenge contains an allegation that a college or the district has violated the provisions of Title 5, section 55522(2), the district shall, upon completion of the challenge procedure established herein, advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10. Completion of the challenge procedure shall be deemed to be an effort at informal resolution of the complaint under section 59327.

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.

NOTICE: Students will lose registration priority who are on two consecutive semesters of academic or progress probation, or any combination of the two. Two consecutive semesters means two primary semesters, Fall and Spring, with no more than a one-semester stop-out between them. Effective Fall 2016 students will also lose their eligibility for a BOGW Fee Waiver who are on two consecutive semesters of academic or progress probation, or any combination of the two. Two consecutive semesters means two primary semesters, Fall and Spring, with no more than a one-semester stop-out between them.

Students who lose registration priority and/or BOGW eligibility may appeal the loss based on documentable extenuating circumstances. See Appendix XV-Enrollment Priorities for more information.

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 4th Enrollment due to Extenuating Circumstances, 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 not permit enrollment in credit courses beyond the limits set forth in BP 4225, AP 4225 and AP 4227 except as provided for under specific provisions of this section; see "Course Repetition to Alleviate a Substandard Grade".

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 the following conditions have been met:

The course was successfully completed more than three years prior, and:

a) the district has established a recency prerequisite for the course, or

b) 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. A student may petition to repeat a course where less than 3 years has elapsed if documents show that repetition is necessary for the student's transfer to the institution of higher education.

If it is determined that a student needs to repeat a repeatable active participatory course in physical education/kinesiology or visual or performing arts, or an active participatory experience course that is related in content (defined as a "family" of courses") due to a significant lapse of time, that 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 on the basis that the 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 accommodated;
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.

Significant Change in Industry or Licensure Standards

Students may petition to repeat a course needed for employment or licensure because of a significant change in industry or licensure standards. Students may take these courses any numbers of times. The petition for this purpose is available in the Admissions and Records Office; petition will require substantiating verifiable documentation or independent verification.

Courses Designated as Repeatable

Courses that can be repeated will be so designated in the colleges' catalogs. The three types of courses that may be determined as repeatable are as follows:

1. Repetition of a course is necessary to meet the major requirements of a California State University (CSU) or University of California (UC) for a bachelor's degree (supporting documentation required).
2. Intercollegiate Athletics course
3. Intercollegiate academic or vocational competition course

Courses designated as repeatable shall be identified in the course descriptions 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., 58161.

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. For purposes of this administrative procedure, withdrawals 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 levels of courses that are related in content (e.g. families of courses that consist of similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation) enrollment is limited to a maximum of four times inclusive of "W" grades.

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, or a "W" 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) and 55252.

Occupational work experience and general work experience are types of cooperative work experience. (Sec. 55252) Occupational work experience "is supervised employment extending classroom occupational learning at an on-the-job learning stations relating to the students' educational or occupational goal." (sec 55252(b)) General work experience, on the other hand, does not have to be related to the students' educational goals but is supervised employment that helps the student acquire "desirable work habits, attitutudes and career awareness." (sec 55252(a))

Appendix XV

Enrollment Priorities

The Ventura County Community College District assigns enrollment priority to all new, continuing, and returning students in accordance with the California Education Code and Title 5 Administrative Code. Enrollment priority is also known as registration priority.

NEW STUDENTS receive enrollment priority after completing orientation, assessment and a student educational plan. These may be accomplished in different ways including but not limited to completing the online orientation or attending an in-person session; taking the assessment tests, submitting transcripts of other college work completed and/or other test scores for evaluation; completing a one- or two-semester "abbreviated" educational plan, or developing a comprehensive educational plan that is approved by an academic counselor.

- Exemption from a service: New students have the right to request an exemption from orientation, assessment and/or educational planning activities based on criteria identified below. The exemption criteria are as follows:
    - o Student has earned an Associate or higher degree
    - o Student is enrolling solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards.

CONTINUING STUDENT: a student who has been enrolled in one or more of the two previous primary semesters. Only continuing students are eligible to apply for a high-unit waiver.

Continuing students receive enrollment priority based on the number of completed and in-progress degree-applicable units taken at any of the colleges in this district providing they have not been placed on academic or progress probation for two consecutive terms. Transfer units are not used to calculate enrollment priority. Continuing students that started in Fall 2014 and did not complete the Student Success activities including orientation, assessment, and an initial or comprehensive educational plan will not be eligible for priority registration as continuing students.

Limitations

- Continuing students who have earned more than 90 units will lose enrollment priority and will register during open registration unless they successfully petition for a waiver that reinstates them to the previous enrollment priority. The petition for reinstatement of enrollment priority is initiated through a counseling appointment.
    - o Students may petition for reinstatement of registration priority if they are enrolled in a high-unit major or program of study, high-unit transfer major; or are registering for their last semester at the college.
- Continuing students who are placed on academic or progress probation or more serious academic sanction for two consecutive terms will lose enrollment priority and will register during open registration. Students who lose their priority may appeal if they have verifiable extenuating circumstances as defined below; an approved appeal will result in the reinstatement of enrollment priority. The petition to appeal loss of enrollment priority is initiated through a counseling appointment.
- Extenuating circumstances are defined as verifiable cases of accident, illness or other circumstances beyond the student's control. Appeals must be supported by verifiable documentation of circumstances.

RETURNING STUDENT: a student who has been previously enrolled, but not enrolled for either of the previous two primary semesters. Returning students must reapply for admission.

Returning students who have not attended in at least one year, who have completed fewer than 90 units and have completed orientation, assessment and an educational plan will have registration priority over returning students who do not meet these criteria.

SPECIAL ADMISSION STUDENT: a concurrently enrolled minor attending public, private or home school who is also taking classes at a college in the district.

Special Admission students register behind other groups as designated by state mandate. Where the district has an MOU with specific high schools that designate them as partners in a "middle college high school" agreement, the students from those high schools will be afforded priority over other special admission students.

ASSIGNMENT OF ENROLLMENT PRIORITIES IN THE VCCCD

Pursuant to Title 5 Sections 58106, 58108; Education Code Section 66025.8 et. seq. within the Ventura County Community College District, priority registration appointments are assigned based on the following criteria and in the following order:

1. Priority as defined by statute for:
    - foster youth and former foster youth; all new students must have completed orientation, assessment, and an educational plan.
    - active military and military veterans, DSPS students, EOPS students, and CalWORKS students - all continuing and returning students in these groups must be in good academic standing; all new students in these groups must have completed orientation, assessment, and an educational plan.
2. Student athletes beyond their first semester as verified by a designated athletics counselor – all continuing students must be in good academic standing and, have an active education plan and an informed program of study; students new to the college must have completed orientation, assessment and an educational plan.
3. Continuing students with 76-90 units who are in good academic standing
4. Continuing students with 45-75 units who are in good academic standing
5. Continuing students with 30-44 units who are in good academic standing
6. Continuing students with 15-29 units who are in good academic standing
7. Continuing students with 1-14 units who are in good academic standing
8. New students who have completed orientation, assessment, and an educational plan; and returning students who have not attended in at least one year and who have completed fewer than 90 units in the district, have reapplied for admission and completed orientation, assessment and an educational plan.
9. Open registration for all students (excluding Special Admission students), including:
    - Continuing students that have been on progress or academic probation or dismissal for two consecutive terms unless they successfully appeal for reinstatement of enrollment priority based on verifiable extenuating circumstances.
    - Continuing and returning students with more than 90 units unless they successfully petition for reinstatement of enrollment priority.
    - New and returning students who choose not to participate in orientation, assessment and/or the development of a student educational plan but do not qualify for an exemption. (see Exemption information above).
10. Special admission high school students and other concurrently enrolled minors.

DEFINITIONS

Abbreviated Educational Plan: A plan that identifies the courses a new student will take in their first one or two semesters. An abbreviated educational plan may be developed by a student with or without the help of an academic counselor, and is not approved by a counselor. Abbreviated educational plans are required for all new non-exempt students; however, a comprehensive educational plan will also satisfy this requirement.

Comprehensive (Active) Educational Plan: A plan that identifies the courses a student must take to complete their informed program of study and reach their educational goals. The comprehensive educational plan is generally at least two semesters long, and ideally will be long enough to identify everything a student must due to achieve their educational goal. Comprehensive educational plans are required for all students who have completed 15 units of college coursework, and must approved by an academic counselor during a counseling appointment.

Good Academic Standing: Defined *solely for purposes of assigning enrollment priority* as a student who has not been on academic or progress probation or dismissal for two consecutive terms. Students who are on probation for two consecutive terms will lose enrollment priority for the next term.

Informed Program of Study: The degree, certificate or transfer program of study that a student declares upon completing 15 units of college coursework. The "informed program of study" is the basis for a student's comprehensive educational plan.

Primary Semesters: fall and spring

Appendix XVI

Academic Renewal without Course Repetition

Students may petition to have a portion of previous college work disregarded in meeting academic requirements in the colleges of the VCCCD when that work is not considered to be reflective of th e student's present demonstrated ability and level of performance. Academic Renewal is intended to facilitate the completion of requirements necessary for an academic degree or certificate, or transfer.

Academic Renewal Option

A student may petition to disregard a maximum of 24 semester units of any courses with les s than a "C" or equivalent grade. Academic renewal may not be applied to any course that has been used to satisfy associate degree, certificate of achievement, IGETC or CSU-GE transfer general education breadth requirements. A student may disregard a maximum of 24 or fewer semester units of any courses with less than a "C" or equivalent grade taken during any five terms maximum (summer is considered one term), not necessarily consecutively.

Eligibility

To qualify for academic renewal, students must do all of the following:

- Submit official transcripts of all college work.
- Wait 12 months after the course work to be disregarded is completed.
- Students must demonstrate recent academic success based on the coursework they have completed at any regionally accredited college after the coursework that is being petitioned for exclusion through academic renewal. Recent academic success may be demonstrated by one of the following:
    - o Completing at least 12 semester units with a minimum 3.0 cumulative GPA, or
    - o Completing at least 15 semester units with a minimum 2.5 cumulative GPA, or
    - o Completing at least 24 semester units with a minimum 2.0 cumulative GPA
- The colleges of the VCCCD will honor similar actions by other regionally accredited colleges and universities in determining grade point averages and credits.

Petition Process

The petition form for this purpose, is "Petition for Academic Renewal"is initiated by the student through a Counseling appointment.

Recording of Academic Renewal:

Once the Petition for Academic Renewal is granted, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Academic renewal actions are permanent and irreversible.

The student should be aware that other colleges or 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

Ventura College Smoking Policy

In the interest of the health and welfare of students, employees, and public, smoking is prohibited in all college buildings, college owned vehicles, indoor and outdoor facilities, interior bus stops, designated campus entrances and all open areas. Smoking is permitted only in main campus parking lots (N, E, S. W, and SW lots) and designated areas near other lots (A, M & O and 71 Day Rd. lots). All smoking materials including cigarettes, electronic cigarettes, cigars, pipes, and other apparatus used to smoke organic and non-organic materials must be extinguished and/or properly disposed of in the designated receptacles located in the parking lots before entering the campus. Violators shall be subject to appropriate disciplinary action - see the Student Code of Conduct.

See the Student Health Center (SHC) for help with smoking cessation. 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 Activities Office. Such material must be of a high campus value and pre-approval is required.

Posting of materials on bulletin boards and dissemination of information or petitions will be governed by time, place, situation, and manner requirements.

Coercion is not to be used to induce students to accept any printed material or to sign petitions. 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

FACULTY - ***Year indicates date of hire at Ventura College***

Administration of the College

President
Dr. Greg Gillespie

Student Learning Executive Vice President
Dr. Patrick Jefferson

Business Services Vice President
Mr. David Keebler

Instructional Divisions and Services

Dean, Athletics, Health, Kinesiology and Off Campus Programs
Dr. Tim Harrison

Dean, Career and Tehcnical Education
Dr. Kathleen Schrader

Dean, Communications, English, ESL, Foreign Languages, and Learning Resources
Dr. Lynn Wright

Dean, Distance Education, Professional Development, Social Sciences and Humanities
Dr. Gwendolyn K. Lewis-Huddleston

Dean, Mathematics and Sciences
Mr. Dan Kumpf

Dean, Institutional Equity and Effectiveness
Mr. Phillip Briggs

Assistant Dean, Student Services
Mr. David Bransky

A

ADLMAN, ANDREA, Professor (1988)
Mathematics
B.S., 1975, Tufts University
M.A., 1981, California State University, Fullerton

ALGIERS, KAMELIA, 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

AREVALO, GLORIA, Associate Professor (2011)
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

BEARD, MICHELLE, Professor (2006)
Mathematics
B.S., 1989, Maranantha Baptist Bible College
M.S., 1993, University of Wisconsin, Whitewater

BARTEL, EMILY, Assistant Professor (2015)
Counseling
B.A., 2009, M.A.E., 2010, San Diego State University

BEATTY, DONNA, Professor (2004)
Mathematics
A.A., 1992, Ventura College
B.A., 1994, M.S., 1999, California State University, Northridge

BENNETT, JACK, Assistant Professor (2013)
Mathematics
A.A., 2002, Orange Coast College
B.S., 2005, Loyola Marymount University
M.S., 2007, Ph.D., 2011, University of California, Riverside

BERARDI, VERONICA, Assistant Professor (2015)
Nursing
B.S.N., 2008, Simpson University
M.S., 2010, Andrews University

BEYNON, SHARON, Associate 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

BRANCA, STEPHANIE, Associate Professor (2007)
Business
B.S., 1994, Bloomsburg University
M.B.A.,1996, Seton Hall University

BRANCIFORTE, CHLOE, Assistant Professor (2015)
Earth Science
B.S., 2006, State University of New York, Buffalo State
M.S., 2009, South Dakota School of Mines and Technology

BRANSKY, DAVID A., Assistant Dean (2004)
Student Services
B.A., 1968, Washington and Jefferson College
M.Ed., 1971, University of Pittsburgh

BREWER, SCOTT, Assistant Professor (2013)
Counseling
A.A., 1985, Antelope Valley College
B.A., 1988, California State University, Northridge
M.A., 1993, University of California, Santa Barbara

BRIGGS, PHILLIP, Dean (2015)
Institutional Equity and Effectiveness
B.A., 2004, M.A., 2007, Arizona State University

BUNDY, JANINE, Associate 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., 1964, Rutgers University
M.B.A., 1982, California Polytechnic State University, San Luis Obispo

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., 1985 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
A.A., 1970, Moorpark College
B.A., 1972, California State University, 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, Professor (2007)
Sociology
A.A., 2004, Fullerton College
B.A., 2005, M.A., 2006, California State University, Fullerton

CLARK, DANIEL D., Associate Professor (2015)
Biological Sciences
B.S., 2002, University of California, Los Angeles
Ph.D., 2011, University of California, San Diego

CLARK, MIKE, Professor (2004)
Welding
Certified Welder, 1980, Southern Alberta Institute of Technology

CLINTON, PHILIP, Assistant Professor (2012)
Geography
B.A. 1996, California State University, Fullerton
M.A. 1999, CSU Fullerton

COFFEY, COLLEEN, Associate Professor (2011)
History
A.A., 1991, Ventura College
B.A., 1995, M.A., 1999, University of California, Santa Barbara

COLE, NATHAN, Assistant Professor (2013)
Drama/Theatre Arts
B.F.A., 1996, University of Texas at Arlington
M.A., 1999, Texas Woman's University

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

DALEY, LESLIE, Assistant Professor (2014)
Nursing
B.A., 2009, California State University, Channel Islands
M.S.N., 2012, Grand Canyon University

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

DRAKE, KENNETH, Associate Professor (2010)
Business
B.A, 1974, M.A., 1977, California State University, Northridge
M.B.A, 1987, Pepperdine University

DRAYTON, LESLIE, Associate 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

F

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 Associate Professor (2011)
Environmental Technologies
B.S., 1993, New Mexico Institute of Mining and Technology
Ph.D., 1999, School of Engineering LaSalle University

FREDRICK, CHRISTOPHER, Assistant Professor (2013)
Mathematics
B.A., 2002, California State University, Sacramento
Ph.D., 2008, Colorado State 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

FRIEDMAN, SASHA, Assistant Professor (2015)
Mathematics
B.A., 2011, California State University, Sacramento
M.S., 2013 Oregon State University

G

GAINES, AYANNA, Associate 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, Professor (2006)
English
B.A., 2002, Concordia College
M.A., 2005 Claremont Graduate University

GARDNER, TY, Associate Professor (2009)
Biology
B.S., 1995, Oregon State University
M.S., 2001, Utah State University

GARNER, JENNIFER, Assistant Professor (2014)
Biology
B.S., 1990, Weber State University
Ph.D., 1997, Georgetown University

GILLESPIE, GREG, President (2013)
B.S., 1978, Washington State University
M.S., 1980, Ph.D., 1982 North Dakota State University

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

GUELCHER, JOHN HENRY, Assistant Professor (2014)
English
B.A., 1996, University of Dayton
M.A., 2000, Gannon University
Ph.D., 2012, Indiana University of Pennsylvania

GUILLEN-MORIEL, GUADALUPE, Professor (1998)
Counseling
B.S., 1985, Escuela Normal Superior, Chihuahua, Mexico
M.A., 1995, California State University, Northridge

GUZMAN, KRENLY, Associate Professor (2010)
Dance
B.A., 1994, Columbia College Chicago
M.F.A., 2009, University of California, Los Angeles

H

HAGERMAN, MICHELLE, Professor (2007)
Chemistry
B.S., 2003, University of Colorado, Boulder
M.S., 2005, University of California, Santa Barbara

HALL, DEANNA, Assistant Professor (2015)
Child Development
B.S., 1996, M.S., 2001, Ohio State University

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, Kinesiology, and Off Campus Programs
B.A., 1991, University of California, Santa Barbara
M.A., 1995, St. Mary's College of Califiornia
Ed.D., 2014, California Lutheran University

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, Associate Professor (2011)
Sociology
B.A., 1986, University of Delaware
M.A., 1989, Temple University

I

IRWIN, ERIC J., Assistant Professor (2014)
Automotive Technology
B.A., 2013, California State University, San Bernardino

J

JARAMILLO, JUANITA, ASSISTANT PROFESSOR (2015)
Nursing
B.S.N., 2002, University of Mississippi Medical Center
M.S.N.E.D., 2013, California State University, Dominguez Hills

JEFFERSON, PATRICK, Executive Vice President (2014)
B.S., 1996, Xavier University of Louisiana
M.A., 2004, Loyola Marymount University
Ed.D., 2007, University of California, Los Angeles

JONES, MARY J., Professor (1995)
Student Health Services
B.S., 1970, Salve Regina College
M.A., 1981, University of California, Los Angeles

K

KAHN, DEBORAH E., Assistant Professor (2014)
Nursing
B.S.N., 2005, M.S.N., 2012, California State University, Dominguez Hills

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

KHATCHERIAN, GRACE, Assistant Professor (2015)
Nursing
B.S.N., 2003, M.S.N., 2007, American University of Beirut

KIM, HENNY, Professor (2000)
English
B.A., 1990, University of California, Santa Cruz
M.A., 1999, San Diego State University

KING, PATRICIA, Assistant Professor (2013)
Nursing
B.A., 1996, Agnes Scott College
B.S., 2004, Union University
DNP (Doctor of Nursing Practice), 2012, University of Tennessee Health Science Center

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., 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, Professor (2007)
Mathematics
B.S., 1988, University of California, Los Angeles
M.E., 2001, University of Texas, Austin

KUMPF, DAN, Dean (2000)
Mathematics and Sciences
A.A., 1993, Harrisburg Area Community College
B.S., 1995, Pennsylvania State University, Harrisburg
M.S., 2000, Miami University

L

LALL, SUMITA, Professor (2007)
English
B.A., 1995, M.A., 1998, University of Windsor
Ph.D., 2009, University of California, Santa Barbara

LANGE, CARI, 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-HUDDLESTON, 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

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

MARTIN, AMANDA, Associate Professor (2010)
English
B.A., 2003, California Polytechnic State University, San Luis Obispo
M.A., 2007, California State University, Long Beach

MARTINSEN, ERIC, Associate 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, Associate 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

MOOSHAGIAN, STEVE, Associate 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

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, Associate Professor (2011)
Philosophy
B.A.,1992, M.A., 1996, San Diego State University

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, Associate Professor (2010)
Nursing
A.A., 1983, Fresno City College
B.S.N., 2004, California State University, Dominquez Hills

NEWCOMB, DEBORAH, Associate Professor (2009)
Business
B.A., 1974, California State University, Fresno
M.B.A., 2008, University of LaVerne

O

O'CONNOR, THOMAS, Assistant Professor (2013)
Paramedic Studies
A.S., 1995, Nassau Community College
B.A., 1997, University of Delaware;
A.S., 2007, Ventura College

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

PETITFILS, RYAN, Assistant Professor (2013)
Math
B.S., 2005, California Lutheran University;
M.S., 2005 California State Polytechnic University, Pomona

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

R

RABE, P. SCOT, Professor (1984)
Machine Technology
B.A., 1979, California State University, Long Beach

RAMIREZ, WILLIAM JOSEPH, Associate Professor (2011)
Physical Education / Men's Head Basketball Coach
A.A., 1994, Ventura College
B.A., 1997, University of California, Riverside
M.A., 2010, Azuza Pacific University

REARICK, ELLEN, Assistant Professor (2015)
Nursing
B.S., 2003, M.S., 2006, Ph.D., 2010, University of Massachusetts

REYES-SANCHEZ, MARIA, Assistant Professor (2014)
Counseling
B.A., 1992,University of California, Santa Barbara
M.S., 2005 San Diego State University

RIVERA CEBOLLERO, MARIO, Assistant Professor (2015)
Counseling
B.A., 1986, M.P.A., 1989, California State University, Long Beach
M.S., 2011, San Diego State University

RIVERE, EDELWINA, Professor (1991)
Psychology
B.A., 1971, M.S., 1974, California State University, Los Angeles
Ph.D., 1978, University of Southern California

ROSE, MALIA, Associate Professor (2009)
Chemistry
B.S., 2007 Pepperdine University
M.S., 2009, University of California, Irvine

RUIZ, ERICA, Assistant Professor (2015)
Counseling
B.A., 2006 University of California, Santa Cruz
M.A., 2011, University of Southern California

S

SALINAS, LAZARO J., Assistant Professor (2015)
Criminal Justice
B.S., DATE, University of Phoenix
M.A., 2004, Fielding Graduate Institute

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

SCHMIDT, IOANA, Assistant Professor (2015)
Sociology
B.A., 2007, University of California, Santa Barbara
M.A., 2009, California State University, Northridge
M.S.W., 2010, University of California, Los Angeles

SCHRADER, KATHLEEN, Dean (2012)
Career & Technical Education
B.S. 1979, California State University, Los Angeles
M.S.N., 1980, University of Washington, Seattle
D.N.S. (Doctor of Nursing Science), 1995, University of California, San Francisco

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, Associate Professor (2011)
Mathematics
B.S., 1986, M.S., 1988, M.S., 1989, University of Southern California
M.A., 2004 Claremont Graduate University
Ed.D., 2012, University of Southern California

SOMOZA, BEN, Associate Professor (2011)
Spanish
B.A., 1995, M.A., 2000, University of Nevada, Las Vegas

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

TALLAKSON, MELANIE, Assistant Professor (2015)
Nursing
B.A., 1999, California State University, Long Beach
M.S., 2009, University of California, Los Angeles
M.S., DATE, San Diego State University

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

VALADEZ, LINDA, Assistant Professor (2013)
Nursing
B.A., 2006, The Master's College
B.S.N., 2008, M.S.N., 2011, California State University, Los Angeles

VANG, YIA, Associate 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, Associate Professor (2009)
English
A.A., 2001, Fresno City College
B.A., 2003, M.A., 2008, California State University, Fresno

WALSH, DANIEL, Associate Professor (2011)
Counseling
B.A., 1992, California State University, Long Beac
M.S., 1997 California State University, Fullerton;
M.A., 2007, Sonoma State University

WARD, MICHAEL, Associate 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, COREY, Professor (2004)
Counseling
A.A., 1990, Allan Hancock College
B.A., 1993, M.S., 1995, California State University, Fresno

WELLMAN, KELLY, Assistant Professor (2015)
Criminal Justice
B.S., 1984, University of Alabama
M.A., 1997, Antioch University

WENDT, PATRICIA, Professor (2001)
Educational Assistance Center, Counseling
B.A., 1993, M.S., 1995, California State University, Fresno

WILSON, BRENT, Associate Professor (2010)
Music
B.A., 2001, Augustana College
M.M., 2003, Boston University School of Music

WINTERMEYER, LAUREN, Assistant Professor (2014)
Counselor
B.A., 1999, San Francisco State University;
M.A., 2009, California Polytechnic State University
Ed.D., 2012, University of California Santa Barbara

WOOD, JEFFREY, Assistant Professor (2013)
Physics / Astronomy
B.S., 1983, Ph.D., 1994, South Dakota School of Mines and Technology

WRIGHT, LYNN, DEAN (2015)
Communications, English, ESL, Foreign Languages and Learning Resources
B.A., 1985, California State University, Northridge
M.A., 1989, Ph.D., 1998, University of Southern California

WU, JENCHI, Associate Professor (2010)
Art
B.F.A., 2001, California State University, Northridge
M.F.A., 2005, California State University, Los Angeles

Y

YI, PETER, Professor (2006)
Mathematics
B.S., 1998, Ph.D., 2003, University of California, Los Angeles

YOUNG, DAVID, Assistant Professor (2012)
Art
B.A., 1989, Trinity University
M.F.A., 1997, University of Georgia

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Gina Brenner
Randolph LaCoste

CalWORKs
Dennis Harvey

Campus Police
Mike Pallotto, Sergeant
Vahid Jafroodi
David Kelley
David Medina
Khaliqua Wheatly

Career and Technical Education Division
Vacant

Child Development Center
Robin Douglas, Supervisor
Kathe Ernst
Blanca Galicia
Teri Spiker

Civic Center
Eloísa Limón

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Rebecca Russell, Supervisor
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Connie Baker

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Joe Esquivel, Supervisor
Victor Lopez, Supervisor
Marin Navarro, Supervisor
Hector Ayala
Anton Bartsch
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Jerry Chilcott
Ron Cobos
Maune Coburn
Wendy Curiel
Barbara Dalling
David Esquivel
Salvador Galaviz
Wally Hernandez
Calvin Hixon
Lance Hull
Manuel Laboriante
David Kramer
Michael Mariscal
Martin Martello
Jesus Medina
Charles Paarmann
Sergio Palestina
Joe Perez
Ray Rieder
Jesus Ruiz
Hilda Ruiz
Brian Stimson
Alwin Sauers
Richard Talbert
Ted Victorio

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Alma Rodriguez, Financial Aid Officer
Janette Amador
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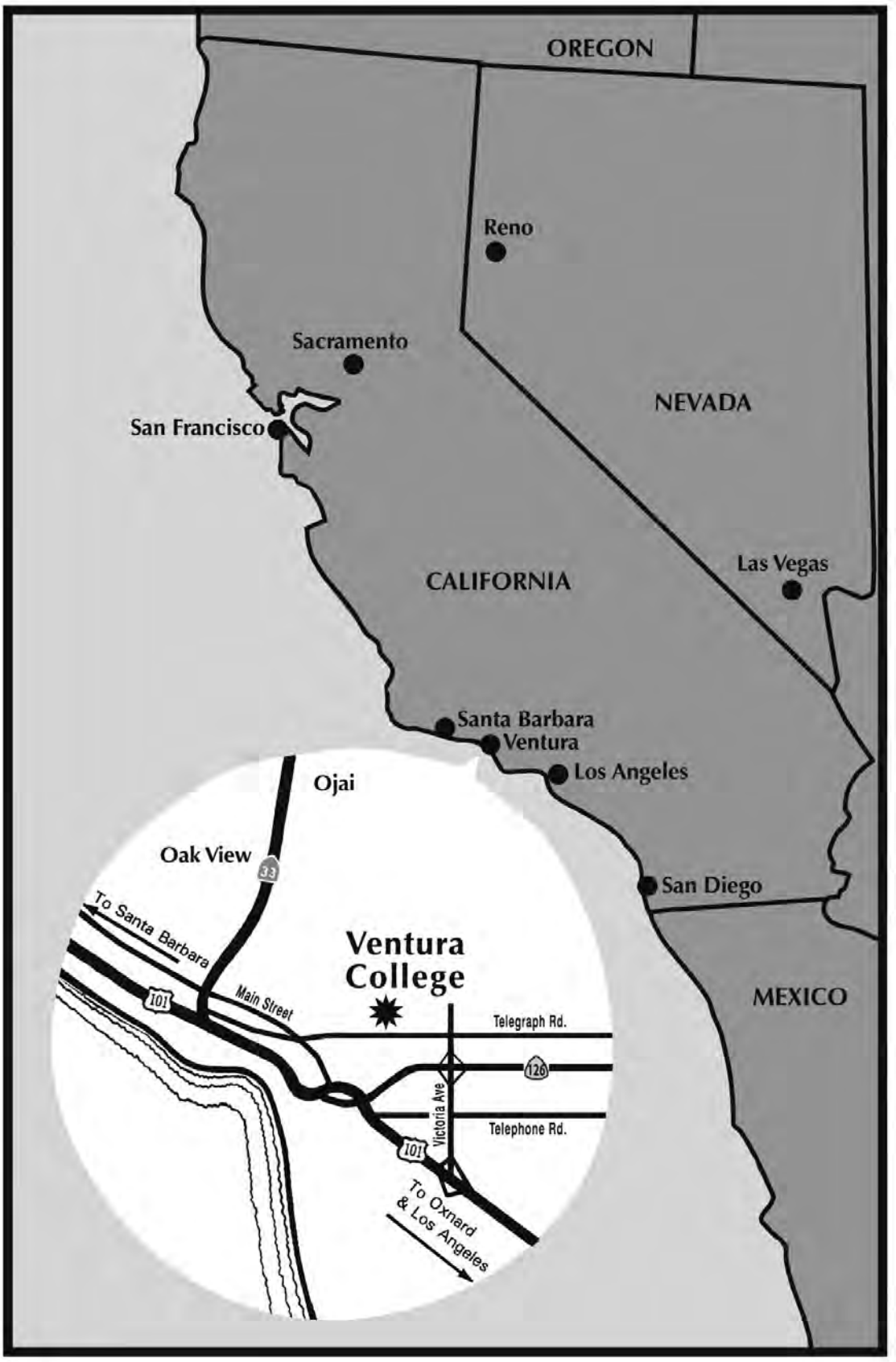

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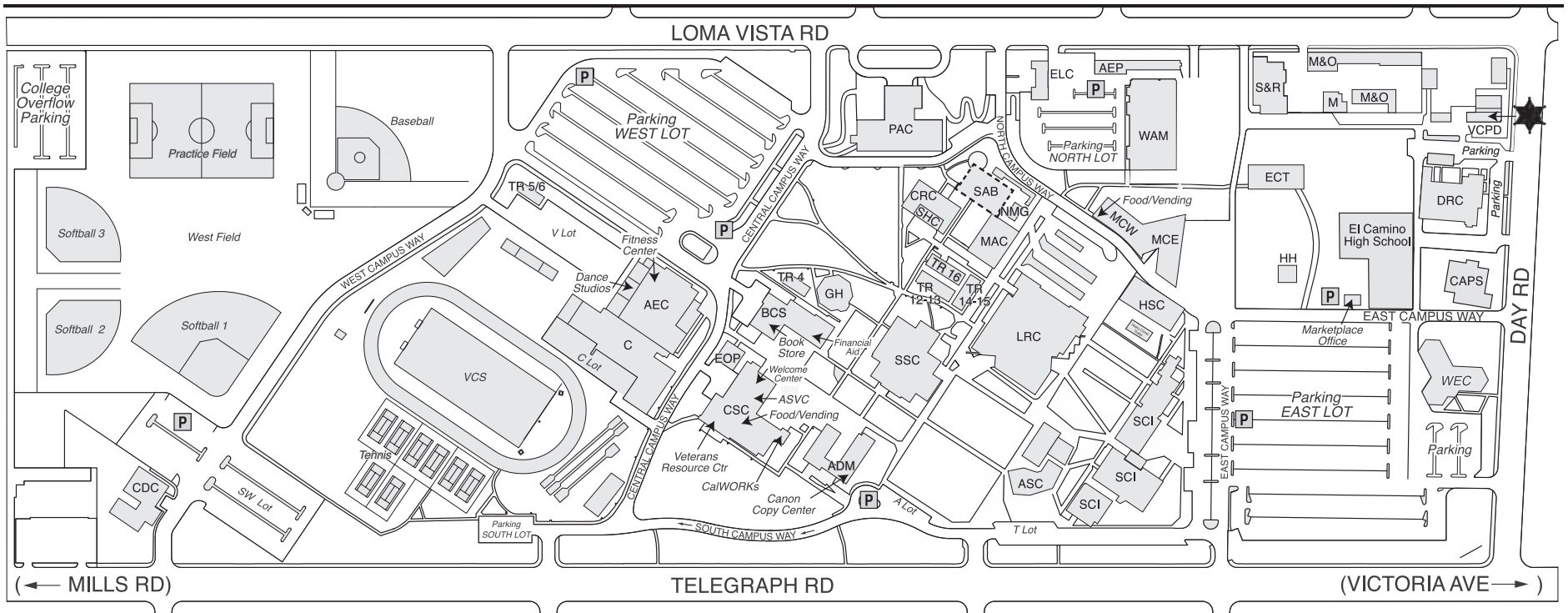

ADM ..... Administration (EAC, Canon Copy Center)
AEC ..... Athletic Event Center (Large Gym, Fitness Ctr)
AEP ..... Auto Education Program
ASC ..... Applied Sciences Center
BCS ..... Bookstore & Campus Services (Financial Aid/)
C ..... Kinesiology (Small Gym)
CDC ..... Orfalea Child Development Center at Ventura College
CRC ..... Creative Resources Center (Student Health Ctr)
CSC ..... Campus Student Center (Student Activities, Welcome Ctr, CalWORKs, Vending, Veterans Resource Center)
DRC ..... Day Road Center - 71 Day Road (Foundation, District Econ. Dev., Police)
ECT ..... Environmental/Construction Technology
ELC ..... English Learning Center (ESL)
EOP ..... EOPS
GH ..... Guthrie Hall
HSC ..... Health Sciences Center
HH ..... Head House
LRC ..... Library & Learning Resource Center (Assistive Tech Training Ctr, Tutoring)
M ..... Ceramics & Sculpture
MAC ..... Media Arts Center
M&O ..... Maintenance & Operations
MCE ..... Multidisciplinary Center East
MCW ..... Multidisciplinary Center West (Career & Tech Ed., Vending)
NMG ..... New Media Gallery
PAC ..... Performing Arts Center
SAB ..... Studio Arts Building *(under construction)*
SCI ..... Sciences & Mathematics
SSC ..... Student Services Center (Admissions & Records, Assessment, Student Business Office, Career Center, Counseling, Registration Office, Transfer Center)
S&R ..... Shipping and Receiving/Warehouse
TR 4 ..... Classroom
TR 12-15 .. Trailer Classrooms *(Between MAC & SSC Bldg.)*
TR 16 ..... Nursing Skills Lab *(Between MAC & SSC Bldg.)*
VCS ..... Ventura College Sportsplex
VCPD ..... Ventura College Campus Police (Lost & Found)
WAM ..... Welding/Auto/Manufacturing

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